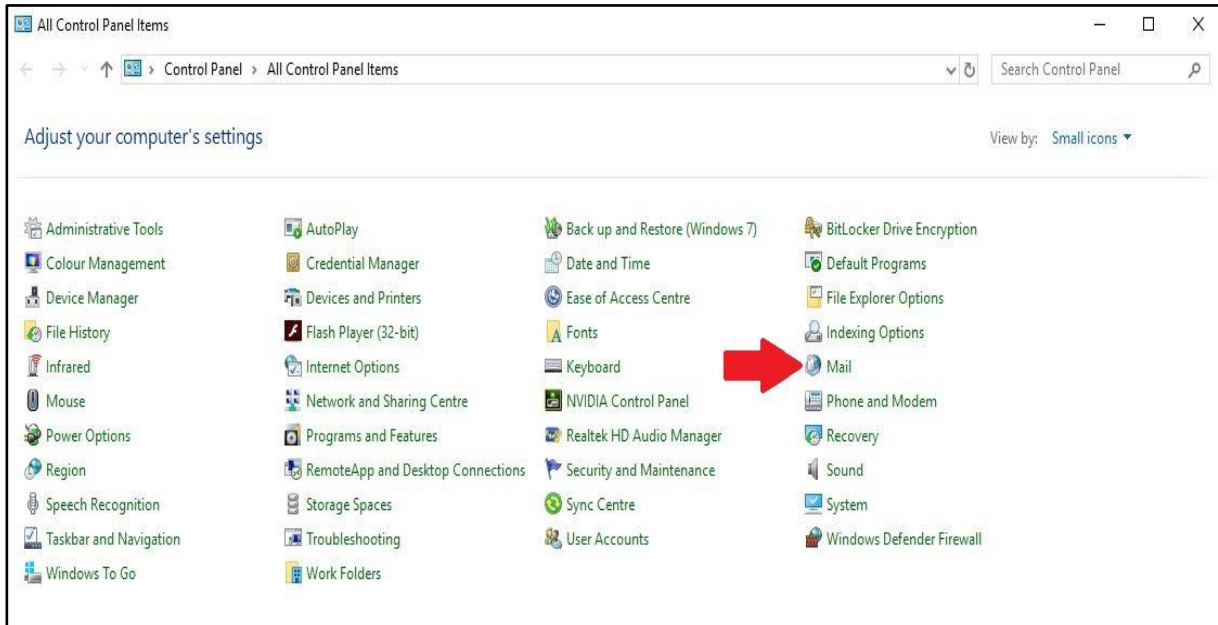
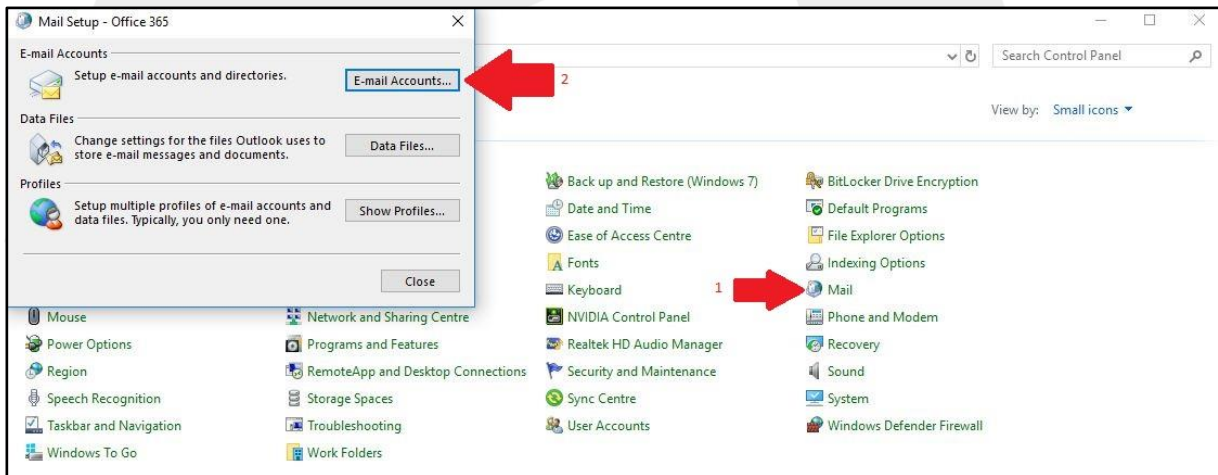


