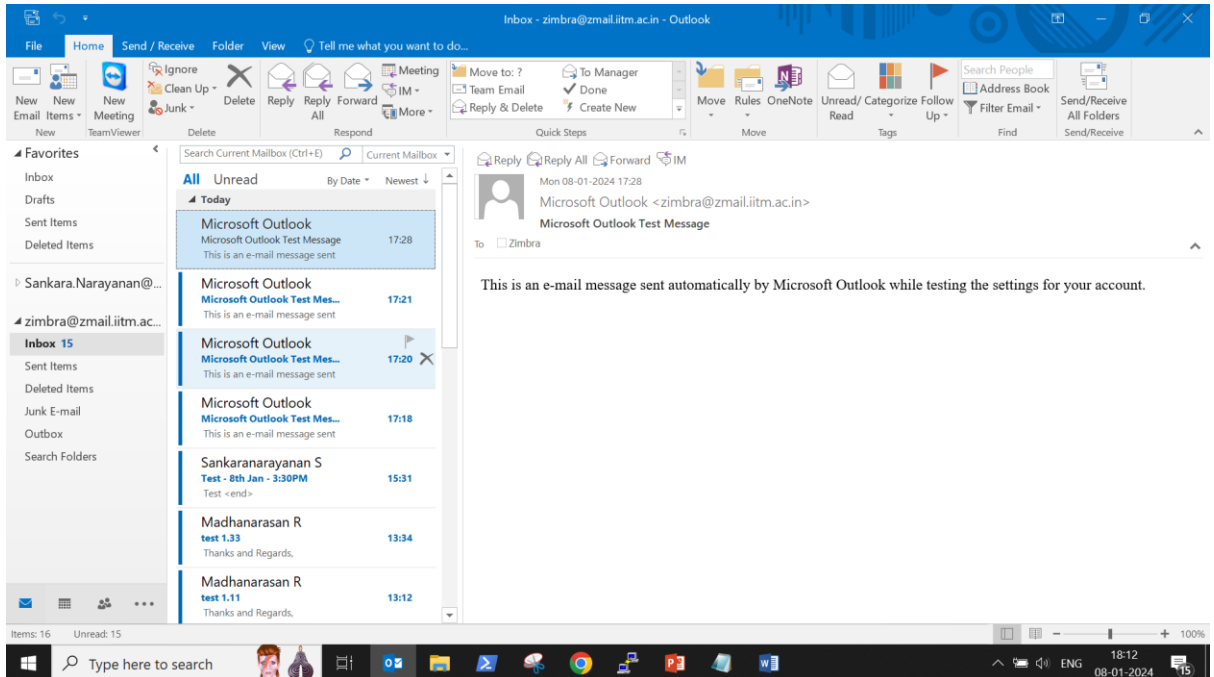
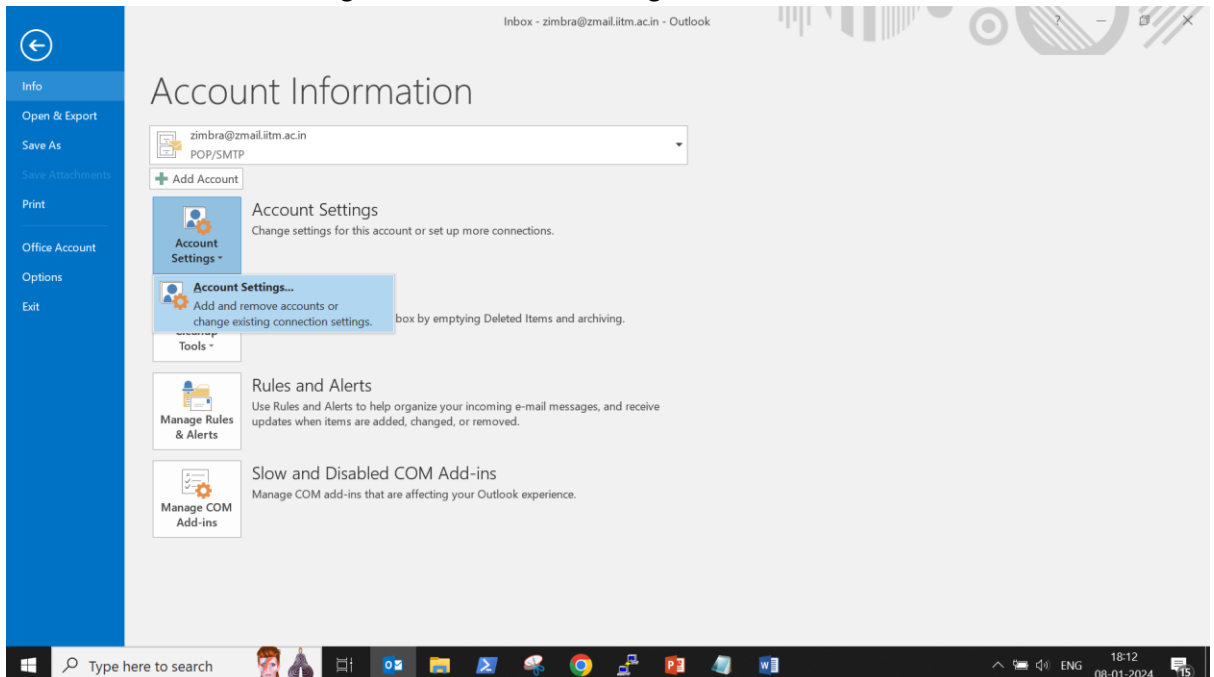


