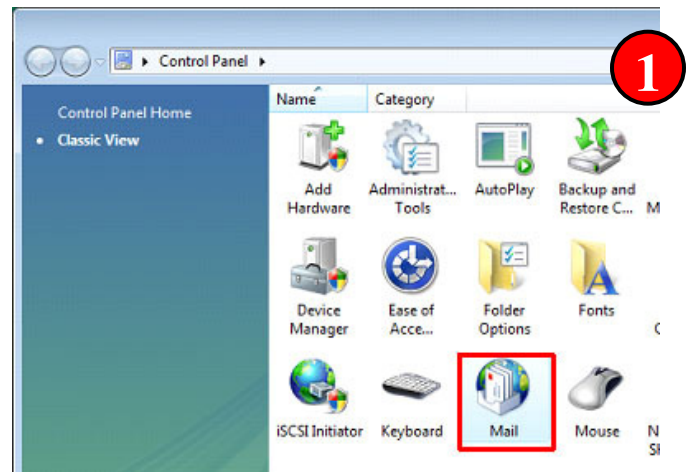


## Help Document Series: Creating a profile in Outlook 2007 using IMAP

*This document will take you through setting up a profile on Microsoft Outlook 2007 using the IMAP protocol. By using this type of profile your e-mail messages will remain on the Clark server, which means that you will be able to access them from any computer. You will need Windows XP or Vista, Outlook 2007, and an active internet connection. These instructions are intended for people who have already been using Outlook to access other email accounts. If this is your first time using Outlook 2007 please visit [http://www.clarku.edu/offices/its/kb/cmail/Outlook2007\\_FirstUse\\_cMail.pdf](http://www.clarku.edu/offices/its/kb/cmail/Outlook2007_FirstUse_cMail.pdf)*

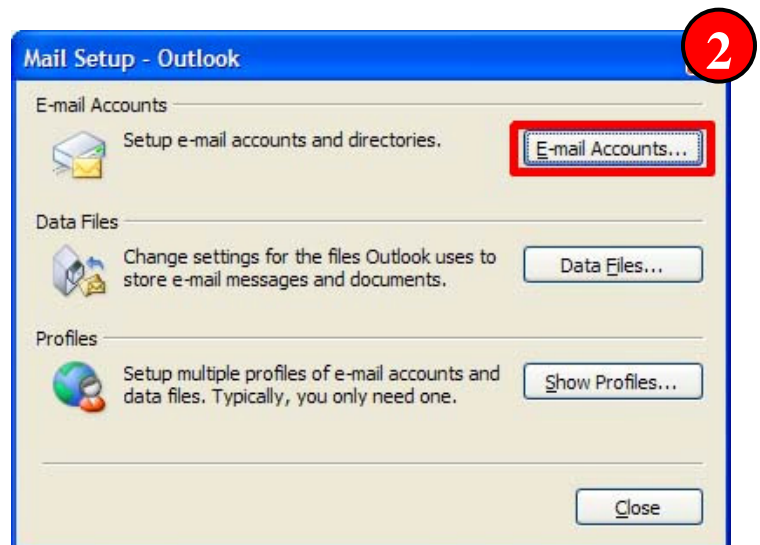
### Step 1

Go to the Start menu, select **Control Panel**, if you are not already in **Classic View** click **Classic View** and then double-click the **Mail** control panel.



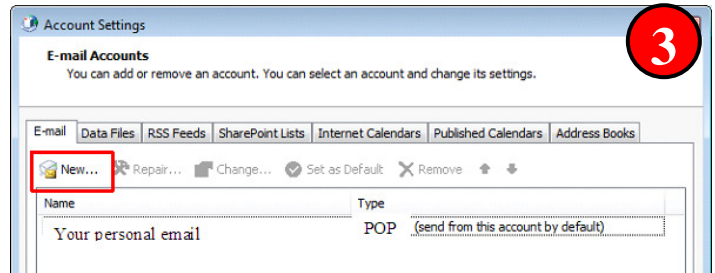
### Step 2

Click **E-mail Accounts** to launch the **E-mail Accounts** wizard.



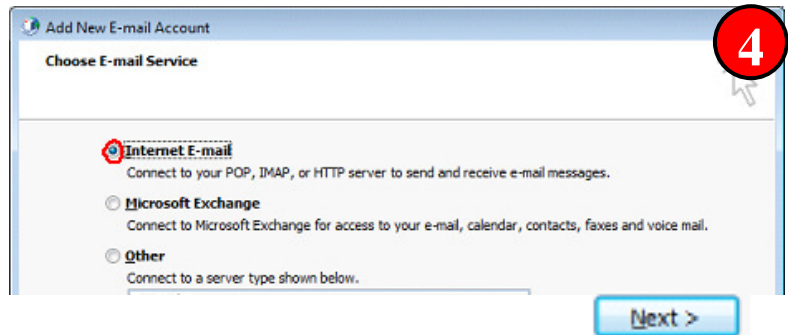
**Step 3**

In the **Account Settings** window click the **New** icon.



