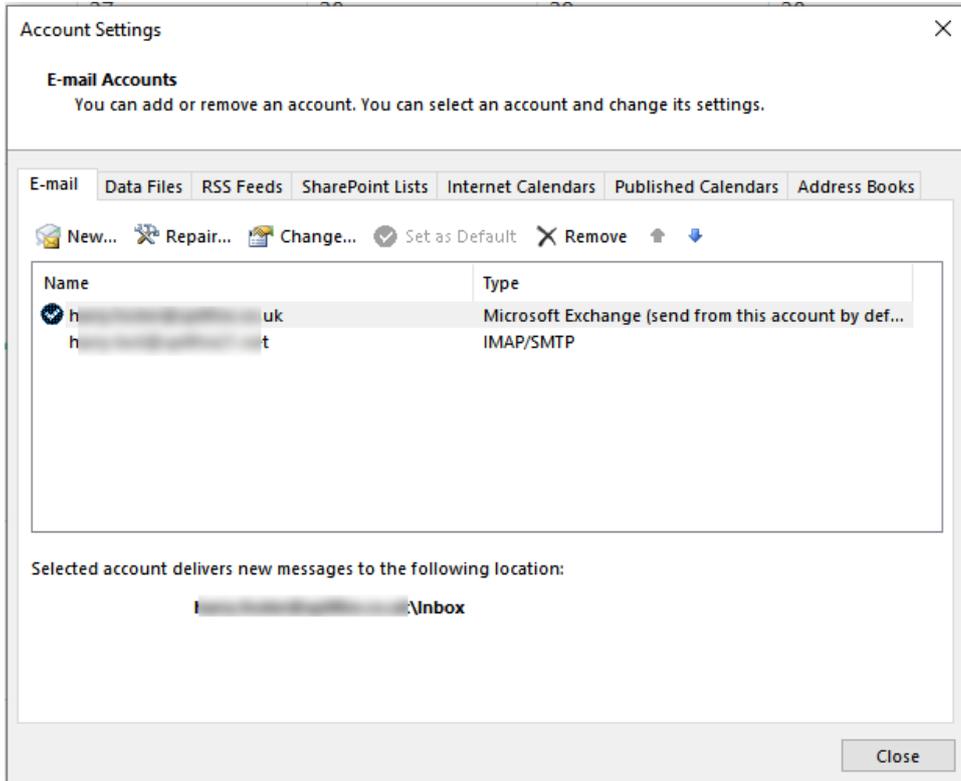


Microsoft Outlook – IMAP



In the Home area, locate 'Account Settings'.

From the Account Settings, and locate the existing IMAP account you wish to modify. Please note, you may have more than one account configured for different mail services, so ensure you are editing the correct account. Select the account and click 'Change'