# IMAP Connection Steps:

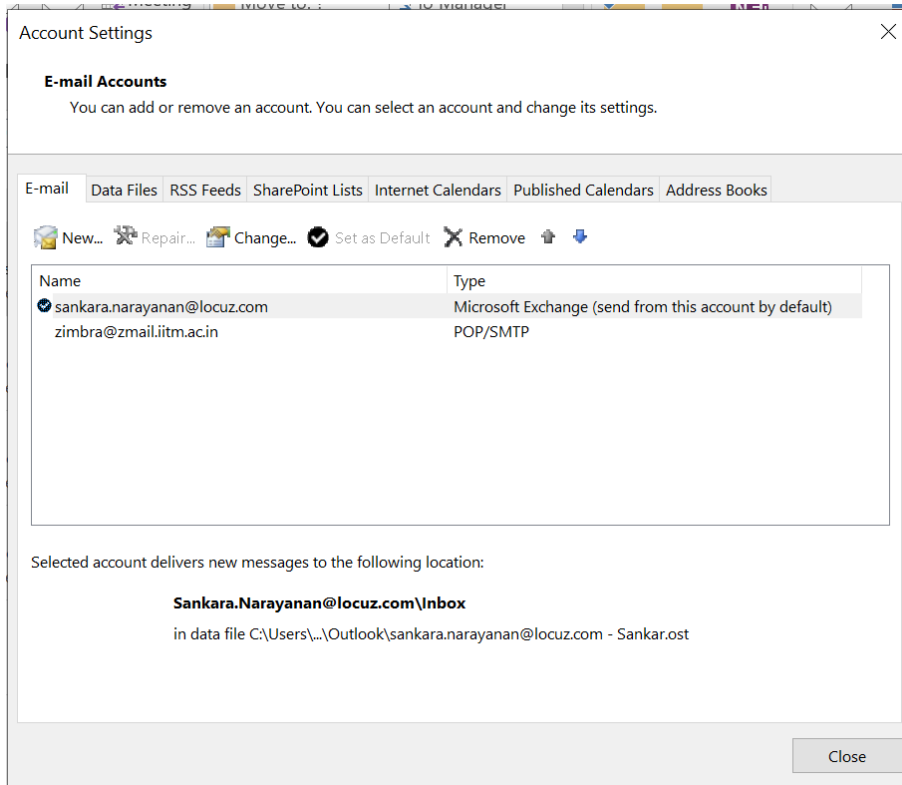
## 1. Open MS Outlook



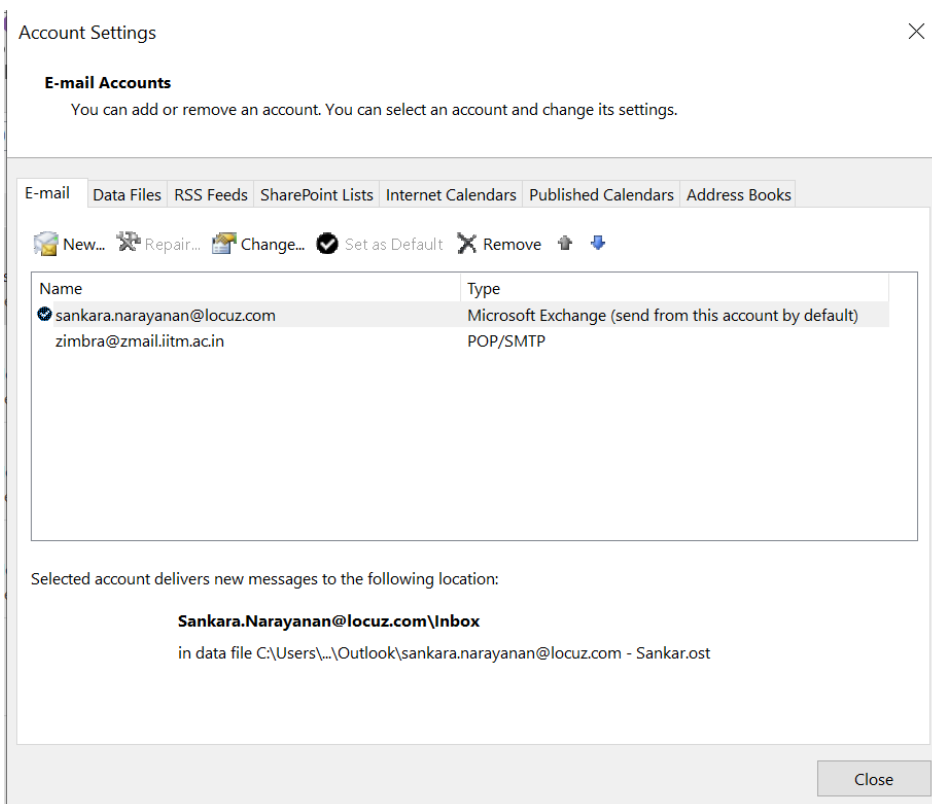
## 2. Go to File --> Account Settings --> Click Account Settings.



