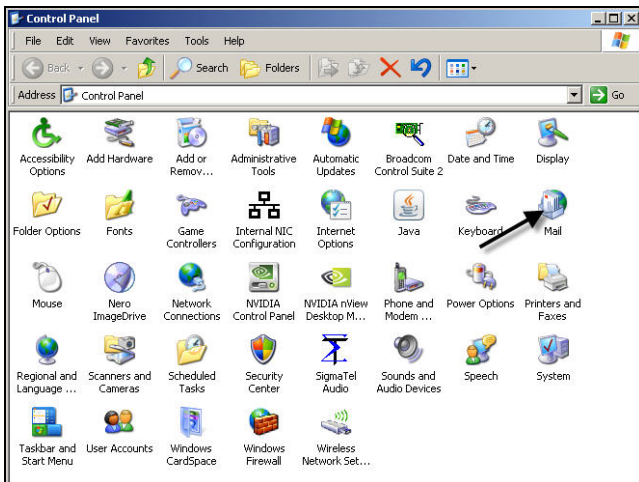




## NCDTech: Setup IMAP - Outlook 2007

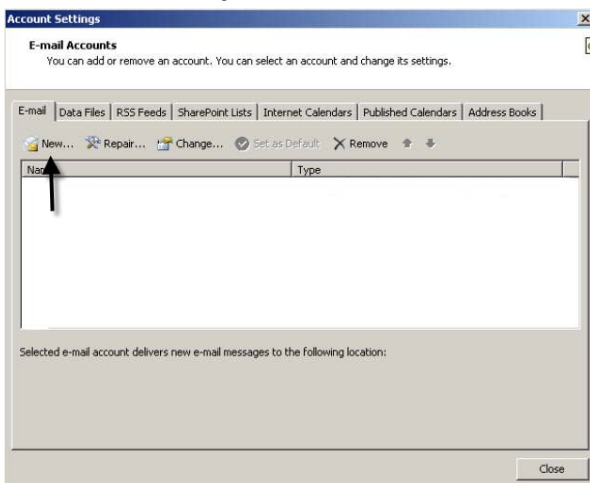
### Step 1: Open "MAIL"



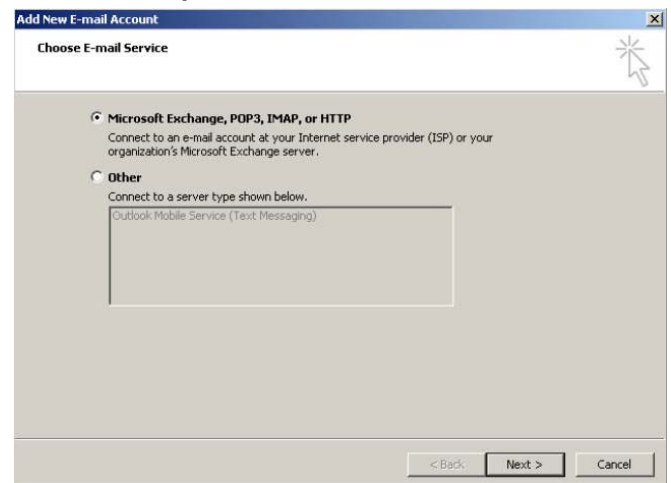
### Step 2: Click "E-MAIL ACCOUNTS"



### Step 3: Click "NEW"

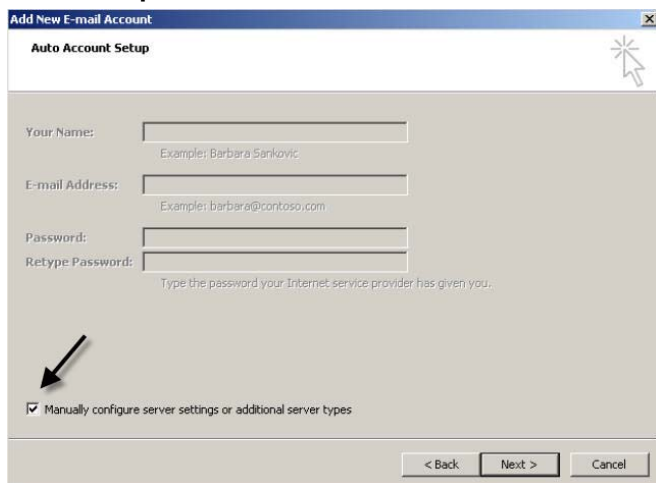


### Step 4: Click "IMAP" then "NEXT"





### Step 5: Check the box and click "NEXT"



**Add New E-mail Account**

**Auto Account Setup**

Your Name:

E-mail Address:

