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.

÷				Outlook T	oday - Outl	ook				•	- C	1	×
File Ho	me Se	nd / Receive	Folder	View	CalDav Sj	/nchroniz	er 🖓	Tell me wł	iat you	want to	do		
New New Email Items • New	Delete	K C Reply	/ E2 / All ard E1 -	Move To M Team Qui	e to: ? lanager n Email ick Steps	× ▼ ▼	■ Move + } OneNote Move	Tags	Sear	ch Peopl Address B ilter Ema Find	e ook il *		~
▲ Favorites		<	Παρα	ισκευή, 2	26 Ιανουα	αρίου 20	018	C <u>i</u>	istomize	e Outlook	Today		
Inbox Sent Items			Calen	dar			Tasks			Mess	ages		-
Deleted Items										Inbox Drafts		0 0	
 ✓ outlook da Inbox Drafts Sent Items Deleted Items Junk E-mail Outbox RSS Feeds Search Folder 	s ta file									Outbo	x	U	
	<u>2</u> 2												-
Done								II		1	+	10%	

Step 2

Choose File→Account Settings

Αссоι	unt Information					
No account availa 🔶 Add Accour	able. Add an e-mail account to enable additional features. nt					
Account Settings •	Account Settings Change settings for this account or set up more connections.					
Accoun Add and change	t Settings d remove accounts or existing connection settings. x by emptying Deleted Items and archiving					
Account Settings	x					
E-mail Accounts You can add o E-mail Data Files	r remove an account. You can select an account and change its settings. RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books					
🦓 New 🎘 Repair 🖝 Change 🔗 Set as Default 🗙 Remove 🔹 ♦						

Step 3

Select New E-Mail

d Account		>
Auto Account Setup Outlook can autor	atically configure many email accounts.	×
€ E-mail <u>A</u> ccount		
<u>Y</u> our Name:	Firstname Lastname Example: Ellen Adams	
<u>E</u> -mail Address:	username@iesl.forth.gr Example: ellen@contoso.com	
<u>P</u> assword: Retvpe Password:	********	
	Type the password your Internet service provider has given you.	
C <u>M</u> anual setup or a	lditional server types	

And press **Next→Finish**

Add Account		×
Congratula	tions!	×
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 D	MAP e-mail account is successfully configured.	
🥅 <u>C</u> hange a	ccount settings	Add another account
	< <u>B</u> ack	Finish Cancel

Close account settings window.

Microsoft Outlook has been connected.