Configuring Outlook 2013

For IMAP Connections

VERSION 1.0
Configuring Outlook 2013 for IMAP Connections Overview

Like most email clients, Outlook offers several methods to connect to an email account. While we highly recommend that all users employ the Exchange option for connecting to their accounts whenever possible, some may have a reason to use IMAP. Be aware that using IMAP to connect to your email account will only give you access to your email; an IMAP connection will not allow you to view your UAConnect calendar.

These are the steps to follow to configure Outlook 2013 to connect to your email using IMAP:

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**Step 1: Configure the Account Settings in Outlook 2013**

- Open Outlook. By default, the program will open to the Home tab. Click the File tab.
- Click the Add Account button.

Account Information

Account and Social Network Settings
Change settings for this account or set up more connections.
- Access this account on the web: https://mail.asu.edu
- Connect to social networks.

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.
• In the **Add New Account** dialog box, fill in the **Your Name**, **E-mail Address**, **Password**, and **Retype Password** text boxes.
  - The email address will be in the format of *your_netid@email.arizona.edu*.
  - The password will be your UA NetID password.

  ![Add New Account dialog box](image)

• Click the **Manually configure server settings or additional server types** radio button. Click the **Next** button.
• Leave the radio button for **Internet E-mail** selected. Click the **Next** button.

The **Internet E-mail Settings** window will appear with the **Your Name**, **E-mail Address**, and **User Name** fields already completed.
• In the **Server Information** section, click the arrow in the **Account Type** drop down menu and select IMAP.

![Server Information](image)

- Fill in the **Incoming mail server** and **Outgoing mail server (SMTP)** text boxes.
  - **Incoming mail server:** mail.catnet.arizona.edu
  - **Outgoing mail server:** smtpgate.email.arizona.edu

![Server Information](image)

• In the **Logon Information** section, fill in the **Password** text box with your UA NetID password. The **User Name** text box should already contain your UA NetID.

• Click the **More Settings…** button.

• On the **General** tab, the account name will already be filled in with your email address. If you wish, change this to something of your choice. The name in this box will identify this account on Outlook’s **Home** tab and in the **Account Settings** box.
• Click the **Outgoing Server** tab. Check the **My outgoing server (SMTP) requires authentication** check box.

![](image1.png)

• Click the **Advanced** tab. In the **Server Port Numbers** section, set the incoming server port and encryption. By default, these are set to 995 and None.
  - **Incoming server (IMAP) port text box**: 993
  - **Use the following type of encrypted connection** drop down menu: SSL

![](image2.png)

• In the same section, set the outgoing server port and encryption. By default, these are set to 465 and None.
- **Outgoing server (SMTP)** port text box: 587
- **Use the following type of encrypted connection** drop down menu: TLS

![Internet E-mail Settings](image)

- Click the **OK** button.
- Click the **Next** button.
- Outlook will automatically test your settings. If the setup was successful, it will indicate that a connection was made to the incoming server and a test message was sent. Click the **Close** button.

![Test Account Settings](image)

- Click the **Finish** button.
Step 2: Subscribe to IMAP folders (Optional)

By default, Outlook will only show the following folders when using an IMAP connection: Inbox, Deleted Items, Junk E-Mail, Search Folders, and Sent Items. If you have other folders on the server, they will not show up in Outlook’s folder list until you subscribe to them. You can subscribe to IMAP folders after following the steps to configure your account. Use the steps below to subscribe to folders.

- Click the Folder tab on the ribbon.

- Click the IMAP Folders icon.

- In the IMAP Folders dialog box, click the Query button.

- All of your IMAP folders will appear in the Folders list.
• Click the folders you wish to subscribe to, and then click the **Subscribe** button. If you have subfolders, you must subscribe to the subfolders as well as to their parent folders. The folders you have already subscribed to will have folder icons next to their names.
  
  o If you wish to subscribe to more than one folder, click on the first one. While holding down the control (Ctrl) key, click on additional folders. The folders you have clicked on will be highlighted.
  
  o If you wish to subscribe to all of your folders, click the first one. While holding down the Shift key, scroll to the bottom and click on the last folder. The two folders you clicked on, as well as all folders in between, will be highlighted.

![Image of IMAP Folders configuration]

• Click the **OK** button.

• On the **Folder** tab, click the **Update Folder List** icon.