

## Configuring Microsoft Office Outlook 2010 to Connect Mailbox via IMAP

1. Open Outlook
2. On the **File** tab, click **Account Settings**. The **Account Settings** window is displayed. The **E-mail** tab is opened by default showing all your set up e-mail accounts (if there any).
3. Click **New**. The **Add New E-mail Account Wizard** starts. You are prompted to **Choose E-mail Account**.
4. Select the **Manually configure server settings or additional server types** checkbox at the bottom of the Wizard screen, and then click **Next**.
5. Select **Internet E-mail**, and then click **Next**. The **Internet E-mail Settings** window is displayed. Provide the following information in the available fields:
  - **Your Name**: type in your name that will be shown to your e-mail recipients in the From: field.
  - **E-mail Address**: *youremail@domain.com.au*
  - **Account Type**: select IMAP.
  - **Incoming mail server**: *exchange.openconnect.com.au*
  - **Outgoing mail server (SMTP)**: *smtppath.openconnect.com.au*
  - **User Name**: *youremail@domain.com.au*
  - **Password**: type in your password.
6. Click **More Settings**. The multi-tabbed window is displayed.
7. Move to the **Outgoing Server** tab, and then select the **My outgoing server (SMTP) requires authentication** checkbox. Then click **Use same settings as my incoming mail server**.
8. Move to the **Advanced** tab. Advanced properties of your e-mail account are displayed. Configure them as follows:
  - In the drop-down menu located below the **Incoming server (IMAP)** field, select **SSL**.
  - In the drop-down menu located below the **Outgoing server (SMTP)** field, select **TLS**.
9. Click **OK** to save your changes.
10. Click **Test Account Settings** to check that your account is working. If there is missing or incorrect information, such as your password, you are prompted to supply it or correct it.
11. After receiving **Congratulations! All tests completed successfully**, click **Close**
12. Click **Next**, and then click **Finish**.