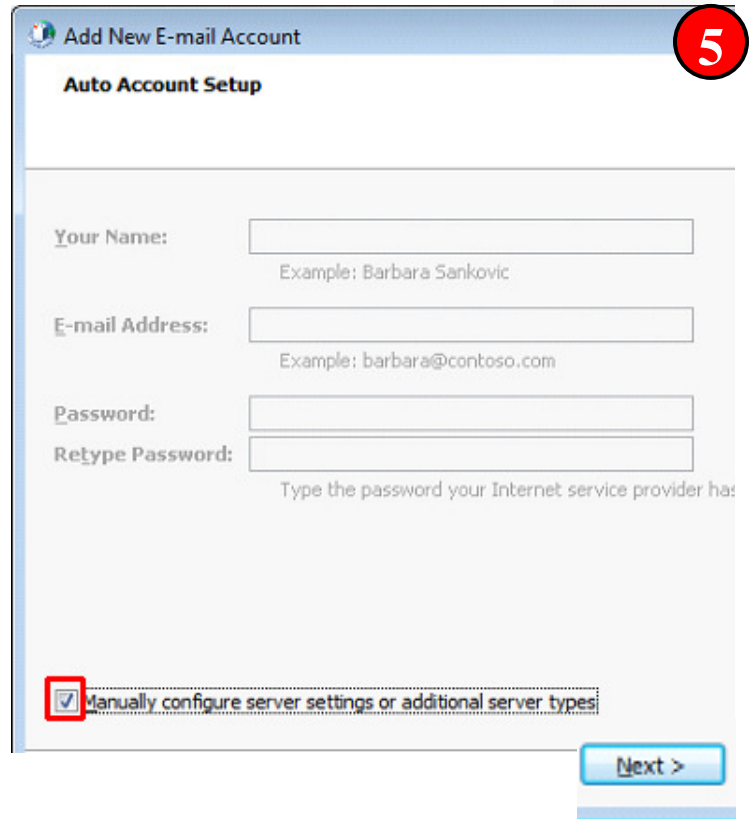
**Step 4**

Select **Internet E-mail** from the **Add New E-mail Account** window and click **Next**.



**Step 5**

Check **Manually configure server settings or additional server types** and click **Next**.



If you have any questions, or require further assistance, please contact the ITS Help Desk at 508-793-7704 or [sos@clarku.edu](mailto:sos@clarku.edu).

**Step 6**

First, type your full name into the **Your Name:** text field, and your full e-mail address into the **E-mail Address:** text field.

Both the **Incoming mail server (IMAP):** and **Outgoing mail server (SMTP):** should be filled in with "cmail.clarku.edu".

Next, enter your Clark Account username in the **User Name** text field. You can enter your password in the **Password** field and check **Remember password** or leave it blank and uncheck **Remember password**. If you choose the latter, you will be prompted to enter your password when you launch Outlook. Doing this adds a little more protection to your email.

Now, click the the **More Settings** button to open a new window.

**Step 7**

Under the **General** tab the information you enter is optional. The first box pulls the information provided in the **Email Address** box from the settings window (see step 6). You can change this if you wish.

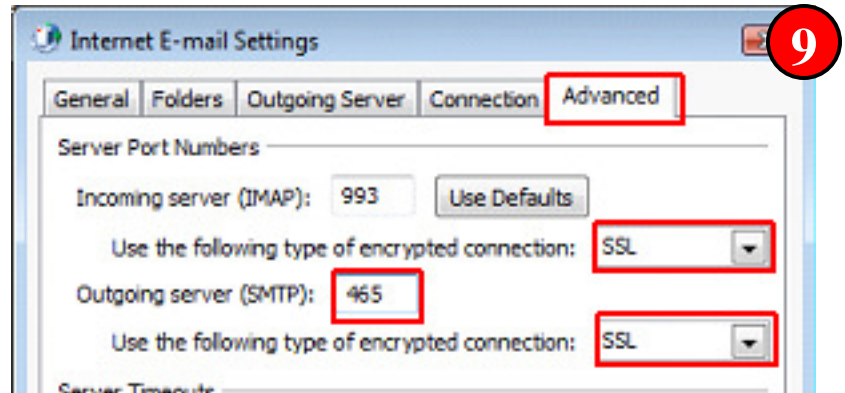
**Step 8**

Click the **Outgoing Server** tab, and then check the box next to **My outgoing server (SMTP) requires authentication**.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7704** or [sos@clarku.edu](mailto:sos@clarku.edu).

**Step 9**

While still in the **Internet E-mail Settings** window, click on the **Advanced** tab. Select **SSL** from the drop down menu next to **Use the following type of encrypted connection**. Make sure that the number next to **Incoming server (IMAP)**: changed to “993”, and change the number next to **Outgoing server (SMTP)**: to “465”. Click **OK** to close this window.

**Step 10**

Click **Test Account Settings...** button as seen in Step 6, to confirm that you've entered the information correctly.

Once you have successfully passed the test click **Next**, and then **Finish**.

