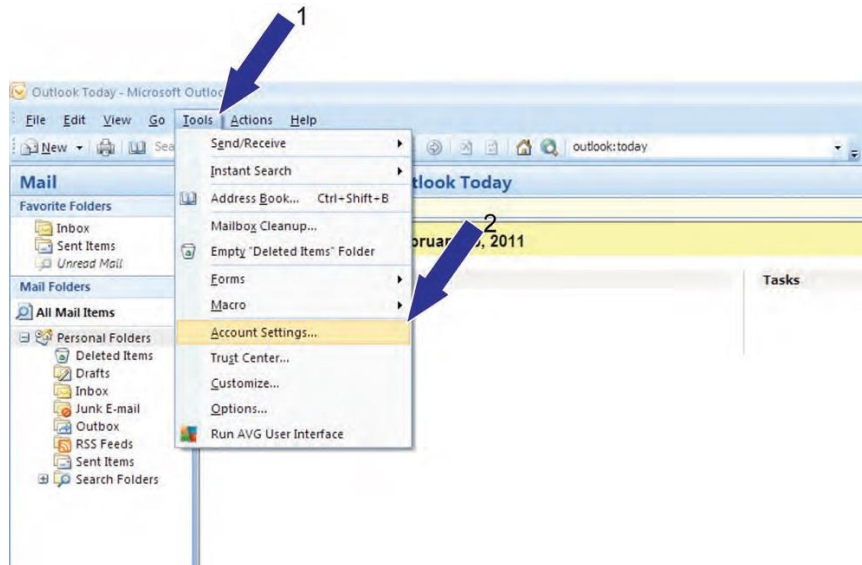
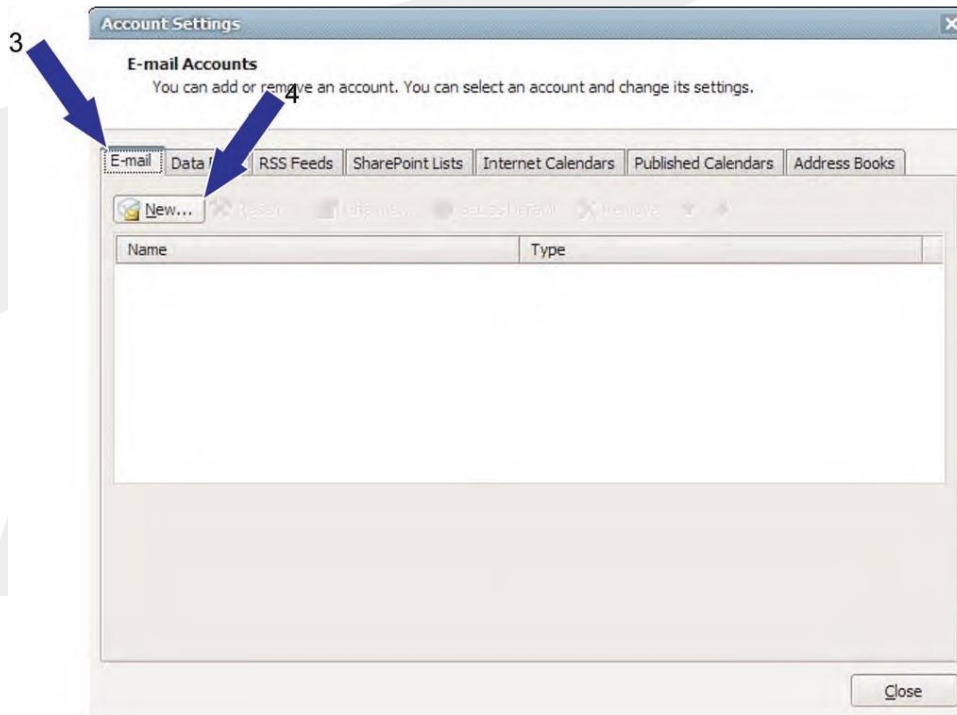


Setting up an IMAP mail account in Outlook 2007

1. On the top select Tools, then click Account Settings



2. Click New under the Email tab



3. Select the bullet at the bottom to "Manually configure server settings" and click Next

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Barkley

E-mail Address:
Example: barbara@comcast.com

Password:
Re-type Password:
Type the password you'll use to access your e-mail.

Manually configure server settings or additional server types

< Back **Next >** Cancel

4. Select Internet Email and click Next

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

< Back **Next >** Cancel

5. Enter the User Information, Logon Information and IMAP Server Information as supplied by your ISP (your IMAP server is `imap.adept.co.za`, however we can personalise this to `imap.yourdomain` if you so prefer); click Next

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6. Click Next and then Finish

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7. Finally, click Close on the bottom right

