

Outlook Email Configuration Settings – IMAP

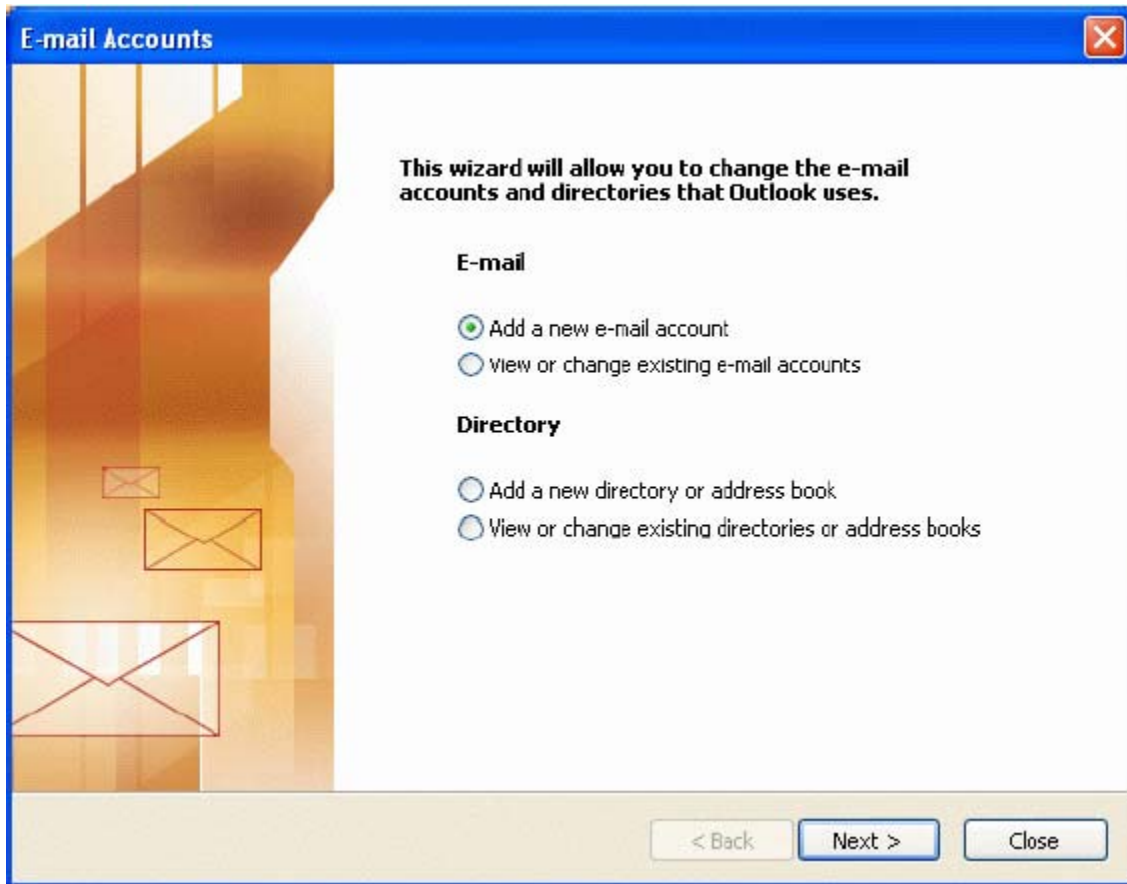
Step 1

– Open Outlook and click the Tools menu in the top tool bar. From the drop down menu, select E-mail Accounts...



