

Setting Up Outlook 2010 Using IMAP

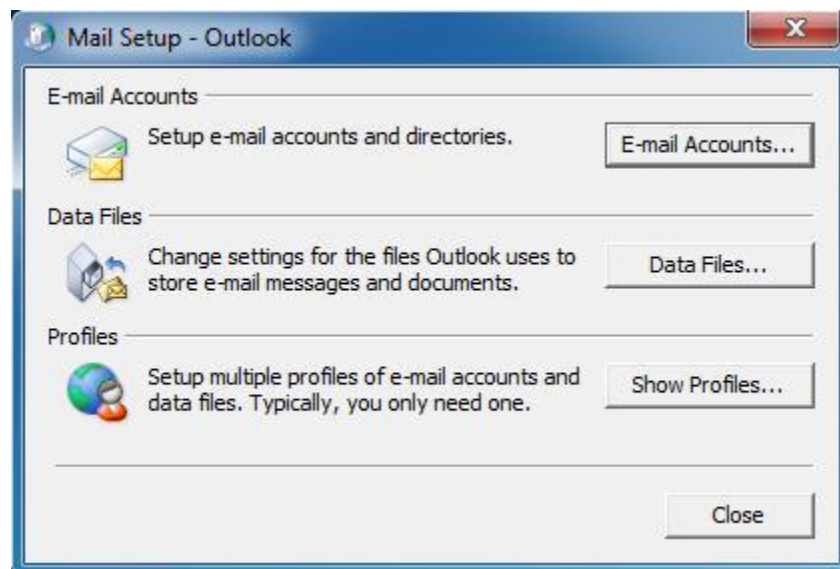
Follow these steps to set up Outlook 2010 to access your Trackmail email account using Internet Message Access Protocol (IMAP).

Before you start, you need your:

