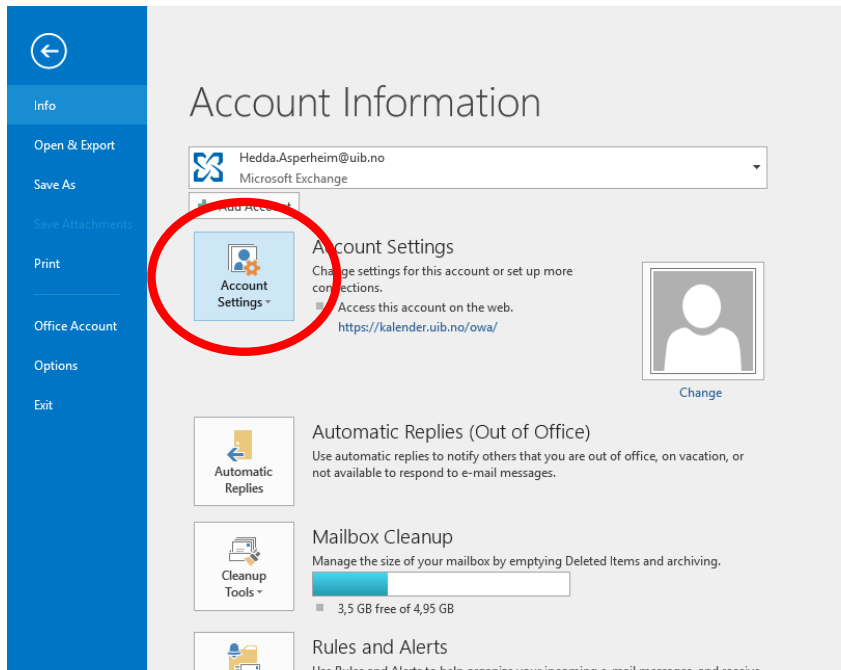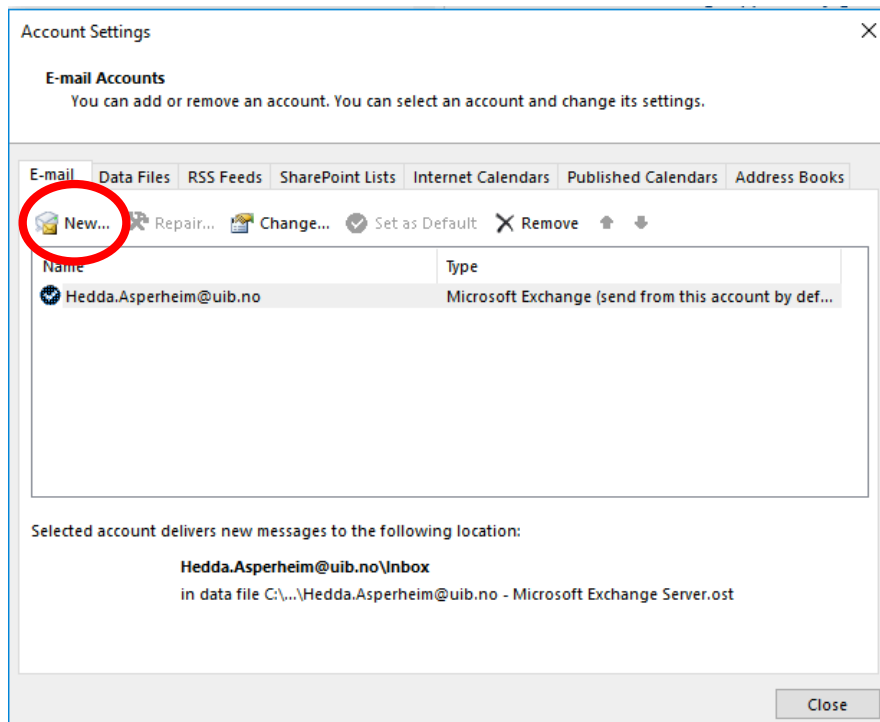# IMPORT IMAP E-MAIL IN OUTLOOK

1. choose **File** from ribbon
2. Choose **Account Settings** from **Account Settings**