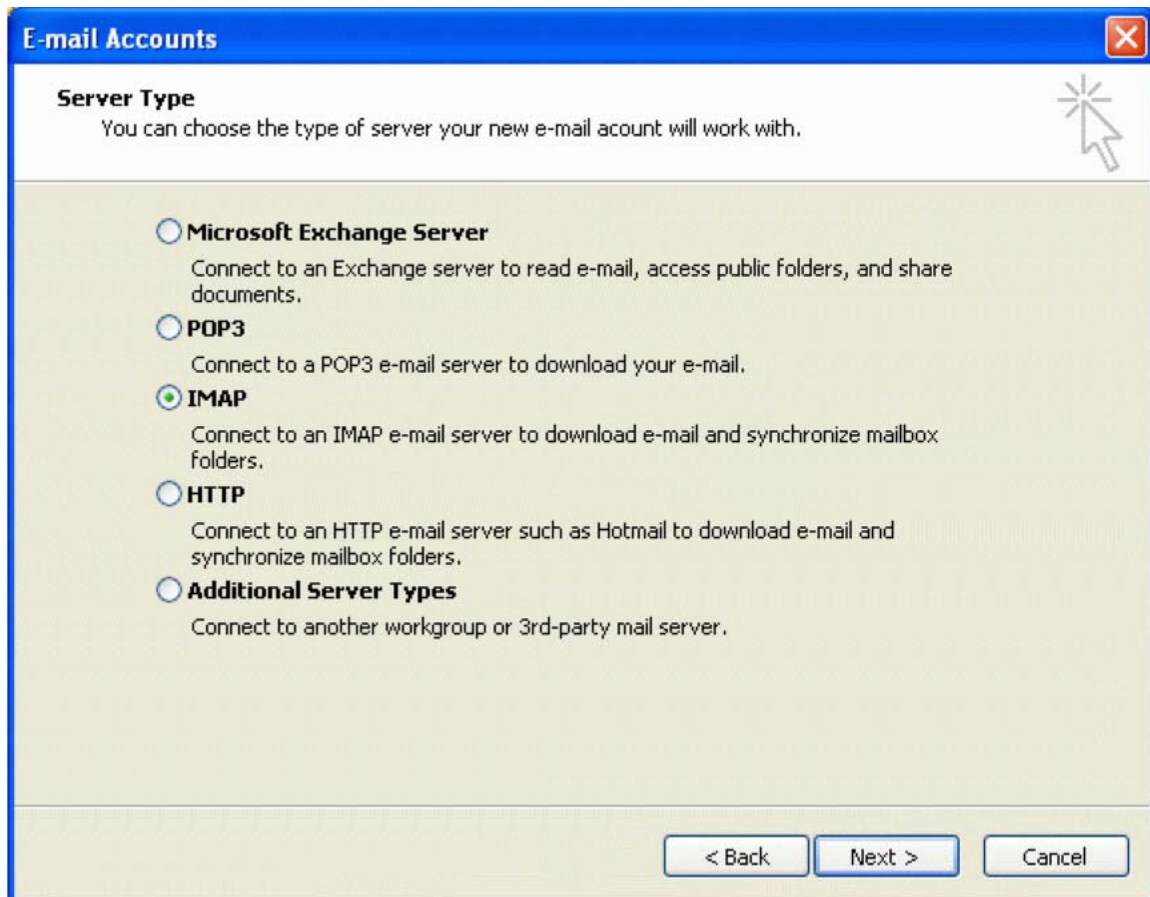
Step 2

- Select 'Add a new email account' and click Next.



Step 3

–Select IMAP and click Next.



Step 4:

- Under the User Information section: type in your name and full email address.
- Then under the Logon Information: type in your full email address and your password.
- Then enter the Server Information: type **mail1.globalrelay.com** in BOTH the Incoming and Outgoing mail server text boxes.

Note: You may check the Remember password box if you do not wish to re-enter your password every time you log into your email in Outlook.

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Step 5

- In the same screen, select the 'More Settings...' button.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts". The main heading is "Internet E-mail Settings (IMAP)" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into three sections: "User Information", "Server Information", and "Logon Information".

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (IMAP):
Outgoing mail server (SMTP):

