Click on "Tools" -> "E-mail Accounts".
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 "E-mail Accounts Wizard" opens. Click on "Next".
Click on "Change".
Click on "More Settings".
The "Internet E-mail Settings" window opens. Click on the "Advanced" tab.
Under "Incoming server (IMAP)", enable "This server requires an encrypted connection (SSL)".
Click on "OK".
Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: johndoe@adams.edu

Server Information
Incoming mail server (IMAP): faculty.adams.edu
Outgoing mail server (SMTP): mail.adams.edu

Logon Information
User Name: johndoe
Password:

Remember password

Log on using Secure Password Authentication (SPA)

More Settings...
E-mail Accounts

You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>faculty.adams.edu</td>
<td>IMAP/SMTP (Default)</td>
</tr>
</tbody>
</table>

Deliver new e-mail to the following location:

- Personal Folders
- New Outlook Data File

[Click on "Finish".]