

Configuring Microsoft Office Outlook 2013 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** radio button at the bottom of the Wizard screen, and then click **Next**.
5. On the **Choose Service** page, 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:
 - Under **Incoming server (IMAP)**, next to **Use the following type of encrypted connection**, select **SSL** in the drop-down list.
 - Under **Outgoing server (SMTP)**, next to **Use the following type of encrypted connection**, select **TLS** in the drop-down list.
9. Click **OK** to save your changes.
10. On the **Add New Account** page, click **Next**. After Outlook tests your account, click **Close** to close the **Test Account Settings** dialog box.
11. Click **Next**, and then click **Finish**.