Logon Information

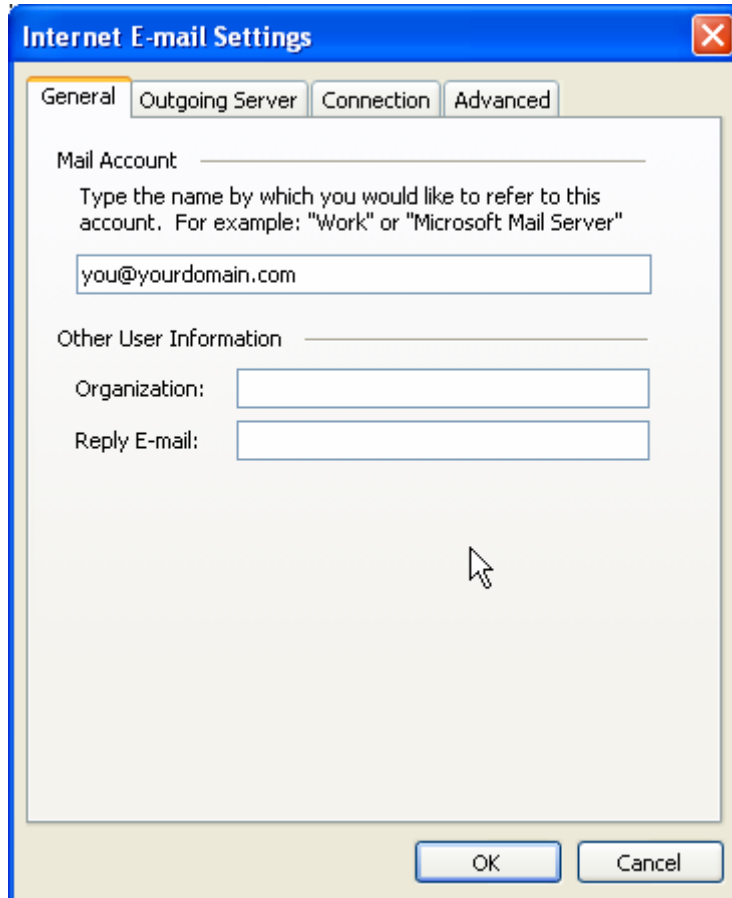
User Name:
Password:
 Remember password

Log on using Secure Password Authentication (SPA)

At the bottom right of the main area is a button labeled "More Settings...". At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "More Settings..." button.

Step 6

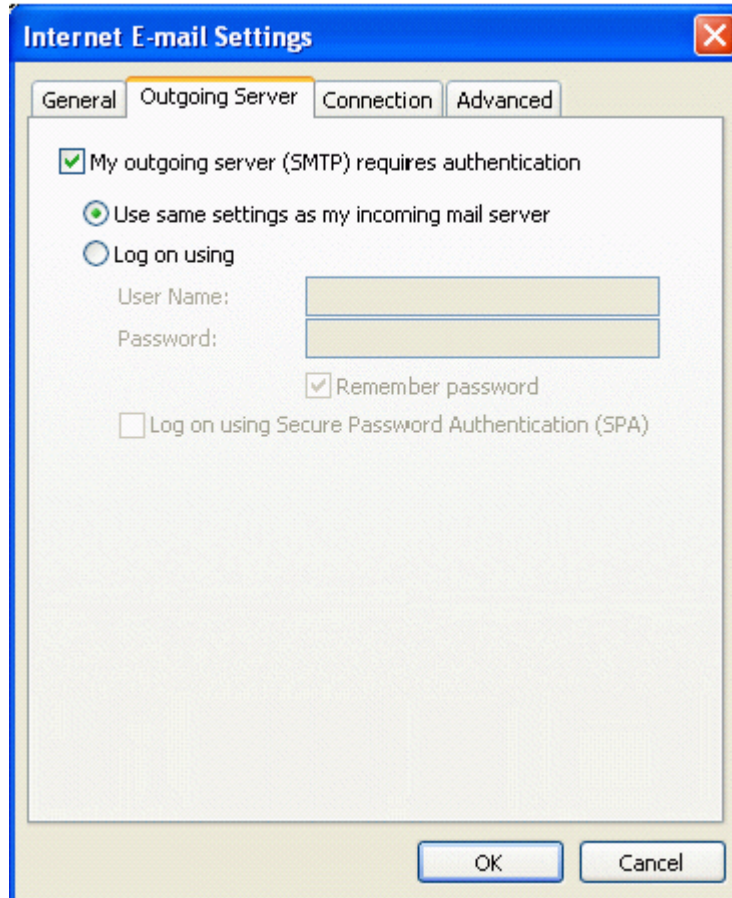
– Under the General tab and enter a name for your Mail Account. It will be the name that is displayed when you look at a list of all email accounts that are accessible by Outlook (on your computer only).



The image shows a screenshot of the 'Internet E-mail Settings' dialog box, which is a standard Windows-style window with a blue title bar and a close button in the top right corner. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'General' tab is currently selected and highlighted. Inside the dialog, there are several input fields and labels. The 'Mail Account' section has a label 'Mail Account' followed by a horizontal line and a text box containing 'you@yourdomain.com'. Below this is a descriptive text: 'Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"'. The 'Other User Information' section has a label 'Other User Information' followed by a horizontal line. Below this are two more input fields: 'Organization:' and 'Reply E-mail:'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A mouse cursor is visible in the center of the dialog area.

Step 7

– Click the Outgoing Server tab. Check the small box next to 'My outgoing server (SMTP) requires authentication'. Then select 'Use same settings as my incoming mail server'.