Username and Password of your email address

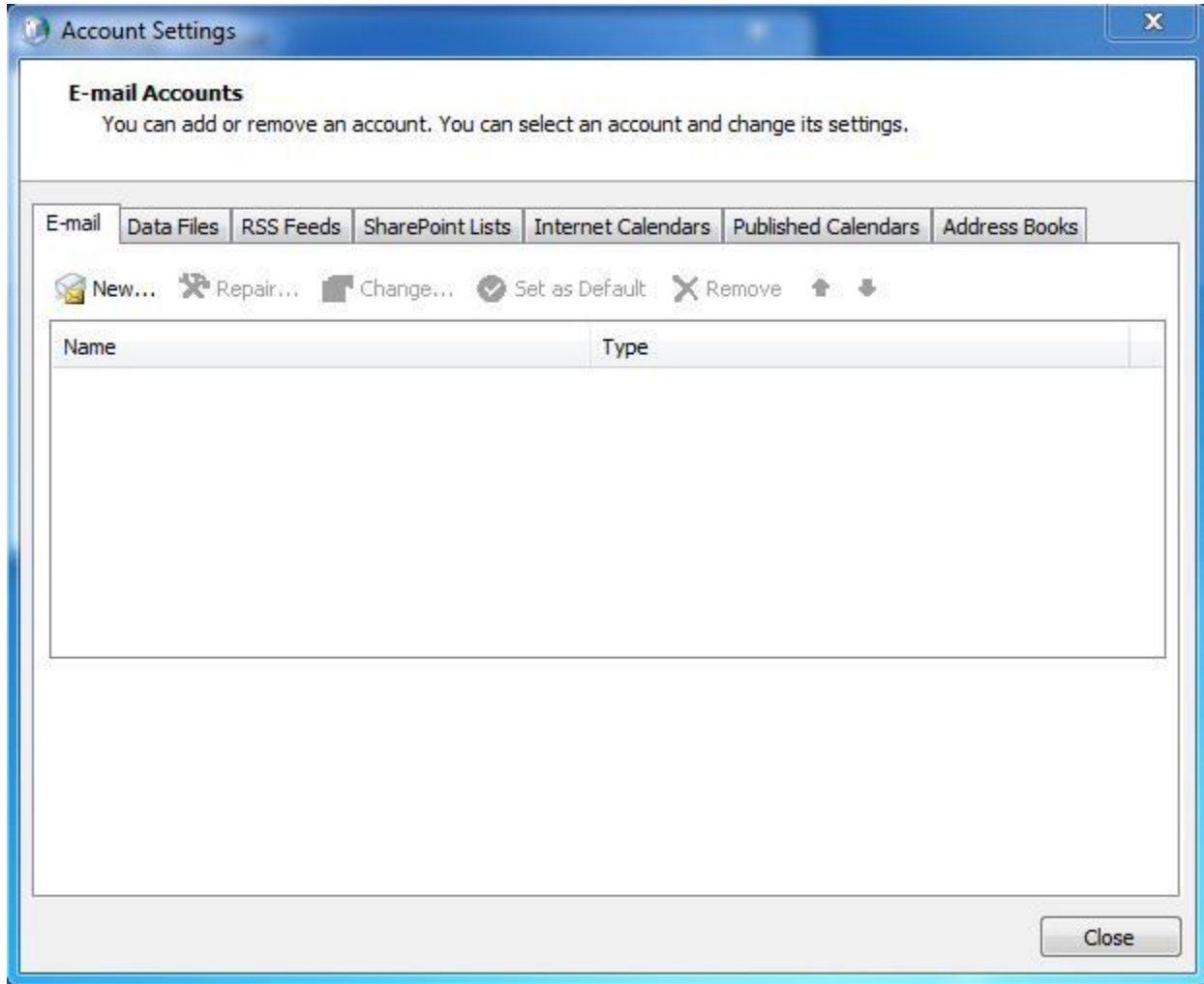
1. Open Mail Setup

- Close Outlook 2010 if it's open. Double-click the **Mail** icon in the **Control Panel** to open the Mail Setup window.
- Click **Email Accounts**.