Setting up an IMAP mail account in Outlook 2016

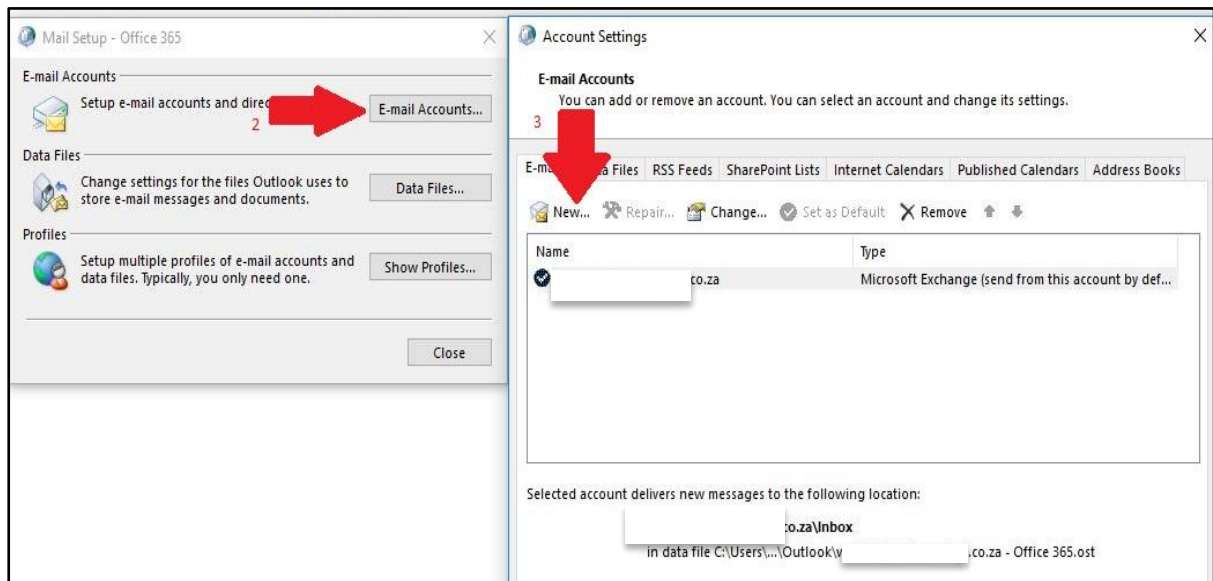
1. From the Control Panel, click on the settings icon for Mail