### 3. Email Accounts - A window will pop-up

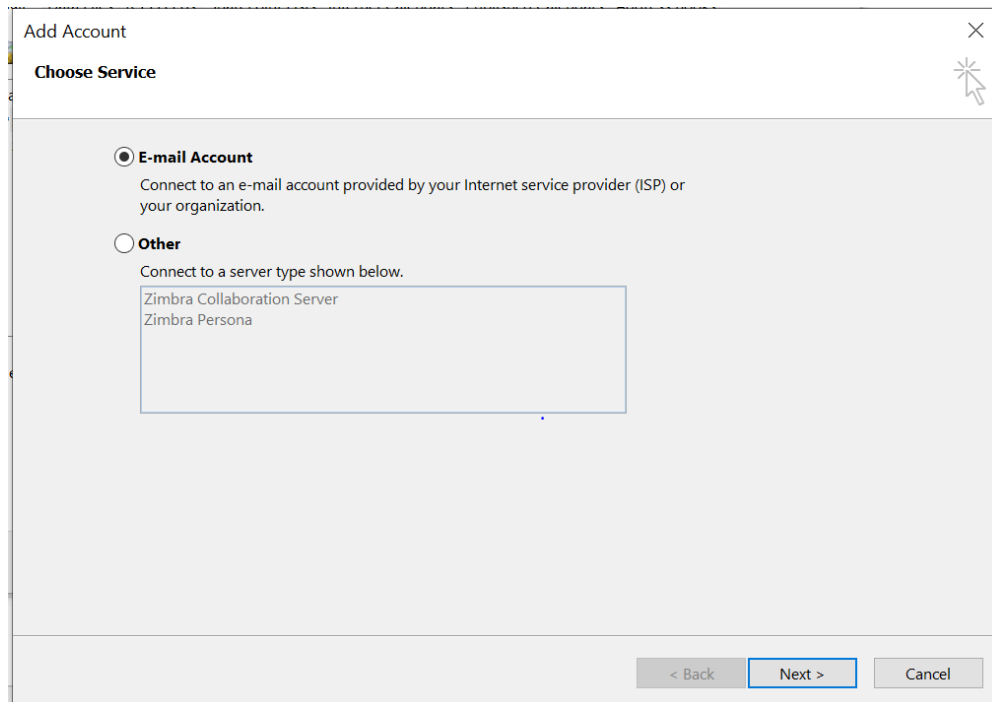


### 4. Go to Email Tab --> Click New



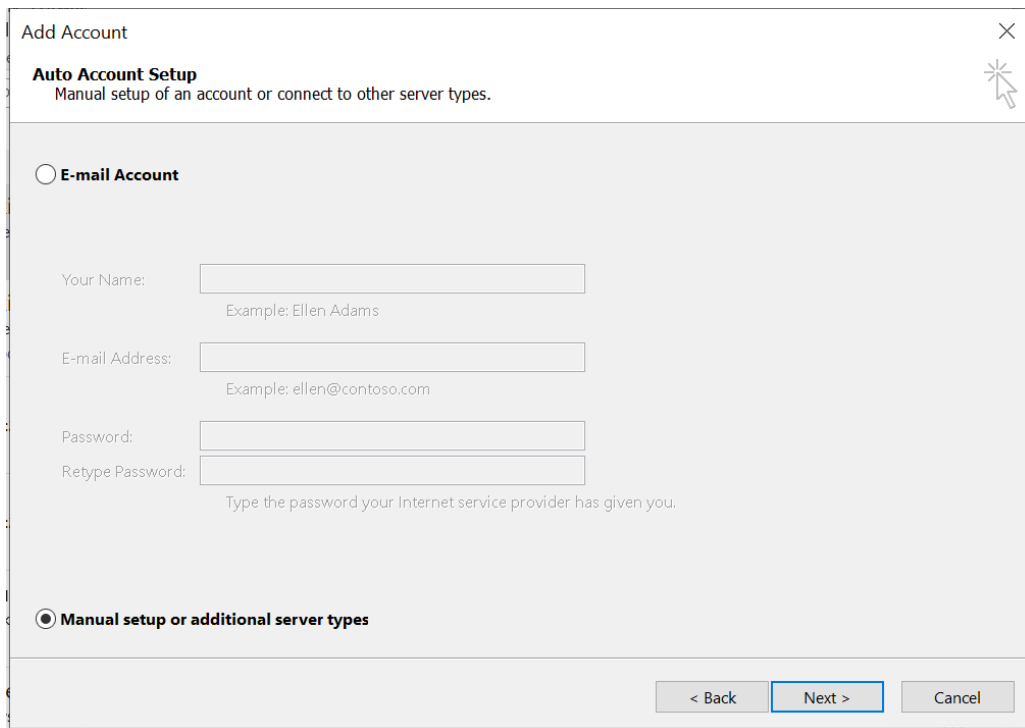
5. Choose Service window will pop-up.