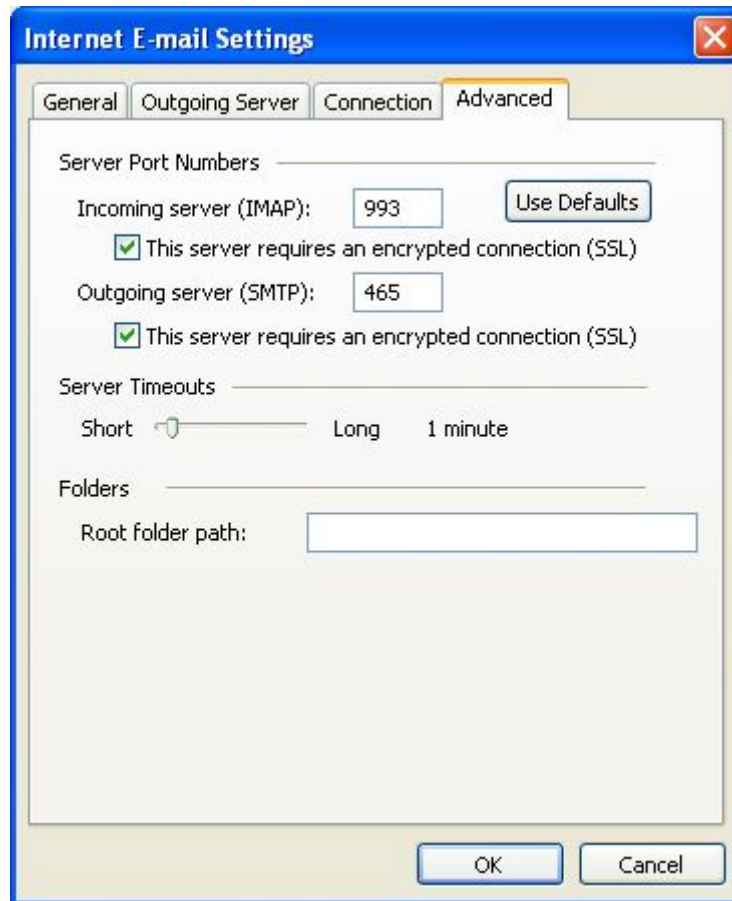
Step 8

– Click the Advanced tab. Enter **143** in the text box beside Incoming server. Then enter **8025** in the text box beside Outgoing server. Then press OK.



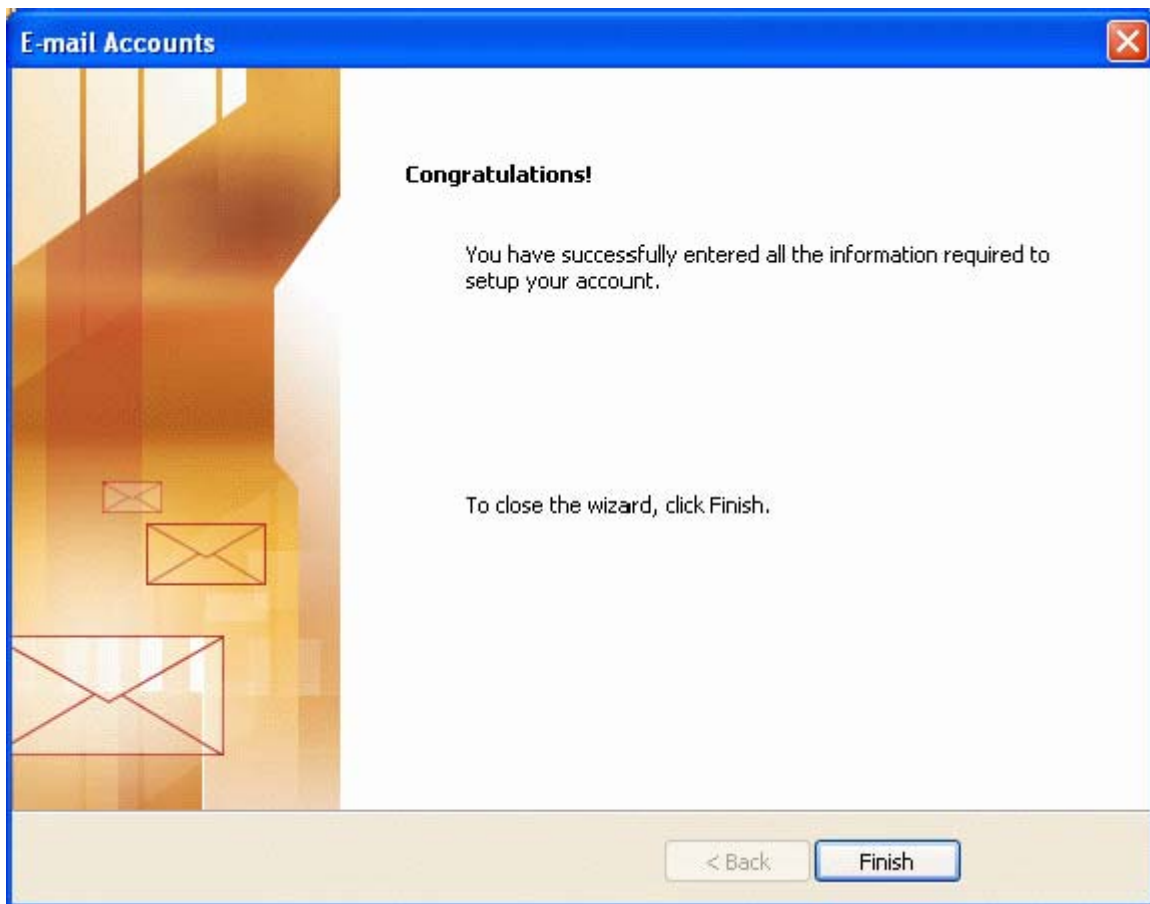
Optional Secure Connection Settings (SSL)