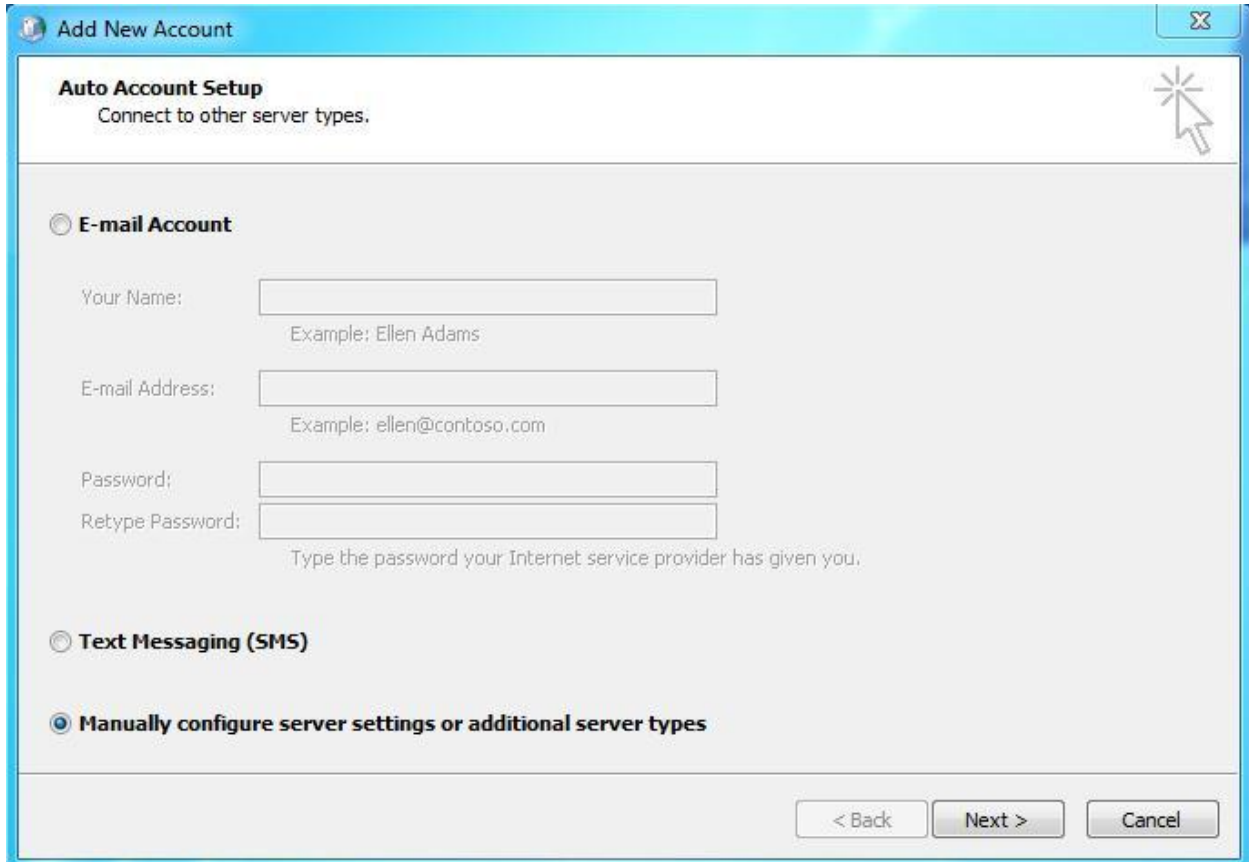
2. Setup an Account

Click the **New...** button.



3. Auto Account Setup

Select **Manual setup or additional server types** and click **Next**.



Add New Account

Auto Account Setup
Connect to other server types.

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.

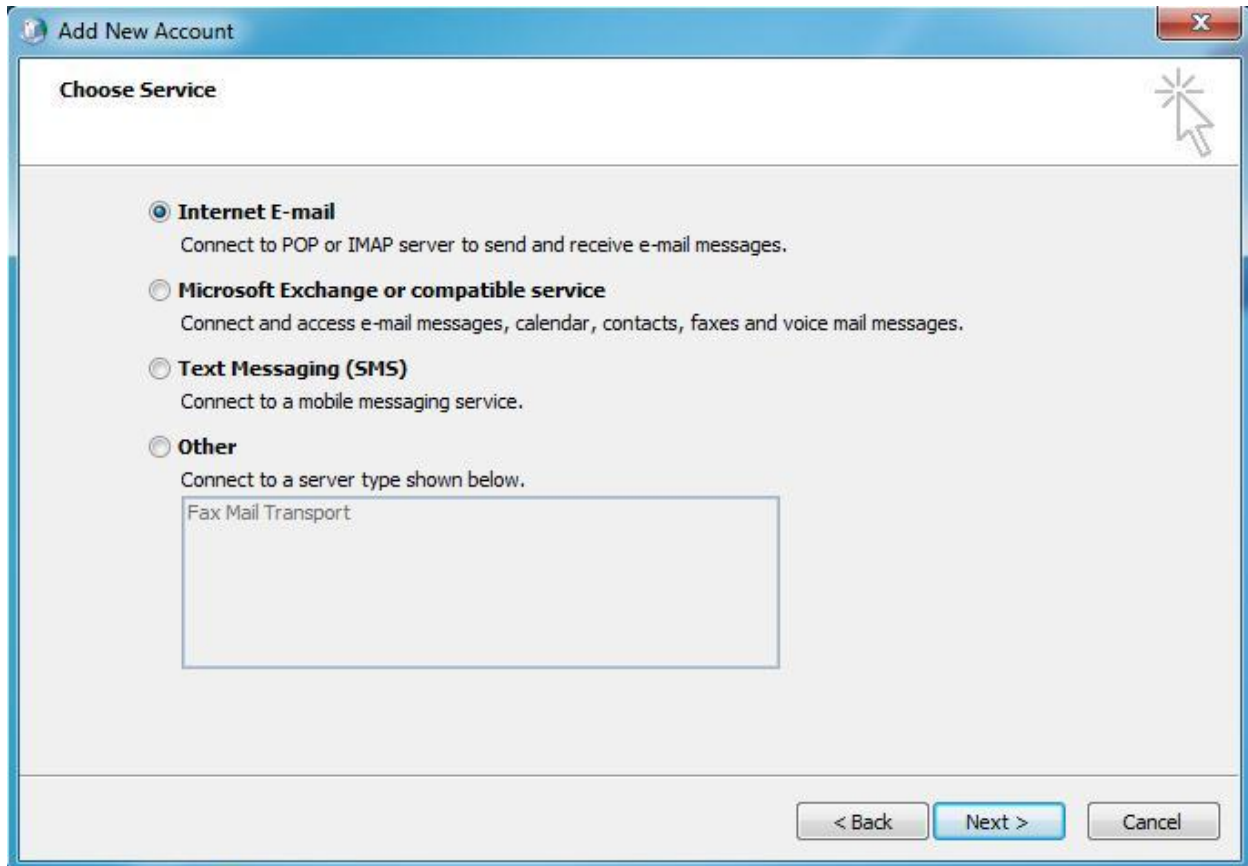
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