6. Select Email account



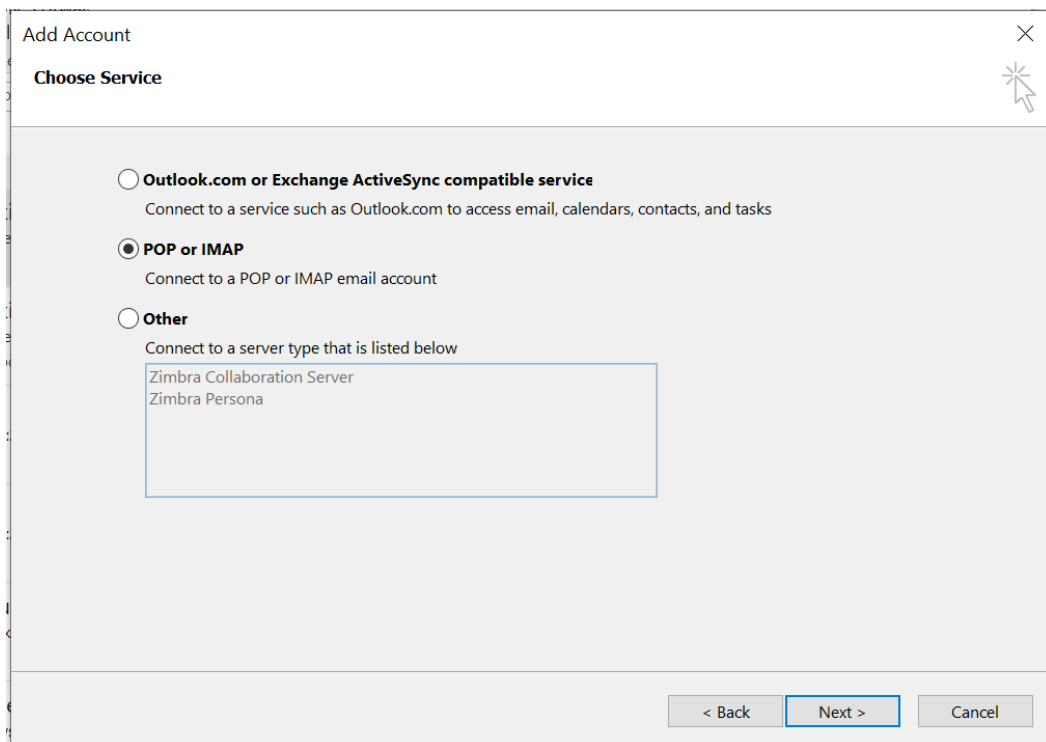
Click Next

## 7. Select Manual setup or additional server types



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add Account' with a close button (X) and a help icon. The main heading is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

## 8. Select POP or IMAP



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section selected. The title bar reads 'Add Account' with a close button (X) and a help icon. The main heading is 'Choose Service'. There are three radio button options: 'Outlook.com or Exchange ActiveSync compatible service' (unselected, with description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), 'POP or IMAP' (selected, with description 'Connect to a POP or IMAP email account'), and 'Other' (unselected, with description 'Connect to a server type that is listed below'). Under 'Other', there is a list box containing 'Zimbra Collaboration Server' and 'Zimbra Persona'. At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

