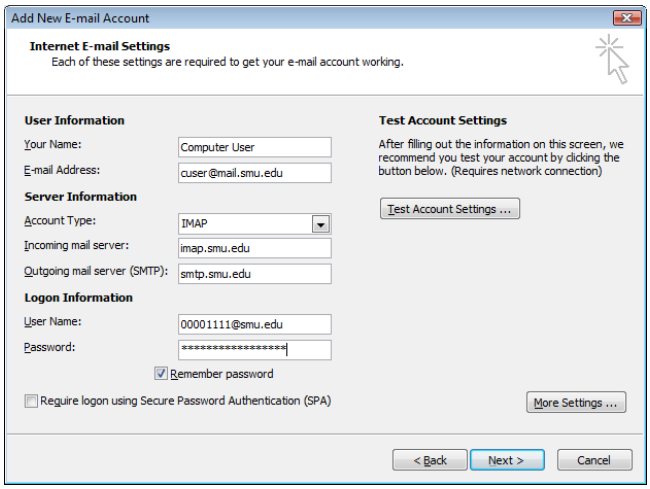
Configuring Outlook 2007 (IMAP)

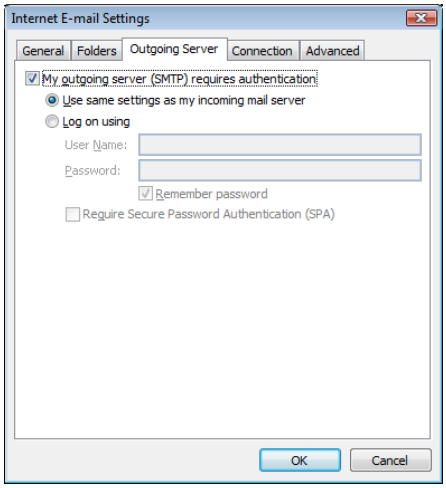
March 2007, Information Technology Services, SMU, ITS Help Desk 214-768-4357

The following instructions will configure Outlook 2007 as an IMAP client. Your SMU email is also accessible via http://webmail.smu.edu.

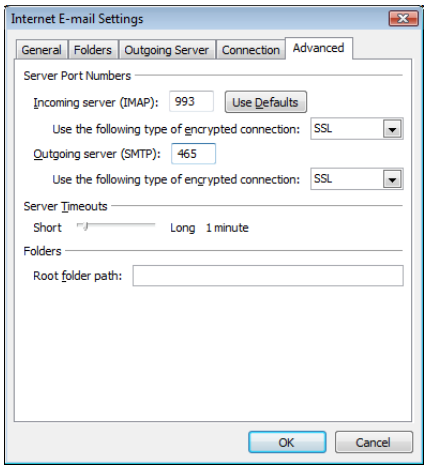
1. Launch **Outlook 2007**
2. Click **Tools**
3. Select **Account Settings**
4. On the **E-mail** tab, click **New**
5. Select **Microsoft Exchange, POP3, IMAP, or HTTP**
6. Click **Next**
7. Check the box next to **Manually configure server settings or additional server types**
8. Click **Next**
9. Select **Internet Email**
10. Click **Next**
11. In the **User Information** section (Figure 1), enter **Your Name** and **Email Address**
12. In the **Server Information** section , enter the following:
    a. **Account Type**: IMAP
    b. **Incoming mail server**: imap.smu.edu
    c. **Outgoing mail server (SMTP)**: smtp.smu.edu
13. In the **Logon Information** section, enter the following:
    a. **User Name**: your 8 digit **SMU ID @smu.edu** (ie: 00001111@smu.edu)
    b. **Password**: (your account password)
14. Click **More Settings…**
15. On the **Outgoing Server** tab, check box next to **My outgoing server requires authentication**. (Figure 2)
16. Select **Use same setting as my incoming mail server**
17. Click the **Advanced** tab (Figure 3)
18. For **Incoming Server (POP3)**, select **SSL** in the drop down box next to **Use the following type of encrypted connection**:
19. Enter **993** as the port number
20. For Outgoing Server (SMTP), select **SSL** in the drop down box next to **Use the following type of encrypted connection**
21. Enter **465** as the outgoing port number
22. Click **OK**
23. Click **Next**
24. Click **Finish**



(Figure 1)



(Figure 2)



(Figure 3)