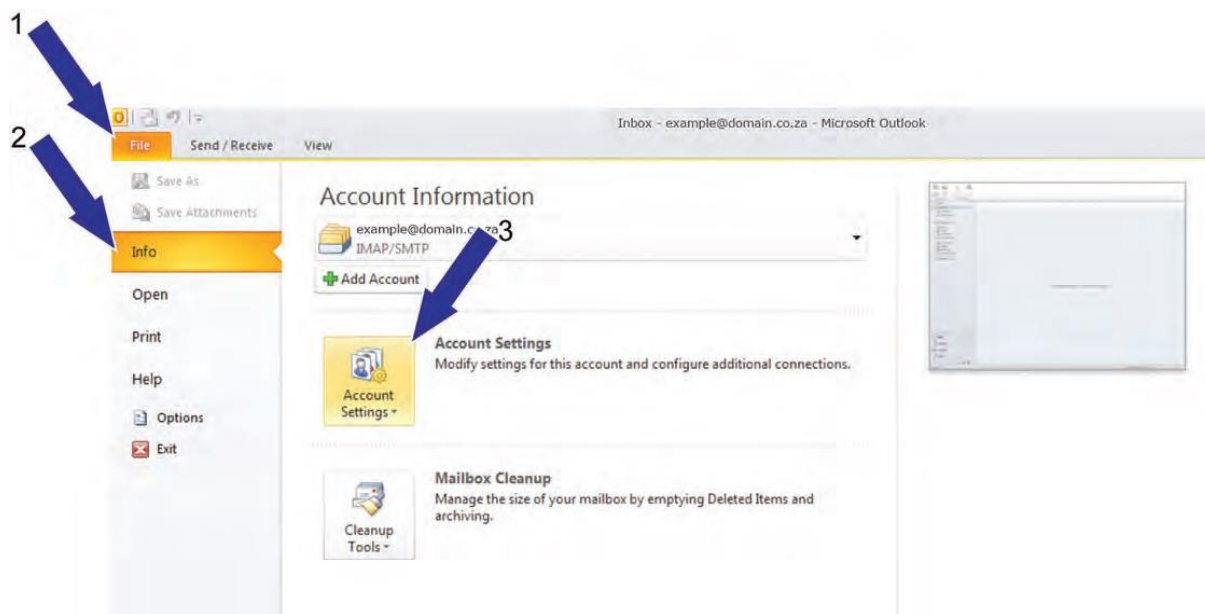
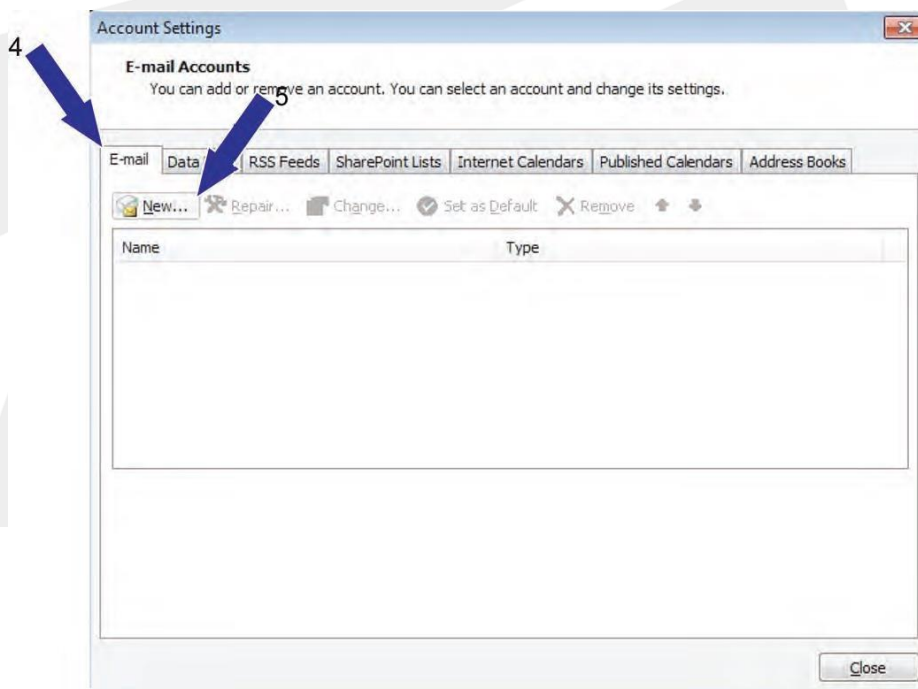


