

Microsoft Outlook – IMAP Configuration ver 2.0

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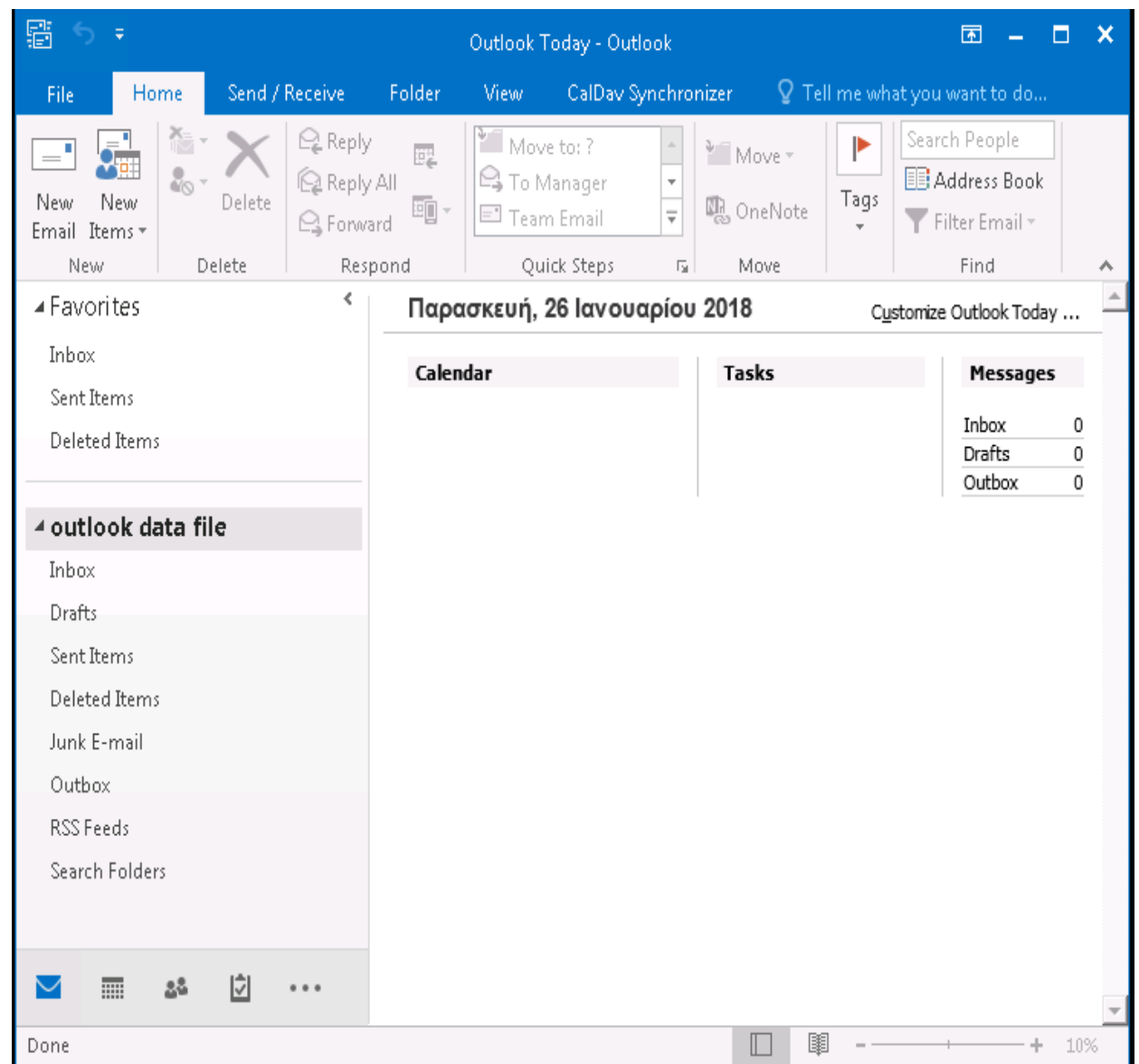
General

This document assumes you have the following software versions:

- OS: Windows 7,8,10
- Microsoft Office Outlook 2010-2016

Step 1

Start Outlook from the Start menu.




Step 2


Choose **File**→**Account Settings**

Account Information

No account available. Add an e-mail account to enable additional features.

[+ Add Account](#)

 **Account Settings**
Change settings for this account or set up more connections.








 **Account Settings...**
Add and remove accounts or change existing connection settings.

Cleanup... x by emptying Deleted Items and archiving.