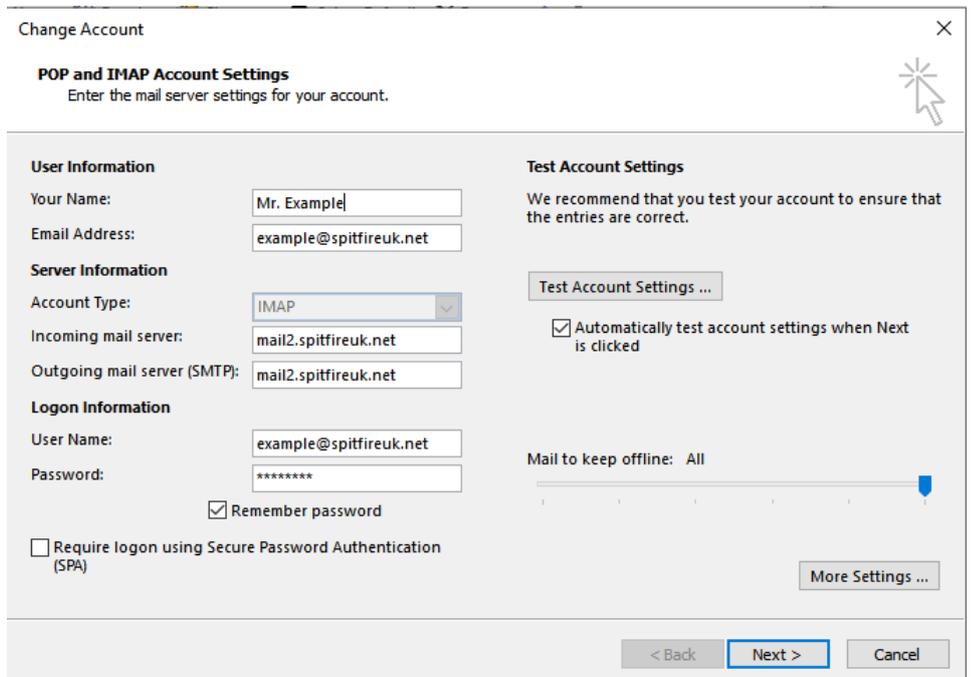


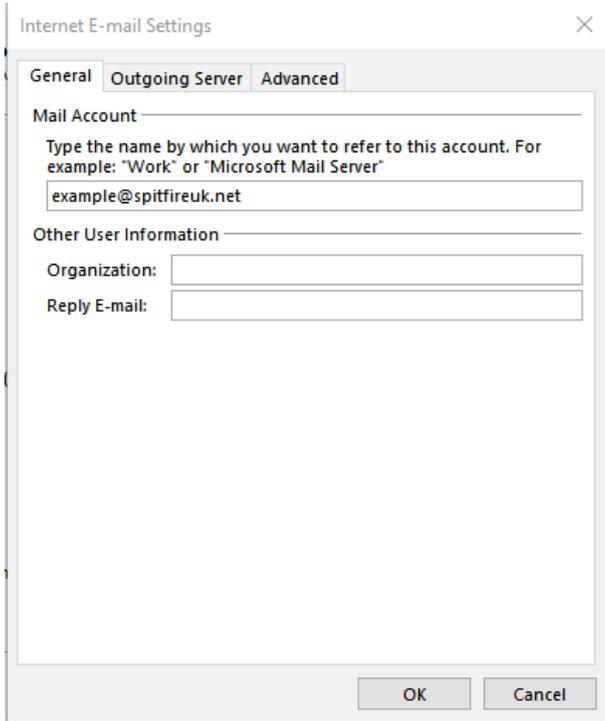
Ensure the Incoming and Outgoing Mail Servers read:

mail2.spitfireuk.net

Your email address, password and username should not need to be modified.

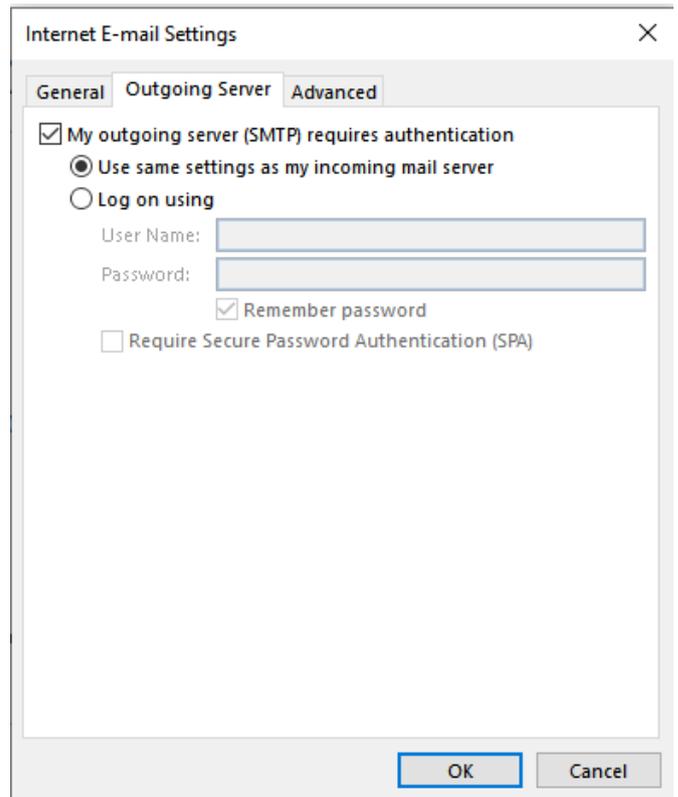
You should also verify that the 'More Settings' options match the pictures below.





You shouldn't need to modify anything on the General Page.

Ensure the Outgoing Server is set to authenticate, and use the same settings as the incoming.



Finally, ensure the incoming port is 143 for IMAP, and 'Auto' for encryption.

Outgoing port is 587 and Auto for encryption.

NOTE: IF your account is **POP** (not recommended, please change to IMAP where possible) the incoming server port should be 110 or 995.