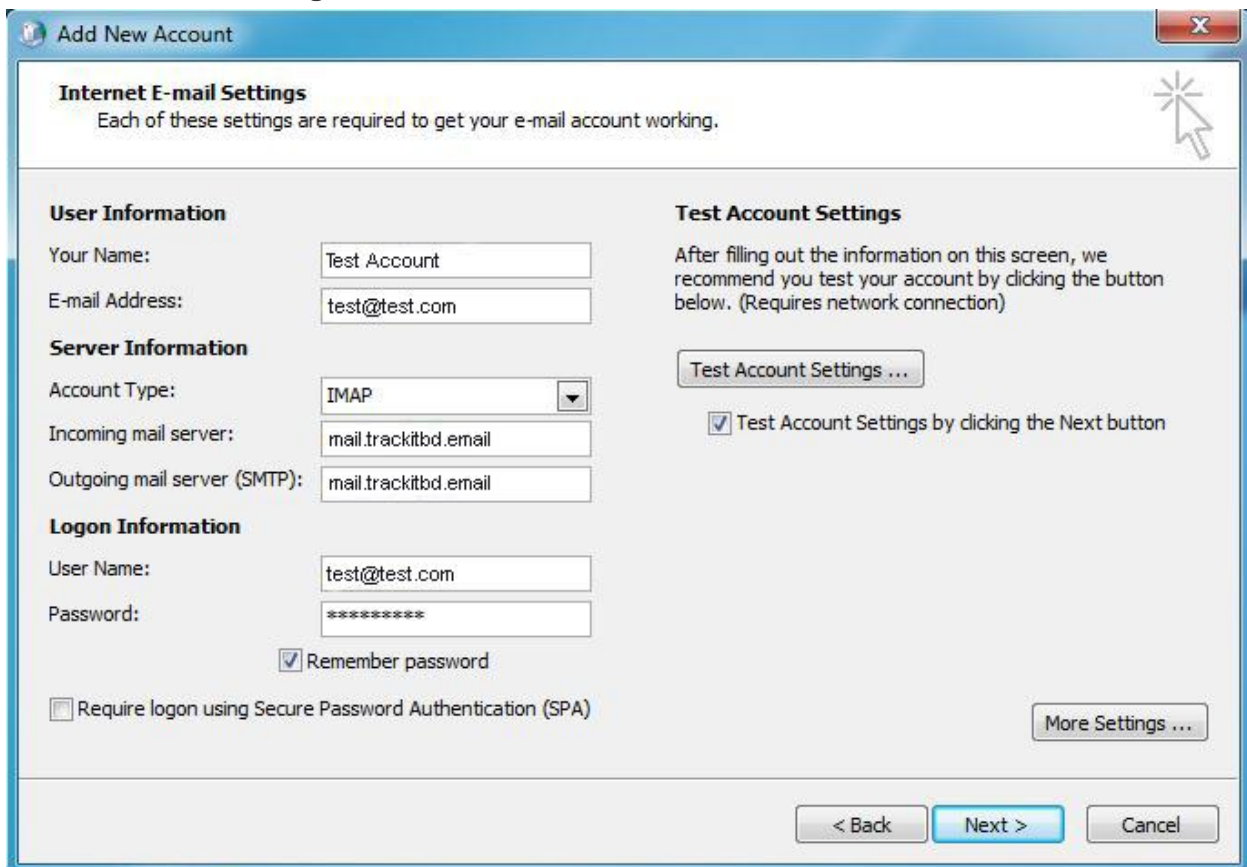
4. Choose an email Service

Select **Internet Email** and then click **Next** in the Add New Email Account window.



