IMAP Connection Steps:

1. Open MS Outlook



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



3. Email Accounts - A window will pop-up

Account Settings	×				
E-mail Accounts					
You can add or remove an account. You can select an	account and change its settings.				
E-mail Data Files RSS Feeds SharePoint Lists Internet	Calendars Published Calendars Address Books				
🙀 New 🕅 Repair 🚰 Change 📀 Set as Default	🗙 Remove 🔹 🗣				
Name	Туре				
sankara.narayanan@locuz.com	Microsoft Exchange (send from this account by default)				
zimbra@zmail.iitm.ac.in	POP/SMTP				
Selected account delivers new messages to the following location:					
Sankara.Narayanan@locuz.com\ln	box				
in data file C·\Users_\Outlook\sankar	a naravanan@locuz.com - Sankar.ost				
	anarayanang locazionni bankanost				
	Close				

4. Go to Email Tab --> Click New

count Settings	
E-mail Accounts You can add or remove an account. You ca	n select an account and change its settings.
mail Data Files RSS Feeds SharePoint Lists	Internet Calendars Published Calendars Address Books
🛜 New 🛣 Repair 🚰 Change 📀 Set a	as Default 🗙 Remove 🔮 🐥
Name	Туре
Sankara.narayanan@locuz.com	Microsoft Exchange (send from this account by default)
Selected account delivers new messages to the f	
	5
Sankara Narayanan@loci	rz.com\lphox
Sankara.Narayanan@locu	uz.com\lnbox
Sankara.Narayanan@locu in data file C:\Users\\Outlo	uz.com\Inbox)ok\sankara.narayanan@locuz.com - Sankar.ost

5. Choose Service window will pop-up.

6. Select Email account

Add Account	×
Choose Service	Ť
E-mail Account	
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.	
Other	
Zimbra Collaboration Server	
Zimbra Persona	
· · ·	
< Back	Next > Cancel

Click Next

7. Select Manual setup or additional server types

Add Account				×
Auto Account Setup Manual setup of an a	ccount or connect to other server types.			×
◯ E-mail Account				
Vour Namai				
Your Name:	Example: Ellen Adams			
E-mail Address:				
	Example: ellen@contoso.com			
Password:				
Retype Password:				
	Type the password your Internet service provider has gi	ven you.		
Manual setup or a	dditional server types			
		< Back	Nevt >	Cancel

8. Select POP or IMAP

ld Acco	bunt		
hoose	Service		
	Outlook.com or Exchange ActiveSync compatible service		
	Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks		
	Connect to a POP or IMAP email account		
	Other		
	Connect to a server type that is listed below		
	Zimbra Collaboration Server Zimbra Persona		
	< Back	Next >	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 Set Enter the mail server setting	t tings gs for your account.		Ť		
User Information		Test Account	t Settings		
Your Name:	Zimbra	We recomme	end that you test your account to ensure that the		
Email Address:	zimbra@zmail.iitm.ac.in	entries are co	intect.		
Server Information		Test Accoun	at Settings		
Account Type:	IMAP 🗸	icst Account	n Settings		
Incoming mail server:	web.zmail.iitm.ac.in	Autom clicker	natically test account settings when Next is d		
Outgoing mail server (SMTP):	smtp2.iitm.ac.in				
Logon Information					
User Name:	zimbra@zmail.iitm.ac.in				
Password:	*****	Mail to keep o	offline: All		
✓ R	Remember password		a de la companya de l		
Require logon using Secure	Require logon using Secure Password Authentication (SPA)				
			More Settings		
			< Back Next > Cancel		
			UIOSE		

	T	
Internet E-mail S	ettings	\times
General Outgoin	g Server Advanced	
Mail Account		-
Type the name "Work" or "Mic	by which you want to refer to this account. For example: rosoft Mail Server"	
zimbra@zmail	.iitm.ac.in	
Other User Inform	nation	-
Organization:		
Reply E-mail:		
	OK Cance	I

10. Go to More Settings --> Outgoing Server

Select My outgoing server requires authentication:

Enter user name & Password:

Internet E-mail Setti	ngs	×					
General Outgoing Se	erver Advanced						
My outgoing server (SMTP) requires authentication							
O Use same settings as my incoming mail server							
Log on using	Log on using						
User Name:	sanand@iitm.ac.in						
Password:	*****						
	Remember password						
Require S	ecure Password Authentication (S	SPA)					
O Log on to inco	oming mail server before sending	g mail					
	0	K Cancel					
	0	Cancel					

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.

u	Internet E-mail Settings ×				
na	General Outgoing Server Advanced				
r	Server Port Numbers				
c	Incoming server (IMAP): 993 Use Defaults				
c	Use the following type of encrypted connection: SSL				
ıt	Outgoing server (SMTP): 25				
g	Use the following type of encrypted connection: None				
e	Server Timeouts				
55	Short Long 2 minutes				
	Folders				
]	Sent Items				
L	Do not save copies of sent items				
	Deleted Items				
L	Mark items for deletion but do not move them automatically				
	Items marked for deletion will be permanently deleted when the items in the mailbox are purged.				
C	Purge items when switching folders while online				
<	OK Cancel				

12. Click Test Account settings

13. It will show both green check mark.

Test Account Settings					
Congratulations! All tests completed successfully. Click	Close to continue.	Stop			
		Close			
Tasks Errors					
Tasks Status ✓ Log onto incoming mail server (IMAP) Completed					
Send test e-mail message	Completed				