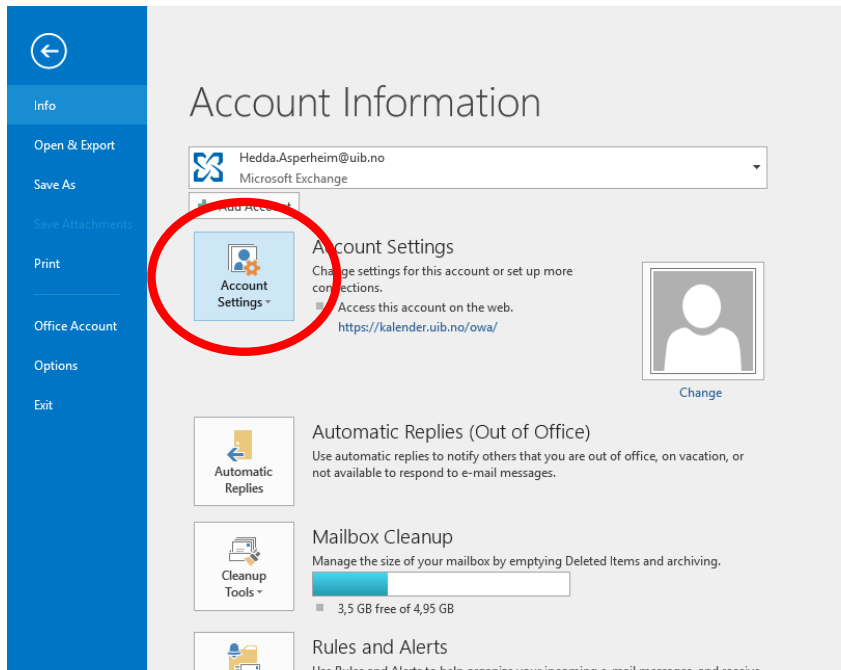
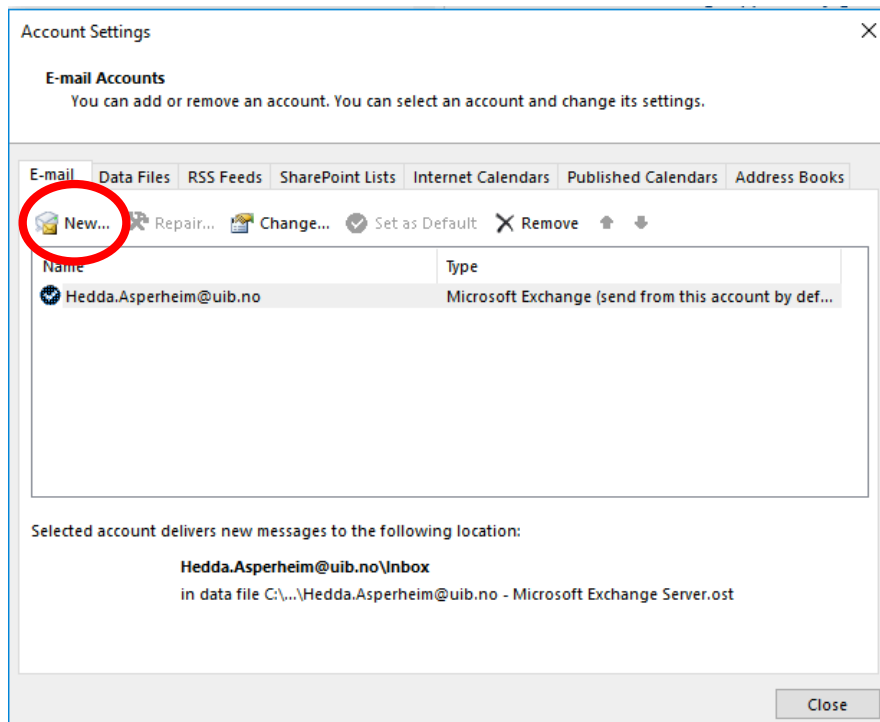


IMPORT IMAP E-MAIL IN OUTLOOK

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**.