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

 New...  Repair...  Change...  Set as Default  Remove  

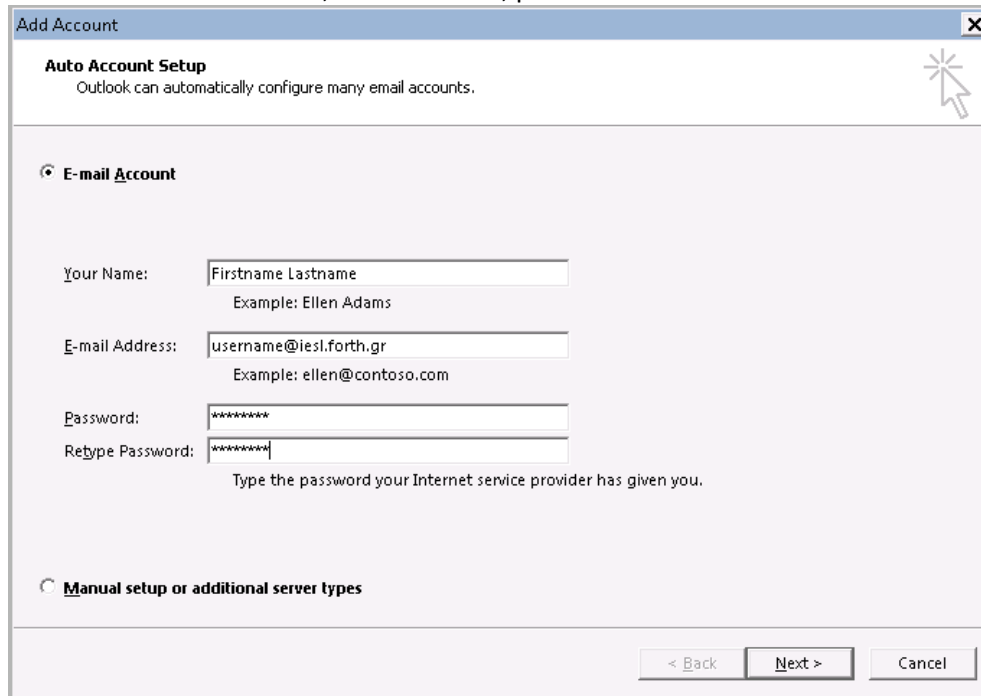
Name	Type
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[Close](#)

Step 3

Select New E-Mail

Fill the fields "Your Name", email address, password



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

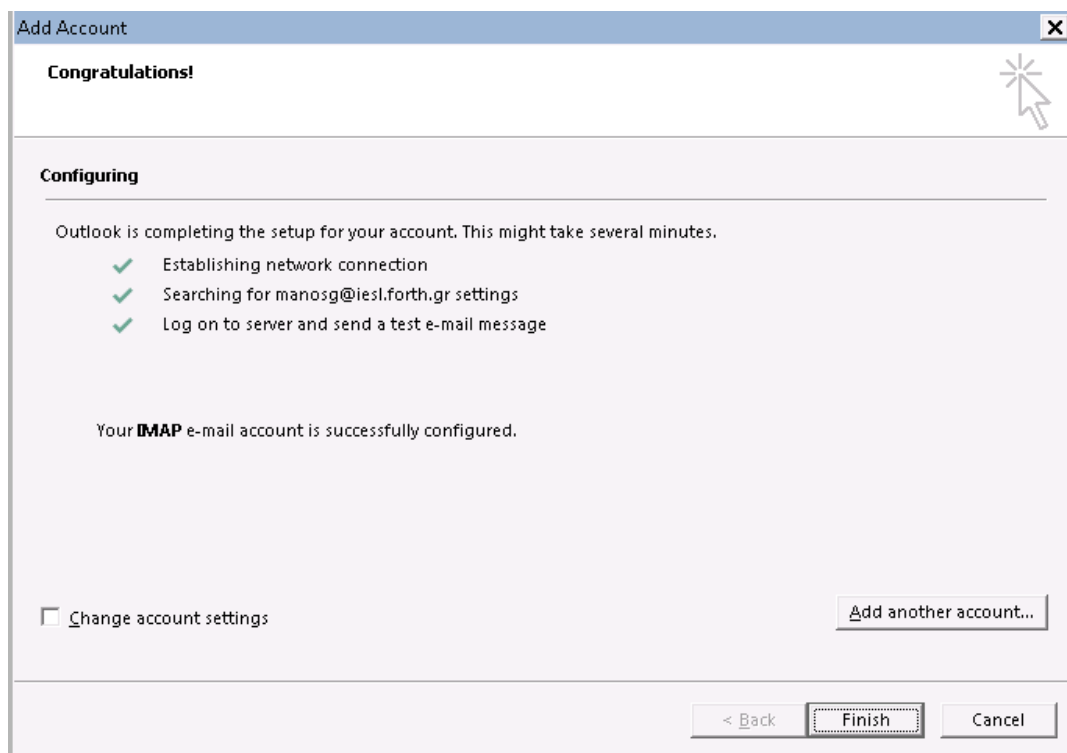
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

And press **Next** → **Finish**



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for manosg@iesl.forth.gr settings
- ✓ Log on to server and send a test e-mail message

Your **IMAP** e-mail account is successfully configured.

Change account settings

Add another account...

< Back **Finish** Cancel

Close account settings window.

Microsoft Outlook has been connected.