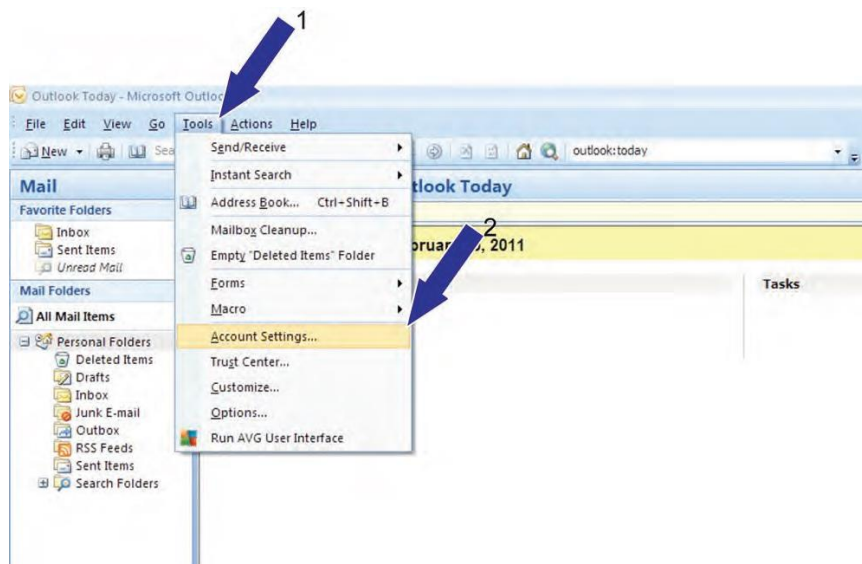
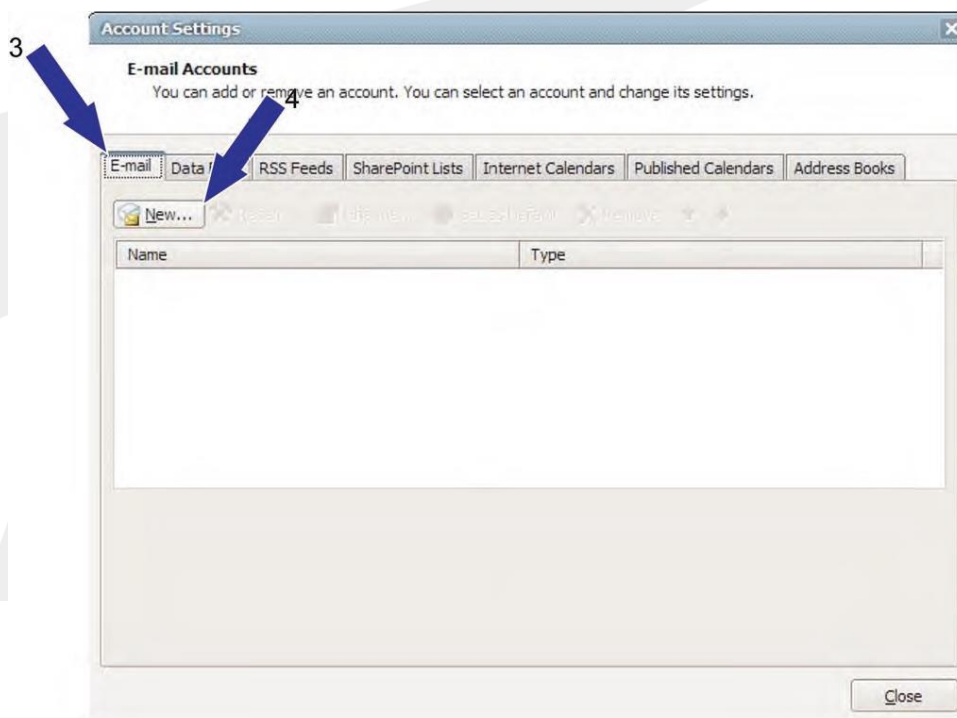


## Setting up an IMAP mail account in Outlook 2007

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 Barlow

E-mail address:

Example: barbara@comcast.com

Password:

Re-type Password:

Type the password your Internet service provider has given you

☒ 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.

Outlook Mobile Service (Text Messaging)

< 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

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Click Next and then Finish

**Add New E-mail Account**

**Congratulations!**  
You have successfully entered all the information required to setup your account.  
To close the wizard, click Finish.

7. Finally, click Close on the bottom right