– Under the Advanced tab, you can check the two boxes beside 'This server requires a secure connection (SSL)' under both the IMAP and SMTP fields. If you do, be sure that the SMTP port number is **465** and the IMAP port number is **993**.



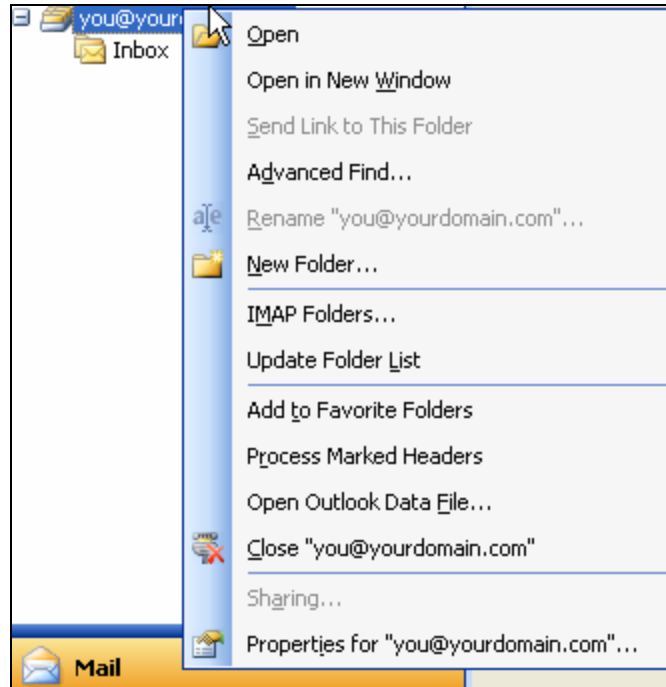
Step 9

– Click Finish. The Internet Connection Wizard screen will close itself.