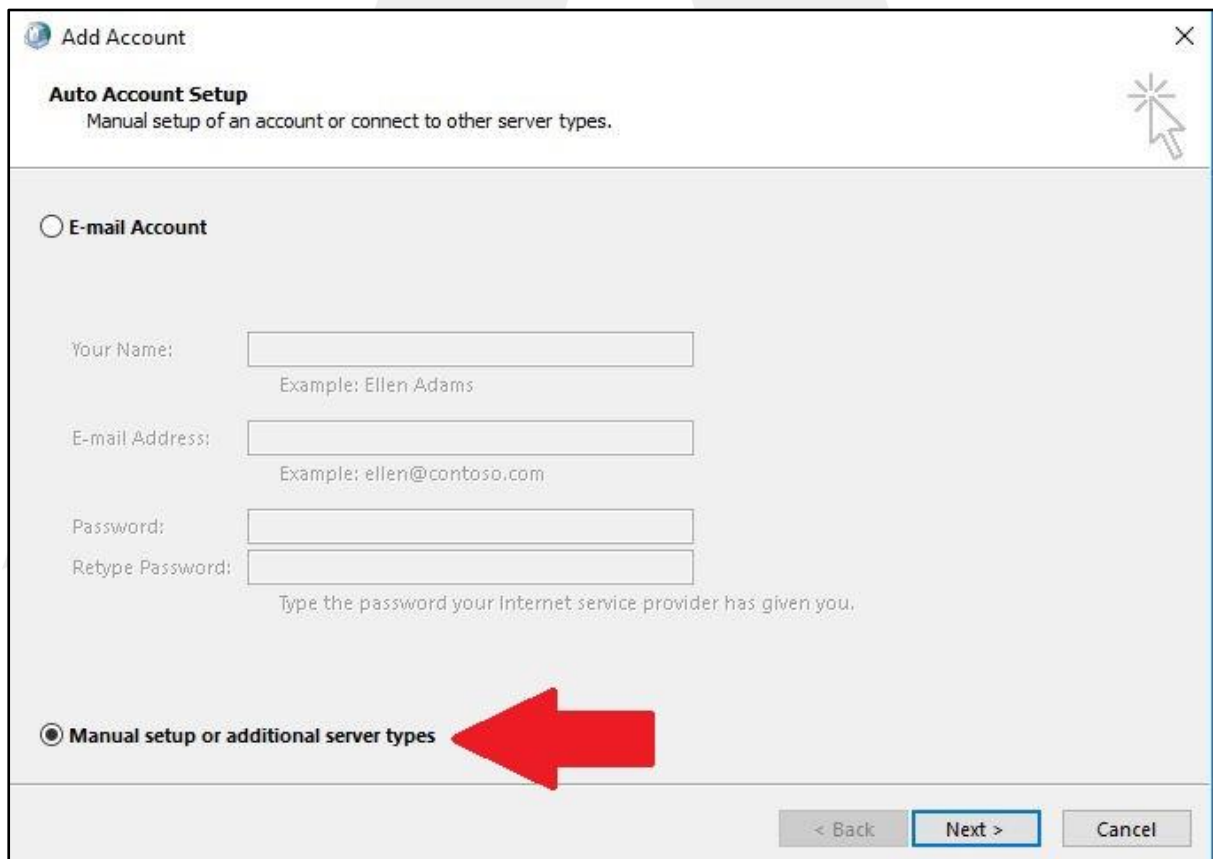
2. Click on E-mail Accounts to access the relevant settings



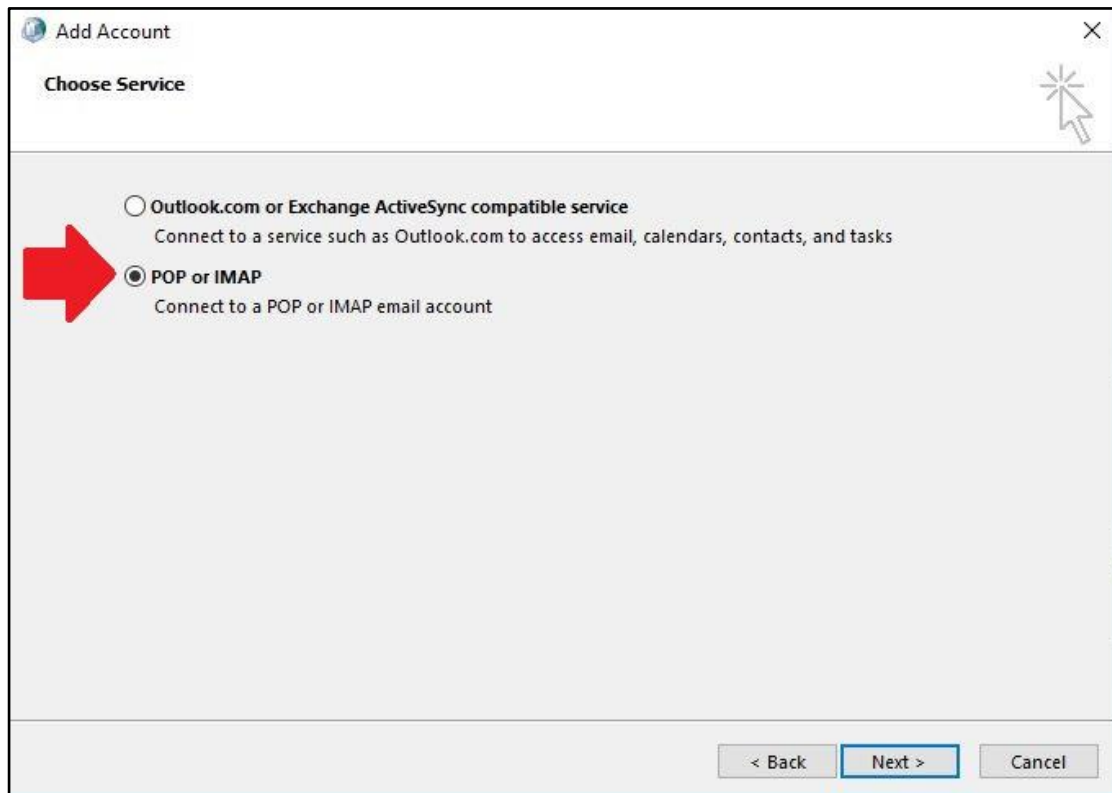
3. Click on New... to create a new account