Click Next

## 9. Enter User Information

User name: Enter Your Name

Email address: Enter Your Email address

Server Information:

Choose Account Type (POP3 or IMAP): IMAP

Incoming mail server: web.zmail.iitm.ac.in

Outgoing mail server: smtp2.iitm.ac.in

Logon Information:

User name: Enter Your Email ID

Password: xxxxxx

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: Zimbra

Email Address: zimbra@zmail.iitm.ac.in

**Server Information**

Account Type: IMAP

Incoming mail server: web.zmail.iitm.ac.in

Outgoing mail server (SMTP): smtp2.iitm.ac.in

**Logon Information**

User Name: zimbra@zmail.iitm.ac.in

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

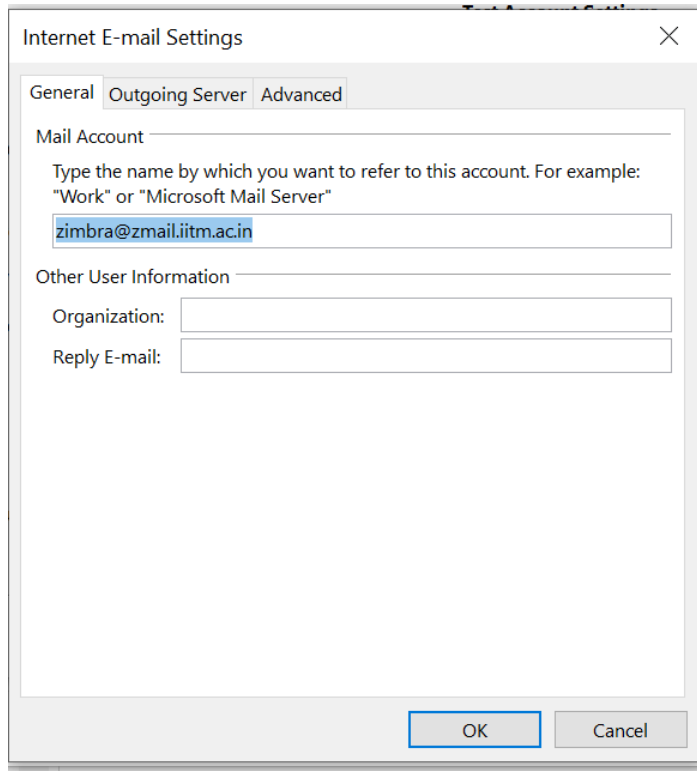
Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