5. Enter you Internet email settings

- Enter the following in each field:
 - **Your Name:** your full name, including spaces and capitalization
 - **Email address:** your email address
 - **Account Type:** IMAP
 - **Incoming mail server:** mail.trackitbd.email
 - **Outgoing mail server:** mail.trackitbd.email
 - **User Name:** Full Email Address (e.g test@test.com)
 - **Password:**
 - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.
 - If others use your computer, it's safer to enter your password each time you check mail. You need your password if you make changes or reinstall Outlook.
- Select **More Settings ...**



Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

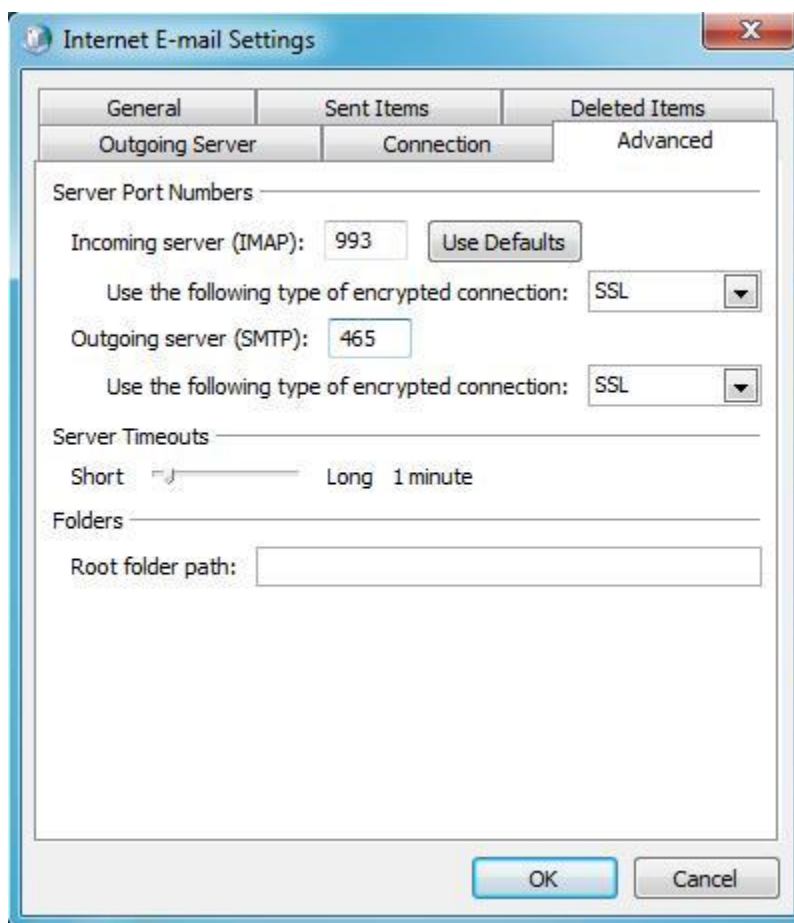
Test Account Settings

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 by clicking the Next button

6. Internet E-mail settings Advanced

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).
- Enter **465** in the outgoing server (SMTP) field.



7. Internet E-mail Settings – Outgoing Server

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check **My outgoing server (SMTP) requires authentication.**
- Select **Use same settings as my incoming mail server**
- Select **OK** and **Next**



8. Test Account Settings

- Once Log onto incoming mail server (IMAP) and Send test email message tests are completed, click **Close**.
- Click **Finish**