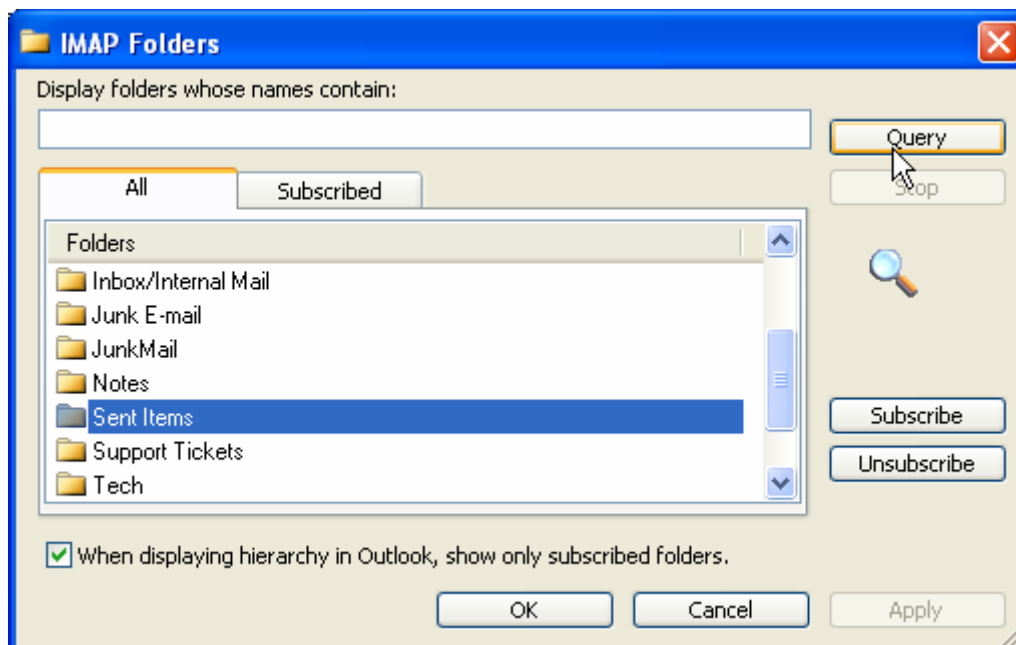


Step 10

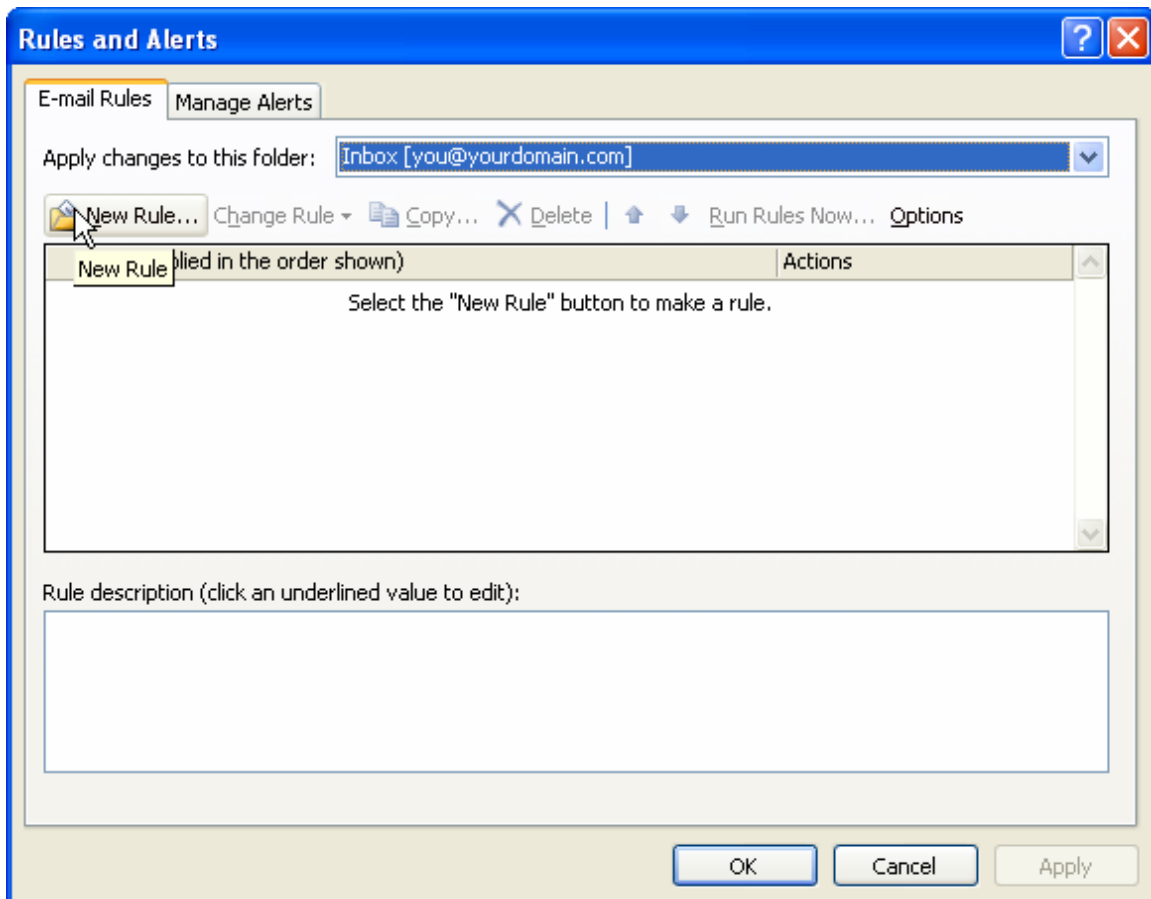
- Right-Click on the newly created email name, and choose the option **IMAP Folders**.