Add Account [Close]

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

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

Add Account [Close]

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back **Next >** Cancel

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

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: 1. Ola Nordmann

Email Address: 2. ola.nordmann@uib.no

Server Information

Account Type: 3. IMAP

Incoming mail server: 4. imap.uib.no

Outgoing mail server (SMTP): 5. smtp.uib.no

Logon Information

User Name: 6. ono003

Password: 7. *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

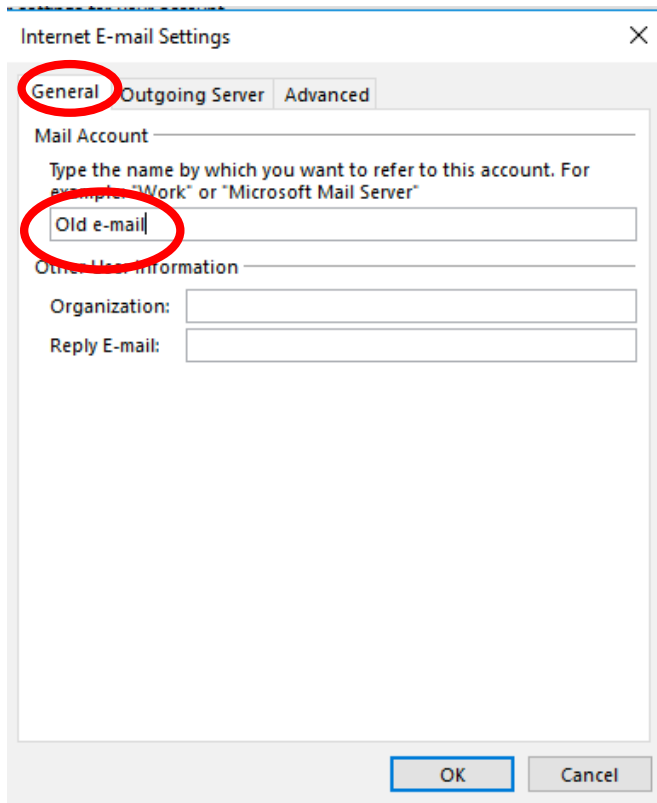
Mail to keep offline: All

More Settings ...

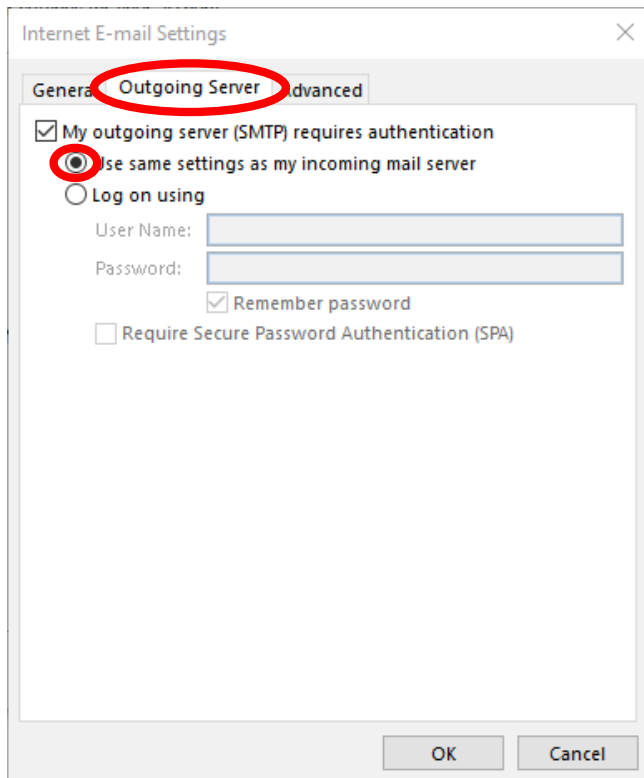
< Back Next > Cancel

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:

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Advanced' tab label is circled in red. The 'Server Port Numbers' section contains the following settings: 'Incoming server (IMAP)' is set to 143, and 'Use the following type of encrypted connection' is set to TLS. 'Outgoing server (SMTP)' is set to 25, and 'Use the following type of encrypted connection' is set to TLS. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has an empty 'Root folder path' field. The 'Sent Items' section has an unchecked checkbox for 'Do not save copies of sent items'. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked). The 'OK' button at the bottom is circled in red.

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.

The screenshot shows the 'Add Account' dialog box with the following sections:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**:
 - Your Name: Ola Nordmann
 - Email Address: ola.nordmann@uib.no
- Server Information**:
 - Account Type: IMAP
 - Incoming mail server: imap.uib.no
 - Outgoing mail server (SMTP): smtp.uib.no
- Logon Information**:
 - User Name: ono003
 - Password: [masked]
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
 - Mail to keep offline: All
 - More Settings ...

At the bottom, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

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

The screenshot shows the 'Add Account' dialog box with the following content:

- You're all set!**
- We have all the information we need to set up your account.
- Add another account...

At the bottom, there are two buttons: '< Back' and 'Finish' (circled in red).