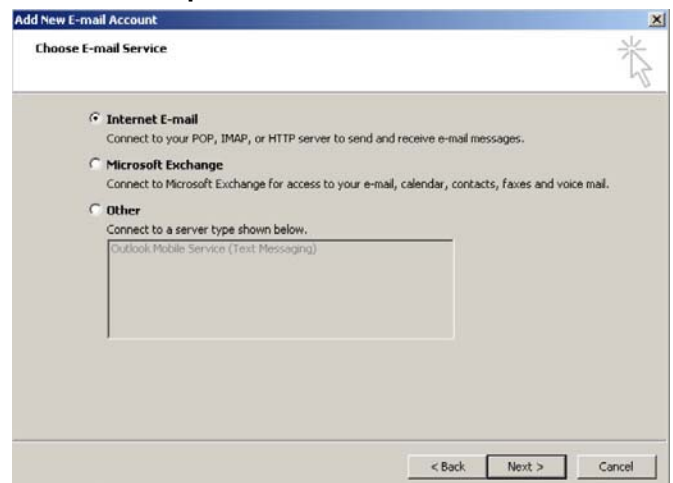
Password:

Retype Password:

Manually configure server settings or additional server types

< Back Next > Cancel

### Step 6: Click IMAP, then "NEXT"



**Add New E-mail Account**

**Choose E-mail Service**

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

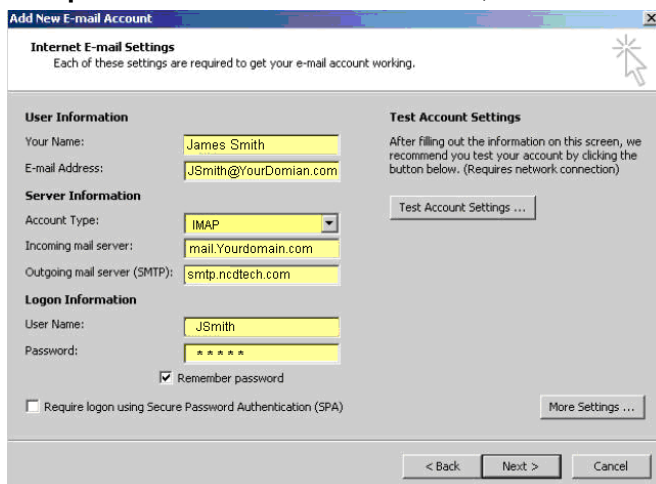
**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

**Other**  
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

### Step 7: Fill out the needed information, then "NEXT"



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: James Smith  
E-mail Address: JSmith@YourDomain.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: mail.Yourdomain.com  
Outgoing mail server (SMTP): smtp.ncdtech.com

**Logon Information**  
User Name: JSmith  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

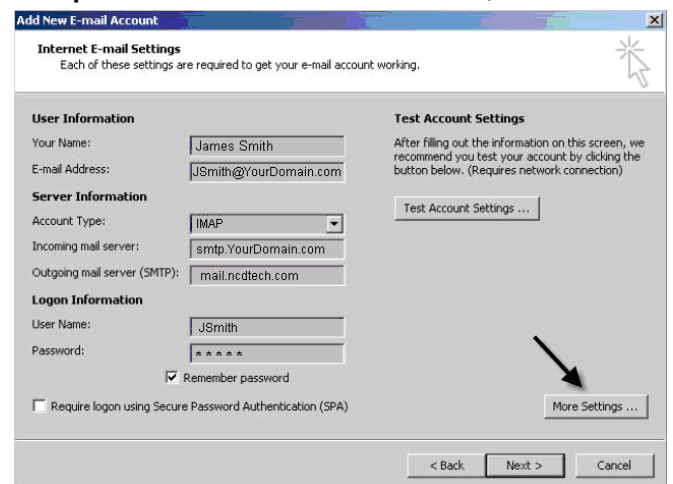
Test Account Settings  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

### Step 6: Fill out the needed information, then "NEXT"



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: James Smith  
E-mail Address: JSmith@YourDomain.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: smtp.YourDomain.com  
Outgoing mail server (SMTP): mail.ncdtech.com

**Logon Information**  
User Name: JSmith  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel



### Step 7: Click the "OUTGOING SERVER" tab

### Step 8: Check "MY OUTGOING SERVER (SMTP) REQUIRES AUTHENTICATION"

### Step 9: Check the "ADVANCED" tab

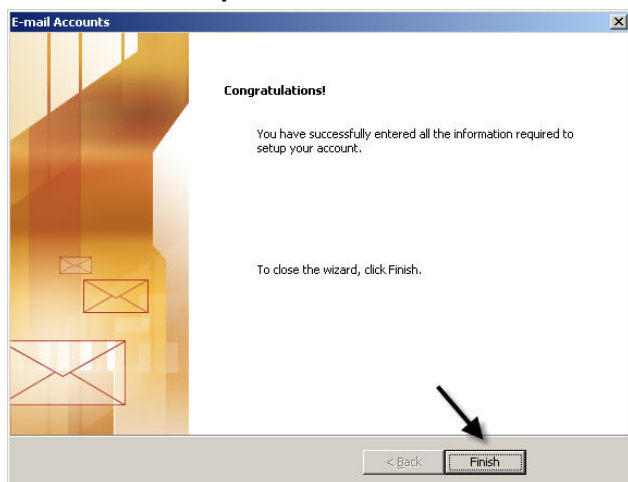
### Step 10: Check "REQUIRES AN ENCRYPTED CONNECTION (SSL)" box

### Step 11: Click "OK"

### Step 12: Click "NEXT"



### Step 13: Click "FINISH"



### Step 14: Click "CLOSE"