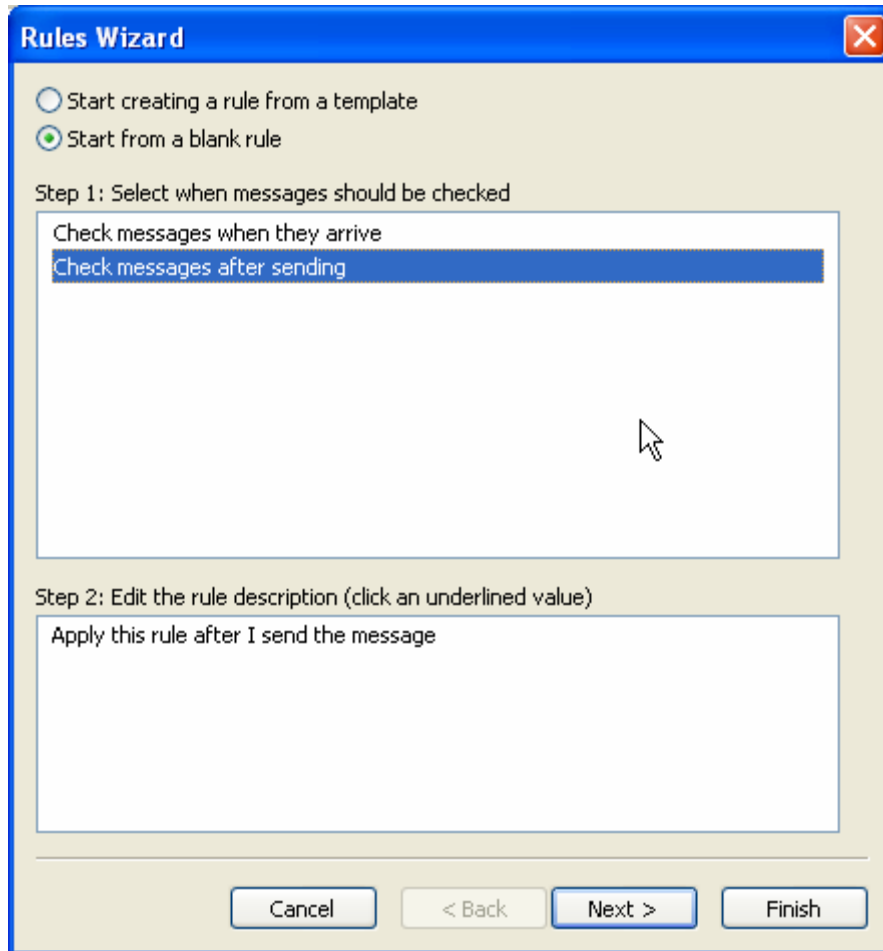
- Click on the **Query** button and find the **Sent Items** folder, once this folder is highlighted click on **Subscribe**.



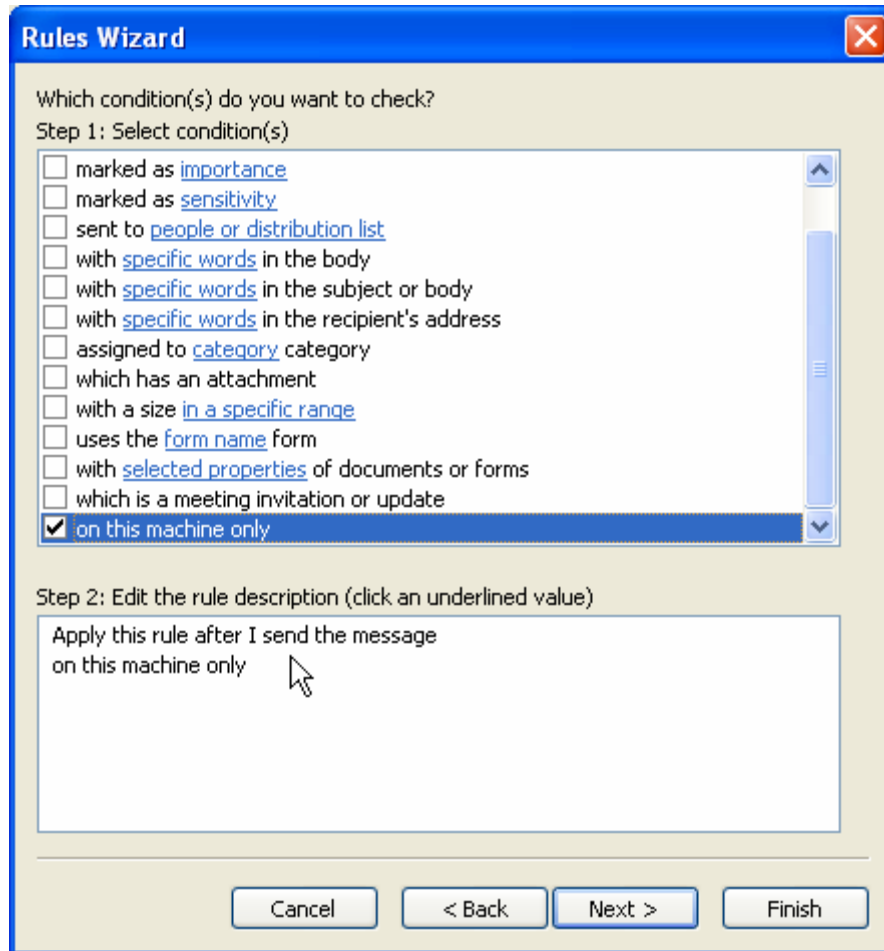
- Click **Close**.
- From the top menu bar, go to **Tools → Rules and Alerts...**
- Click **New Rule...**