3. Choose **New** from the E-mail tab

4. Choose **Manual setup or additional server types** from Auto Account Setup, click **Next.**

5. Choose **POP or IMAP** from Choose Service, click **Next**

6. Fill in the information required, and go to **More Settings …**
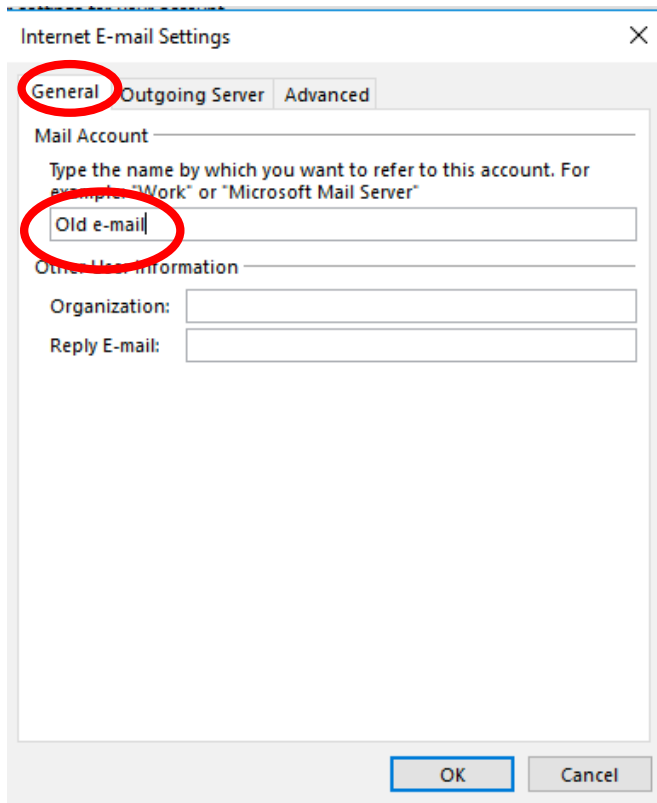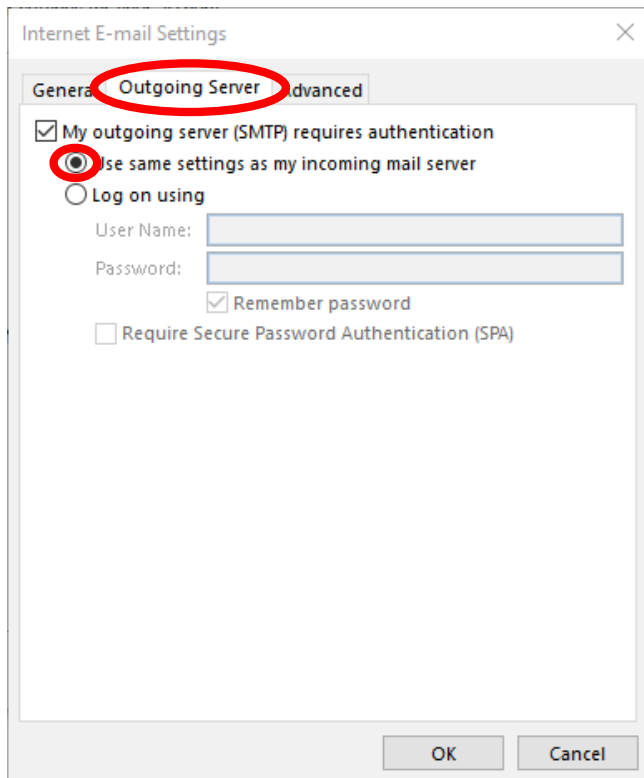

1. Your Name: **Your full name**
2. Email Address: **Your e-mail address, firstname.lastname@uib.no.**
   For UNI users: firstname.lastname@uni.no
3. Account Type: **IMAP**
4. Incoming mail server: **imap.uib.no**
5. Outgoing mail server(SMTP): **smtp.uib.no**
6. User Name: **your UoB user name**
7. Password: **your UoB password**

7. In tab **General,** give the account an **explanatory name** i.e. Old e-mail

8. In tab **Outgoing Server**, choose setting: **Use same settings as my incoming mail server.**

9. In tab **Advanced**, make sure the following settings are correct and press OK:

1. Incoming server: **143**
2. Encrypted connection(imap): **TLS**
3. **Outgoing server: 25**
4. Encrypted connection(smtp): **TLS**

10. In **Account Settings**, click **Next** to test settings.

11. Voila. Click **Finish** to end setup.