

# Configuring IMAP in Outlook 2013



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1) Go to Start > Control Panel and launch the Mail applet

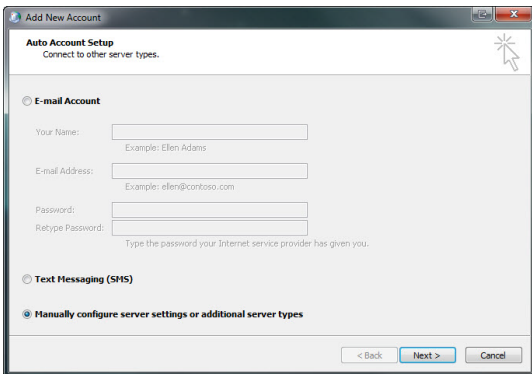


2) Click on Show Profiles button

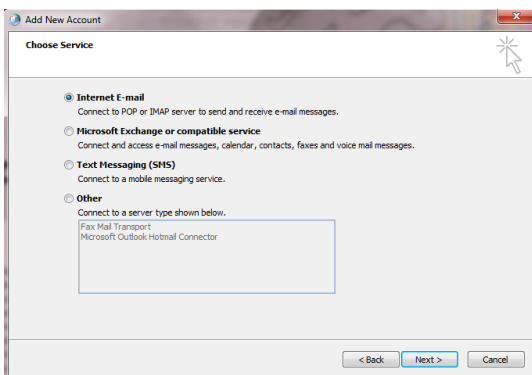
3) Click the Add button

4) A New Profile window will pop up

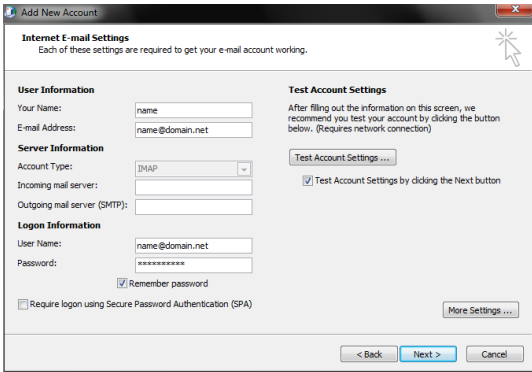
In the Profile Name field enter the name of the user and click OK.



5) In the Add New Account window select *Manually configure server settings or additional server types*, and then click **Next**.



6) Then select *Internet Email (Connect to POP or IMAP server to send and receive email messages)*.



## 7) Fill out the following information:

### User Information

Your Name: <enter your name>

Email Address: <your full email address>

### Server Information

Account Type: <select IMAP>

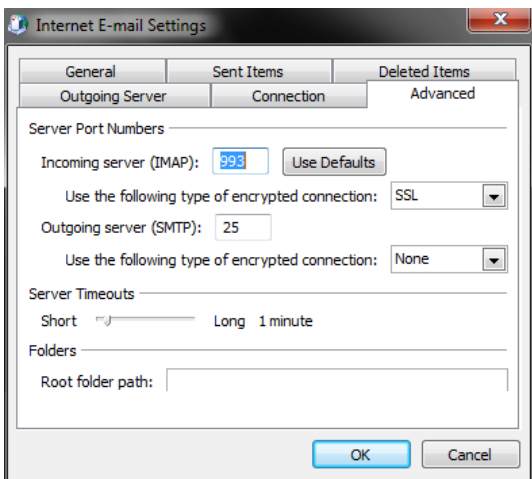
Incoming Mail Server: mail.sh6.cloudhostsite.com

Outgoing Mail Server (SMTP): mail.sh6.cloudhostsite.com

### Logon Information

Username: <your full email address>

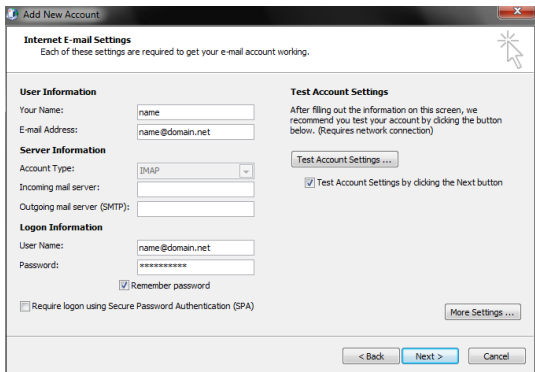
Password: <your mailbox password>



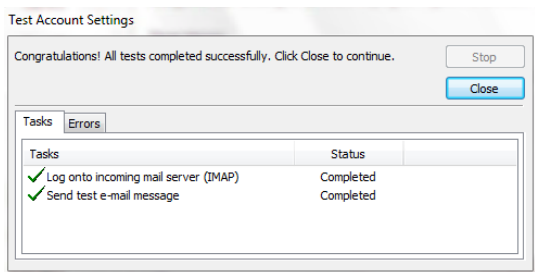
## 8) Click on More Settings

## 9) Click on the Advanced tab

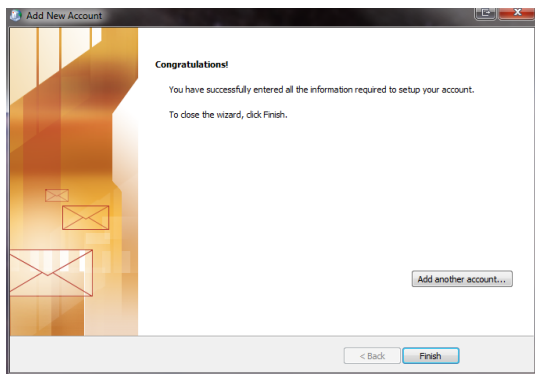
Use port **993** for *Incoming server (IMAP)* and select **SSL** in the dropdown for *Use the following type of encrypted connection (SSL)*, then click **OK**.



10) Click on Test Account Settings.



When the test is successful click **Close**.



When you click next, Outlook will run the task again. Allow the process to complete then select **Finish**.