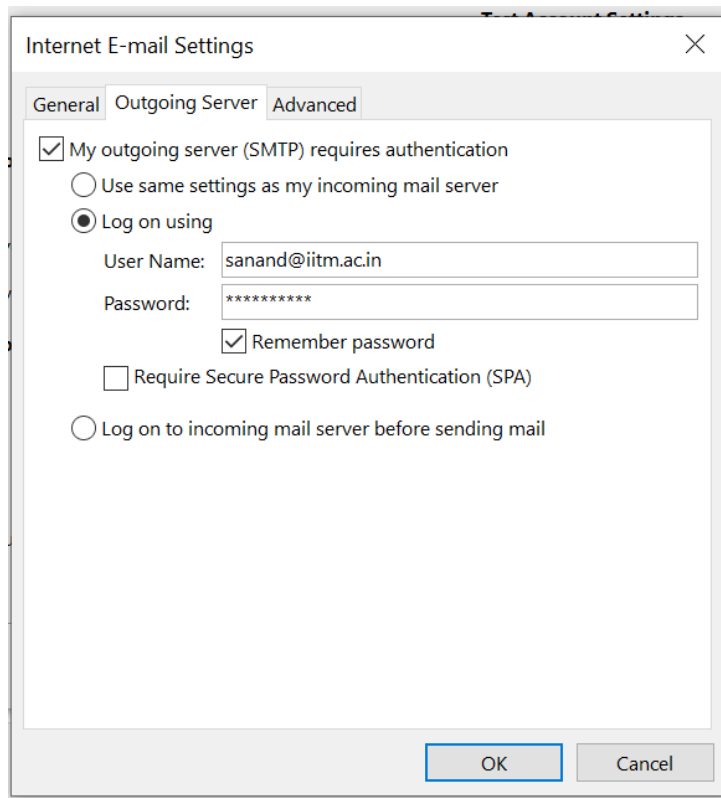
< Back   Next >   Cancel



10. Go to More Settings --> Outgoing Server

Select My outgoing server requires authentication:

Enter user name & Password:



11. Go to Next Tab --> Advanced

Incoming server IMAP: 993

Check This server requires an encryption connection

Outgoing server (SMTP) : 25

Use the following type of encryption connection

Select None (as port no is 25)

Server Timeouts

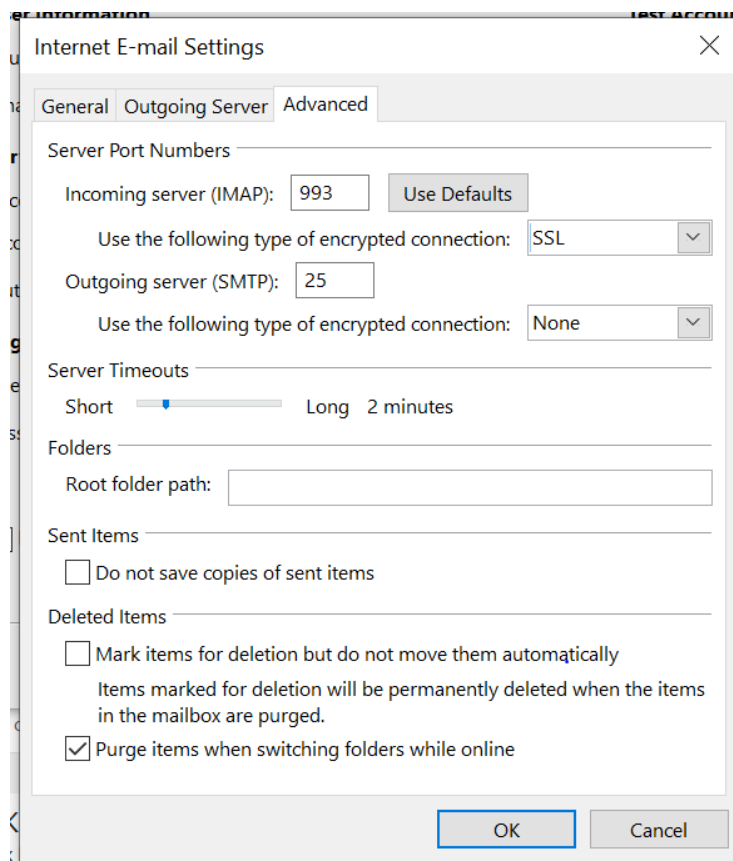
Set 2 mins

Uncheck Do not save copies on sent items

Deleted Items:

Uncheck Mark items for deletion but do not move them automatically.

Enable Check Purge item when switching folders while online.



12. Click Test Account settings

13. It will show both green check mark.

