Click on the "Tools"->"Email Accounts" menu.
This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

**E-mail**
- Add a new e-mail account
- View or change existing e-mail accounts

**Directory**
- Add a new directory or address book
- View or change existing directories or address books

The "Email Accounts Wizard" opens. Click on "Next".
Server Type
You can choose the type of server your new e-mail account will work with.

- **Microsoft Exchange Server**
  Connect to an Exchange server to read e-mail, access public folders, and share documents.

- **POP3**
  Connect to a POP3 e-mail server to download your e-mail.

- **IMAP**
  Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

- **HTTP**
  Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

- **Additional Server Types**
  Connect to another workgroup or 3rd-party mail server.

Change the "Server Type" to "IMAP" and click on "Next".
Enter your account information as you see here, and click on "More Settings". Note that if you have MS Outlook remember your password, anyone that has access to your computer can read your email and send messages as you.
The "Internet E-mail Settings" window opens. Click on the "Advanced" tab.
Under "Incoming server (IMAP)", enable "This server requires an encrypted connection (SSL)".
Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

Server Port Numbers
- Incoming server (IMAP): 993
- Outgoing server (SMTP): 25

This server requires an encrypted connection (SSL)

Server Timeouts
- Short
- Long
- 1 minute

Folders
- Root folder path:

Click on "OK".
Click on "Next".
Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Click on "Finish" to close the "E-mail Accounts Wizard".
John Doe [johndoe@adams.edu]
To: johndoe@adams.edu

test

test

Outlook connects to the server and downloads your messages. Click on the "+" next to the Inbox...
test
John Doe [johndoe@adams.edu]
To: johndoe@adams.edu

test

... and Outlook displays the rest of your email folders.