How to Set Up IMAP in Outlook 2007

Basic Settings (Faculty/Staff):
POP/IMAP Server Settings for Faculty/Staff:
Incoming Server: www.access.lsus.edu
Authentication: username@lsus.edu / SSL on Port 993
Outgoing Server: smtp.lsus.edu
Authentication: username@lsus.edu / SSL on Port 587

Basic Settings (Students):
IMAP Server Settings for Students:
Note: POP3 is not available for student accounts.
Incoming Server: studentemail.lsus.edu
Authentication: studentID@lsus.local / SSL on Port 993
Outgoing Server: smtp.lsus.edu
Authentication: studentID@lsus.local / SSL on Port 587

1. Choose Account Settings from the Tools menu. Under the Email tab select new. Choose Microsoft Exchange, POP3, IMAP, or HTTP.
2. Check the box labeled *Manually configure server settings or additional server types*. Click *Next*.

3. Select *Internet E-mail*. Click *Next*.
4. Enter your name and e-mail address. Select IMAP from Account Type. Enter your incoming mail server:
   Faculty/Staff: www.access.lsus.edu
   Students: studentemail.lsus.edu

Enter your username and password (Username should be entered with the @lsus.local suffix). Click More Settings.

4. Enter your name and e-mail address. Select IMAP from Account Type. Enter your incoming mail server:
   Faculty/Staff: www.access.lsus.edu
   Students: studentemail.lsus.edu

Enter your username and password (Username should be entered with the @lsus.local suffix). Click More Settings.

**Internet E-mail Settings**
Each of these settings are required to get your e-mail account working.

**User Information**
- Your Name: John Doe
- E-mail Address: doej67@lsus.edu

**Server Information**
- Account Type: IMAP
- Incoming mail server: studentemail.lsus.edu
- Outgoing mail server (SMTP): smtp.lsus.edu

**Logon Information**
- User Name: z000000000@lsus.local
- Password: *******

- Remember password
- Require logon using Secure Password Authentication (SPA)

**Test Account Settings**
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click More Settings...
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5. In the Internet E-mail Settings window choose the Outgoing Server tab and check My outgoing server (SMTP) requires authentication.

6. In the Internet E-mail Settings window choose the Advanced tab. Change the Incoming server (IMAP) port to 993. Change Use the following type of encrypted connection to SSL. Change the Outgoing server (SMTP) port to 587. The encrypted connection type for the outgoing server should be left on Auto. Click OK to close the window.