## Setting up an IMAP mail account in Outlook 2010

1. On the top left of Outlook, click on File, then on Info; on the Account Information tab, click on Account Settings



2. Under the tab for Email, select New on the left



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

**Add New Account**

**Auto Account Setup**  
Connect to other server types.

☐ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

4. Select Internet Email and click Next

**Add New Account**

**Choose Service**

☒ **Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

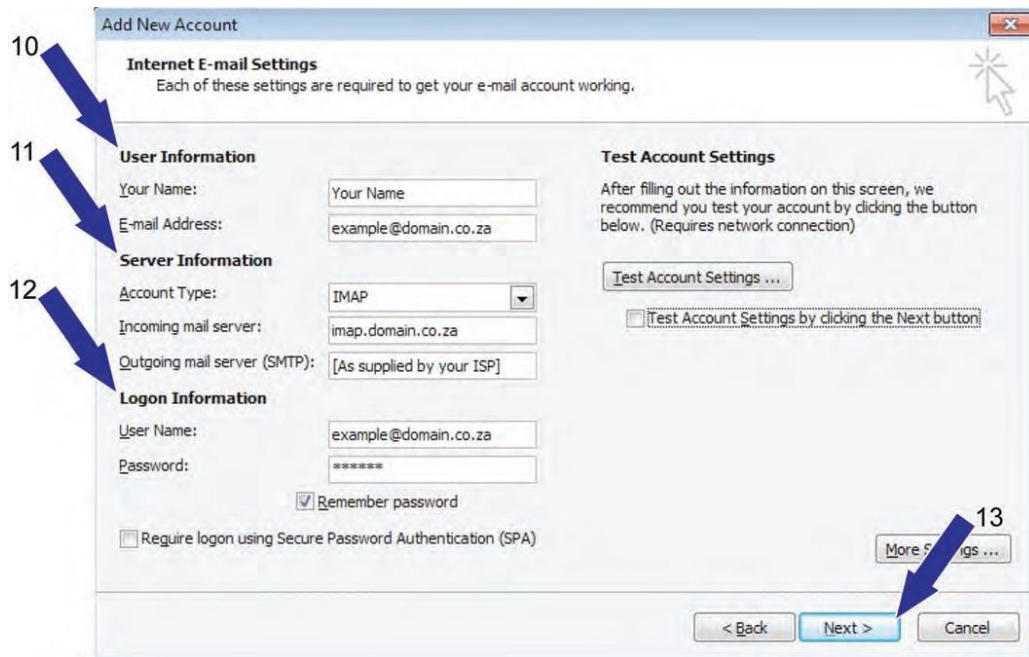
☐ **Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**  
Connect to a mobile messaging service.

☐ **Other**  
Connect to a server type shown below.  
Fax Mail Transport

< 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 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

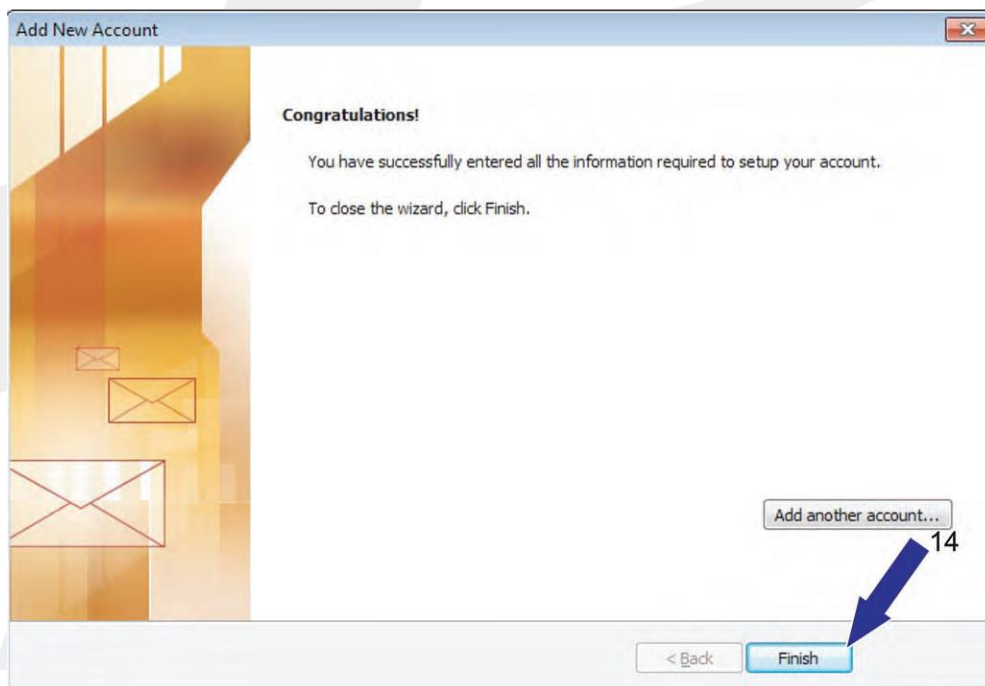
☐ Require logon using Secure Password Authentication (SPA)

**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)

☐ Test Account Settings by clicking the Next button

6. Click Next and then Finish



**Add New 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

