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'

New 🔀	Repair 😭 Change	Set as Default X Remove 1 4
ame		Туре
h	uk	Microsoft Exchange (send from this account by def

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.

Change Account		×
POP and IMAP Account Set Enter the mail server settir	tings Igs for your account.	×.
User Information		Test Account Settings
Your Name:	Mr. Example	We recommend that you test your account to ensure that
Email Address:	example@spitfireuk.net	the entries are conect.
Server Information		7.11.
Account Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	mail2.spitfireuk.net	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail2.spitfireuk.net	
Logon Information		
User Name:	example@spitfireuk.net	
Password:	******	Mail to keep offline: All
Remember password		$\mathbf{T}_{i} = \{\mathbf{r}_{i}, \dots, \mathbf{r}_{i}\} \text{if } \mathbf{r}_{i} = \{\mathbf{r}_{i}, \dots, \mathbf{r}_{i}\} \text{if } \mathbf{r}_{i} = \{\mathbf{r}_{i}, \dots, \mathbf{r}_{i}\}$
Require logon using Secure Password Authentication (SPA)		More Settings
		< Back Next > Cancel

Internet E-mail Settings		× You	shouldn't need to modify anything on the General Page	э.
General Outgoing Server Advanced				
Mail Account				
Type the name by which you want to refer to this accour	nt. For			
example: work or Microsoft Mail Server example@spitfireuk.net				
Other User Information				
Organization:				
Reply E-mail:				
(
			Internet E-mail Settings	×
			General Outgoing Server Advanced	
1			My outgoing server (SMTP) requires authentication	
			Use same settings as my incoming mail server	
-			O Log on using	_
ОК	Cano	el	User Name:	
			Password:	
			Require Secure Password Authentication (SPA)	
the same settings as the incoming.				
Internet E-mail Settings		×		
General Outgoing Server Advanced			OK Cance	1
Server Port Numbers				
Incoming server (IMAP): 143 Use Defaul	ts		Finally, ensure the incoming port is 143 for IMAP, a	nd
		Auto	'Auto' for encryption.	
Use the following type of encrypted connect	tion:	Auto		
Outgoing server (SMTP): 587			Outgoing port is 587 and Auto for encryption.	
Use the following type of encrypted connec	tion:	Auto 🗸		
Server Timeouts			NOTE: IF your account is POP (not recommended,	
Short Long 1 minute			please change to IMAP where possible) the incomin	g
Folders			server port should be 110 or 995.	
Root folder path:				
Sent Items				
Do not save copies of sent items				
Deleted Items				
Mark items for deletion but do not move the	em aut	omatically		
Items marked for deletion will be permanen the items in the mailbox are purged. ✓ Purge items when switching folders while o	tly del nline	eted when		
OK	[Cancel		