

How To Set Up IMAP Email Accounts In Outlook

This article will assist you in setting up your email accounts that you have set up within the UK2 Dashboard account on your PC. This document uses screen shots of setting up an account using Outlook 2010.

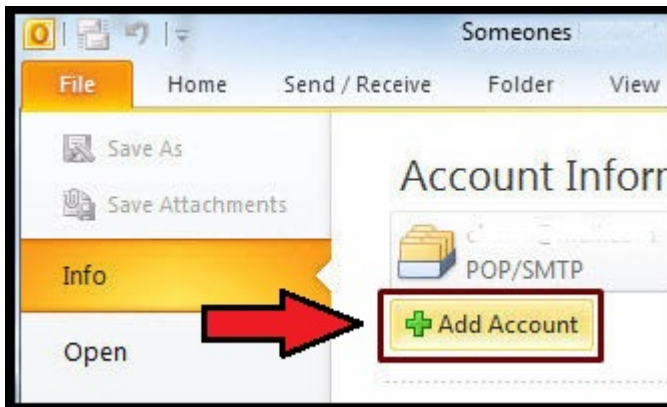
First, verify the login details are correct by logging in at mail.uk2.net. The username is your email address. If the password you enter does not work, you will likely need to reset it. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook.

****All pictures are for reference only. The actual layout of your interface may differ from the images below****

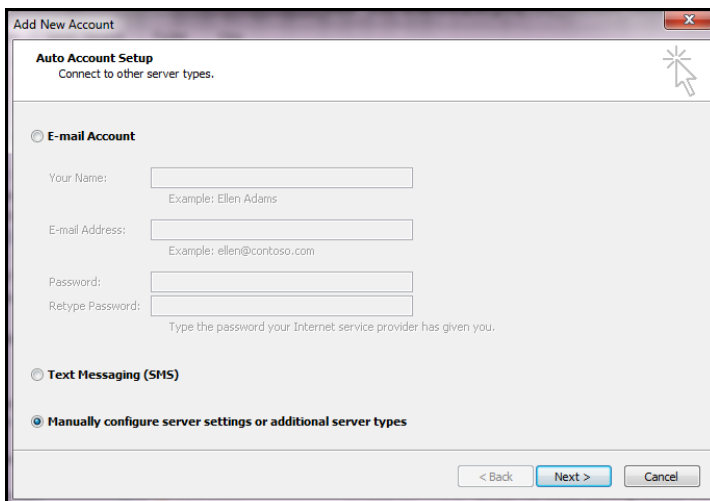
- STEP 1: Open Outlook
- STEP 2: Click on File then Add Account.
- STEP 3: Select Manually configure server settings or additional server types:
- STEP 4: Click Next
- STEP 5: Server Type: Select Internet E-mail and click Next:
- STEP 6: Set Internet E-mail Settings
 - User Information
 - Server Information
 - Login Information
- STEP 7: Click More Settings...
- STEP 8: Configure Advanced tab
- STEP 9: Click Next
- STEP 10: Click Finish

STEP 1: Open Outlook

STEP 2: Click on File then Add Account.

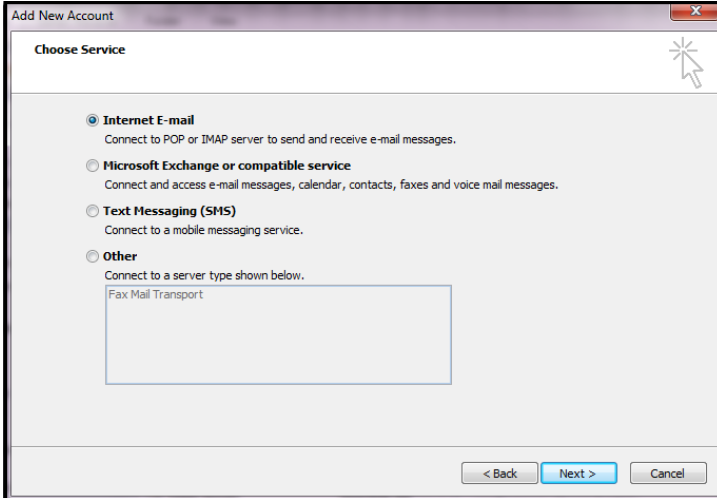


STEP 3: Select Manually configure server settings or additional server types:



STEP 4: Click Next

STEP 5: Server Type: Select Internet E-mail and click Next:



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' tab selected. The 'Internet E-mail' option is selected with a radio button. Below it, there are three other options: 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Other' option has a sub-option 'Fax Mail Transport' listed in a text box. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

STEP 6: Set Internet E-mail Settings

Please replace John Doe with your name and john@yourdomain.co.uk with your email address

User Information

Your Name: John Doe

E-mail Address: Your full email address e.g. john@yourdomain.co.uk

Server Information

Account Type: IMAP

Incoming mail server: mail.uk2.net

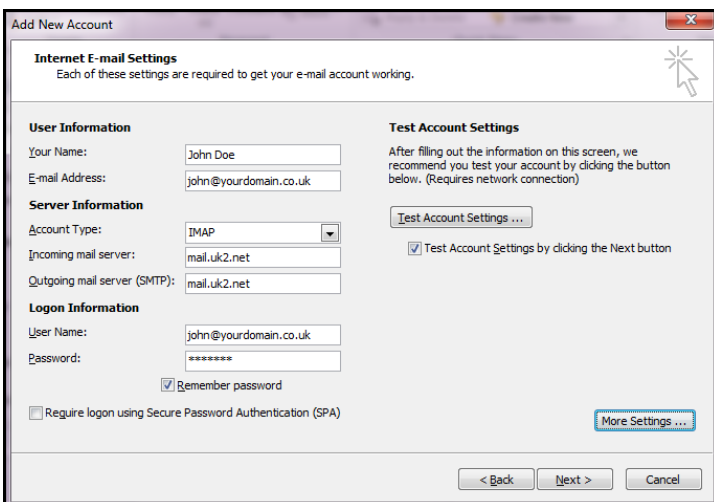
Outgoing mail server (SMTP): mail.uk2.net

Login Information

User Name: Your full email address e.g. john@yourdomain.co.uk

Password: The password for your email address

Check **Remember password**



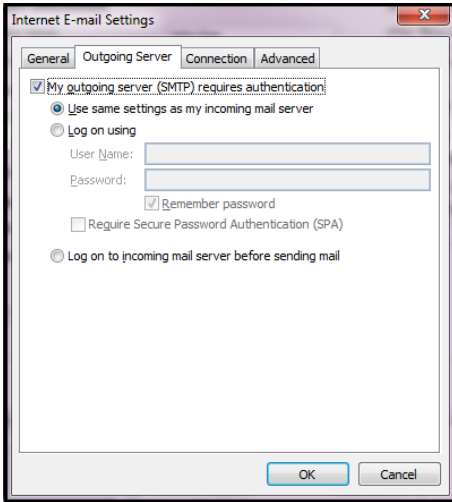
The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (John Doe) and 'E-mail Address' (john@yourdomain.co.uk); 'Server Information' with a dropdown for 'Account Type' (IMAP) and text boxes for 'Incoming mail server' (mail.uk2.net) and 'Outgoing mail server (SMTP)' (mail.uk2.net); 'Login Information' with fields for 'User Name' (john@yourdomain.co.uk) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel', along with a 'More Settings...' button.

STEP 7: Click More Settings...

Outgoing Server tab

Checkbox to **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**

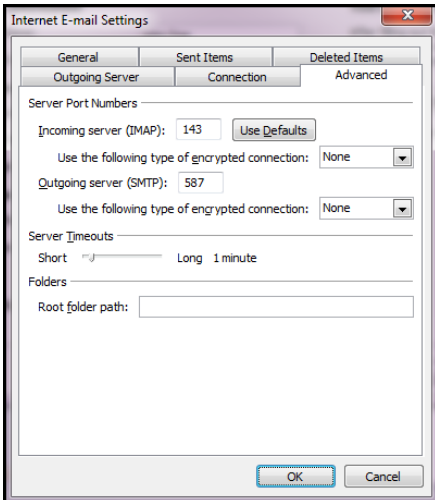


STEP 8: Configure Advanced tab

Incoming server (IMAP): 143

Outgoing server (SMTP): 587

Click **OK**



STEP 9: Click Next

STEP 10: Click Finish

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.