4. Check the option for Manual setup and click Next



5. Select POP or IMAP and click Next



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. Two options are listed: 'Outlook.com or Exchange ActiveSync compatible service' and 'POP or IMAP'. The 'POP or IMAP' option is selected with a radio button, and a red arrow points to it. Below the options are three buttons: '< Back', 'Next >', and 'Cancel'.

Add Account

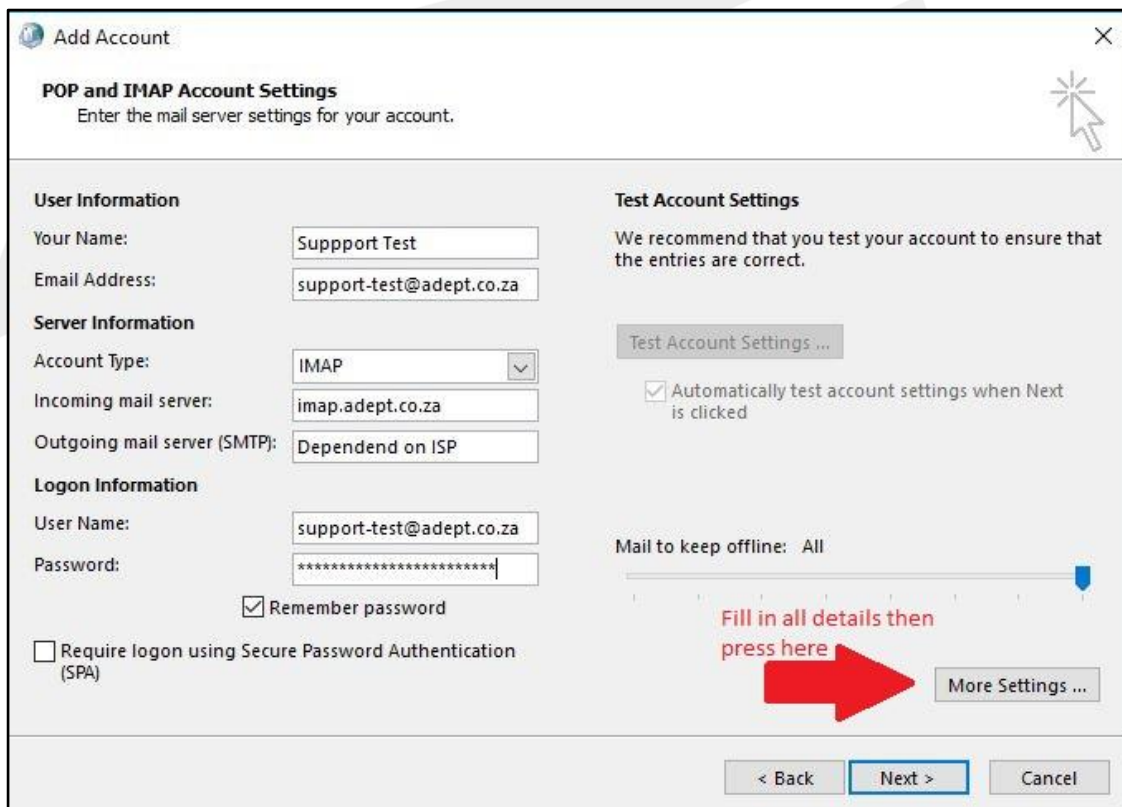
Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back **Next >** Cancel

