IMAP/POP Configuration Guide
For Outlook 2011
VERSION 2.0
Configuring Outlook 2011 for IMAP

**NOTE:** POP specific information begins on page 8.

- Click on **Preferences** under the **Outlook** menu.

- Click on **Accounts**.

- Click on **E-mail Account**.
A window will drop down. Enter the following information:

- E-mail address: Your full UofA email address
- Password: Your NetID password
- User name: Your NetID
- Type: IMAP
- Incoming server: mail.catnet.arizona.edu
- Check Use SSL to connect (recommended).
- Outgoing server: smtpgate.email.arizona.edu
- Check Override Default Port
- Port number 587
- Check Use SSL to connect (recommended). Once complete the screen will look like this with your information in the appropriate boxes.

- Click Add Account.

A new screen will appear that looks like this with your information in the appropriate boxes.

- Changing Account description is optional.
- Click **More Options...** to configure outgoing server authentication.
- Change **Authentication** from **None** to **Use Incoming Server Info**.
• Click **OK**.
• Click the red X in the upper right corner of the **Accounts** window to close it.
• Click **Send/Receive** to begin pulling down email. Depending on the amount of email, this process may take some time to complete.

The new account will appear under **Inbox**.

Instructions for setting up IMAP folder subscriptions begin on page 8.
Configuring Outlook 2011 for POP

POP is configured in a similar way to IMAP with the following differences:

Choose **POP** instead of **IMAP** in the **Type:** field of the **E-Mail Account** screen.

**NOTE:** This will cause the port number for the incoming server to be **995** instead of **993**. This is normal.

- Click **Add Account** to get to the **Accounts** screen.
- Click the **Advanced** button at the bottom of the **Accounts** screen to configure whether or not to store a copy of email on the server and what to do with any deleted email.

- Click **OK** when finished.
- Click the red X in the upper right corner of the **Accounts** window to close it.
- Click **Send/Receive** to begin pulling down email. Depending on the amount of email, this process may take some time to complete.
The new account will appear under **Inbox**.
IMAP Folder Subscriptions

**NOTE:** It is best to wait to do this until after Outlook has finished retrieving mail from the Inbox.

Click on IMAP Folders... under the Tools menu.

A screen will appear that lists all of the folders located in the email account.

Folders listed in **BOLD** print are already subscribed to. Folders in regular print are not.

Select a folder to be subscribed and click on **Subscribe**.

To unsubscribe from an IMAP folder select the folder and click **Unsubscribe**.
Folder subscriptions will appear in the left column under a header that matches the **Account description** field.

![Folder subscriptions in Outlook](image)

Outlook will begin retrieving the subscribed folders. This process may take some time depending on the amount of emails in each subscribed folder.