Configuring Windows Live Mail

for IMAP Connections

VERSION 2.0
Configuring Windows Live Mail for IMAP Connections Overview

Windows Live Mail is the free email client that comes built into Windows Vista and Windows 7. Like most email clients, Windows Live Mail offers several methods to connect to an email account. While we highly recommend that all users choose an email client that supports Exchange, this may not always be possible. If you use Windows Live Mail, IMAP is the preferred method of connecting to your UAConnect account, as this email client does not support Exchange connections. 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 Windows Live Mail to connect to your email using IMAP:

**Step 1:** Add an email account in Windows Live Mail  
**Step 2:** Subscribe to IMAP folders (Optional)

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Step 1: Add an email account in Windows Live Mail

- Click the Add e-mail account link in the main window.
- Enter the requested information in the **E-mail address**, **Password** and **Display Name** text boxes. Check the box labeled **Manually configure server settings for e-mail account.** Click the **Next** button.
  
  - **E-mail address**: your_netid@email.arizona.edu
  - **Password**: your UA NetID password
  - **Display name**: your first and last names

- Fill out the information below in the **Incoming Server Information** section.
  
  - **My incoming mail server is a <POP3> server** drop down box: change to IMAP
  - **Incoming server**: mail.catnet.arizona.edu
  - **Port**: 993
  - Check the box labeled **This server requires a secure connection (SSL).**
  - **Log on using** drop down box: Secure password authentication
• Fill out the information below in the **Outgoing Server Information** section. **NOTE:** These settings should be entered in the exact order they appear below. Entering the port before checking the secure connection check box will cause the port to be reset to 25.

  o **Outgoing server:** smtpgate.email.arizona.edu
  o Check the box labeled **This server requires a secure connection (SSL).**
  o Check the box labeled **My outgoing server requires authentication.**
  o **Port:** 465

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<thead>
<tr>
<th>Outgoing Server Information</th>
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• Click the **Next** button.
• Click the **Finish** button.
• The **Show/Hide IMAP Folders** dialog box should pop up. This allows you to subscribe to your IMAP folders immediately. If you decide to skip this step, you can return to this screen later by following Step 2: Subscribe to IMAP folders.

**Step 2: Subscribe to IMAP folders (Optional)**

• Click the **IMAP Folders** button.
• On the **All** tab, find the folder you wish to subscribe to and double-click it.
  o If you wish to subscribe to multiple folders at once, you can choose several by holding down the control (Ctrl) key and clicking on each folder. When you are done selecting folders, click the **Show** button.
  o If you wish to subscribe to all of your folders, click the first folder. While holding the Shift key down, scroll to the bottom of the list and click the last folder. This will highlight the two folders you clicked, as well as all of the folders in between. Click the **Show** button.
• Click the **OK** button.