6. Fill in the appropriate account details as supplied by your service provider, then click More Settings



The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The user has filled in their name as 'Support Test' and email as 'support-test@adept.co.za'. The account type is set to 'IMAP', the incoming mail server is 'imap.adept.co.za', and the outgoing mail server is 'Depend on ISP'. The user name is 'support-test@adept.co.za' and the password is masked with asterisks. The 'Remember password' checkbox is checked. The 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. The 'Test Account Settings' section is visible, with a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. The 'Mail to keep offline' slider is set to 'All'. A red arrow points to the 'More Settings ...' button, with the text 'Fill in all details then press here' above it. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Support Test

Email Address: support-test@adept.co.za

Server Information

Account Type: IMAP

Incoming mail server: imap.adept.co.za

Outgoing mail server (SMTP): Depend on ISP

Logon Information

User Name: support-test@adept.co.za

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

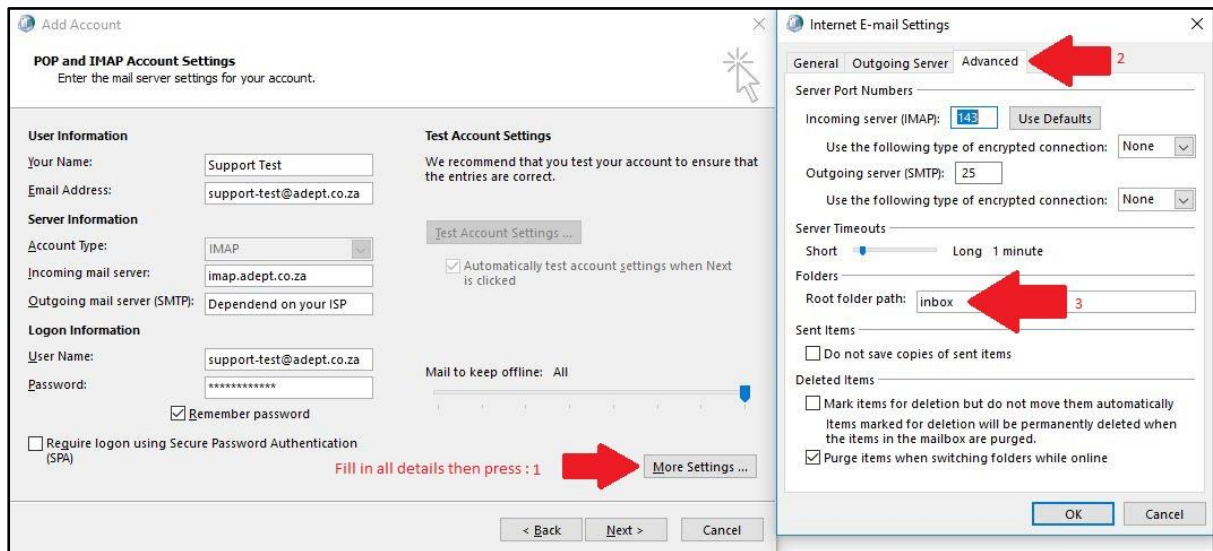
Mail to keep offline: All

Fill in all details then press here

More Settings ...

< Back **Next >** Cancel

7. Click on the Advanced tab and enter "inbox" as the Root folder path, then click OK, and finally click Next



8. The setup process will then test your account settings; if successful, you will see a dialog window as below to indicate this