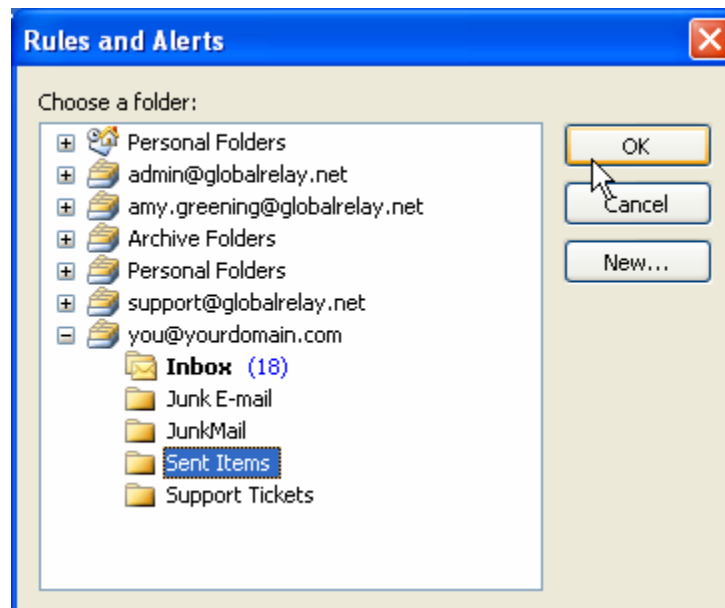
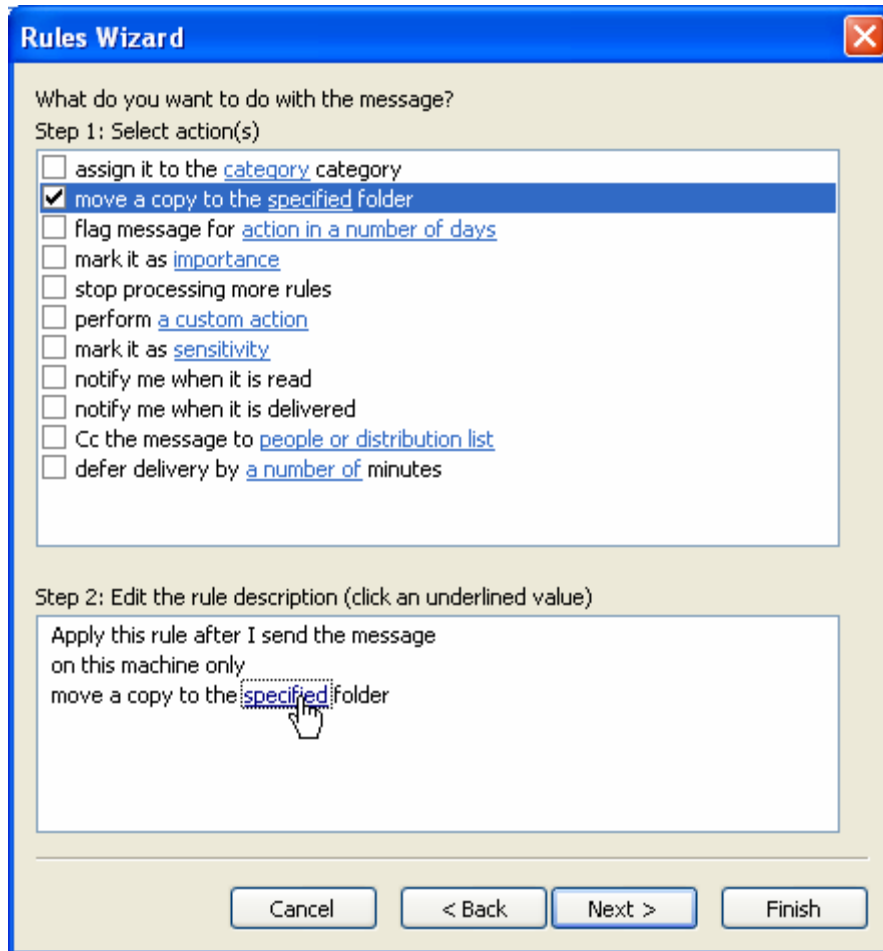
- Choose **Start from a blank rule** at the top, then in the Step 1 box, choose **Check messages after sending** and click **Next**.



- Scroll to the bottom of the list and check **on this machine only** and click **Next**.



- Choose **move a copy to the specified folder**. In Step 2 at the bottom, click on **specified** and choose the appropriate **Sent Items** folder, click **OK**.



- Click **Next** until you see **Finish rule setup**. Give the rule a name and click **Finish**.