

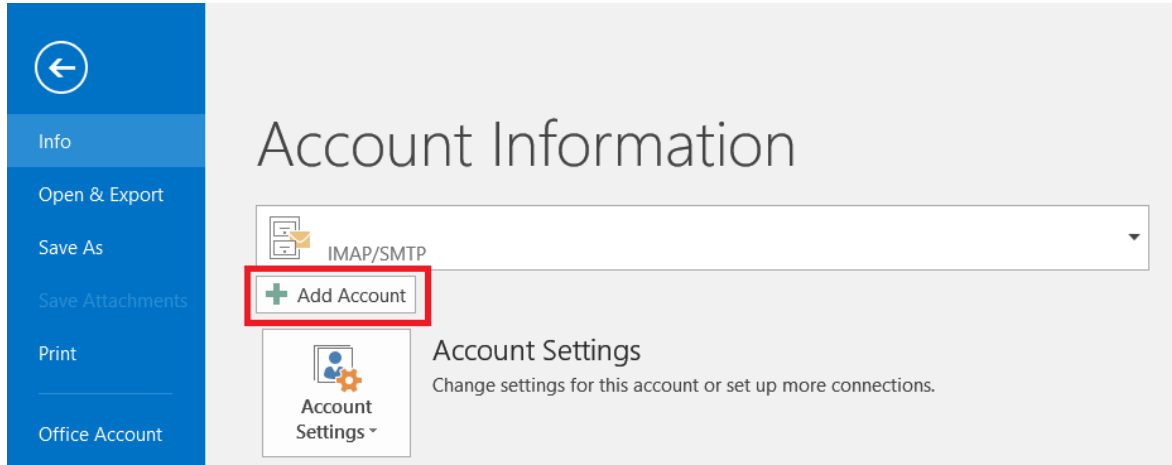
IMAP in Outlook 2016

Follow these steps to access your email using Outlook 2016:

Click **File** from Outlook Menu to go to the Office Backstage View.




Under Info > Click [Add Account](#).



On the Add Account screen, choose Manual setup or additional server types and click Next.

Add Account ×

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

E-mail Account

Your Name:
Example: Ellen Adams

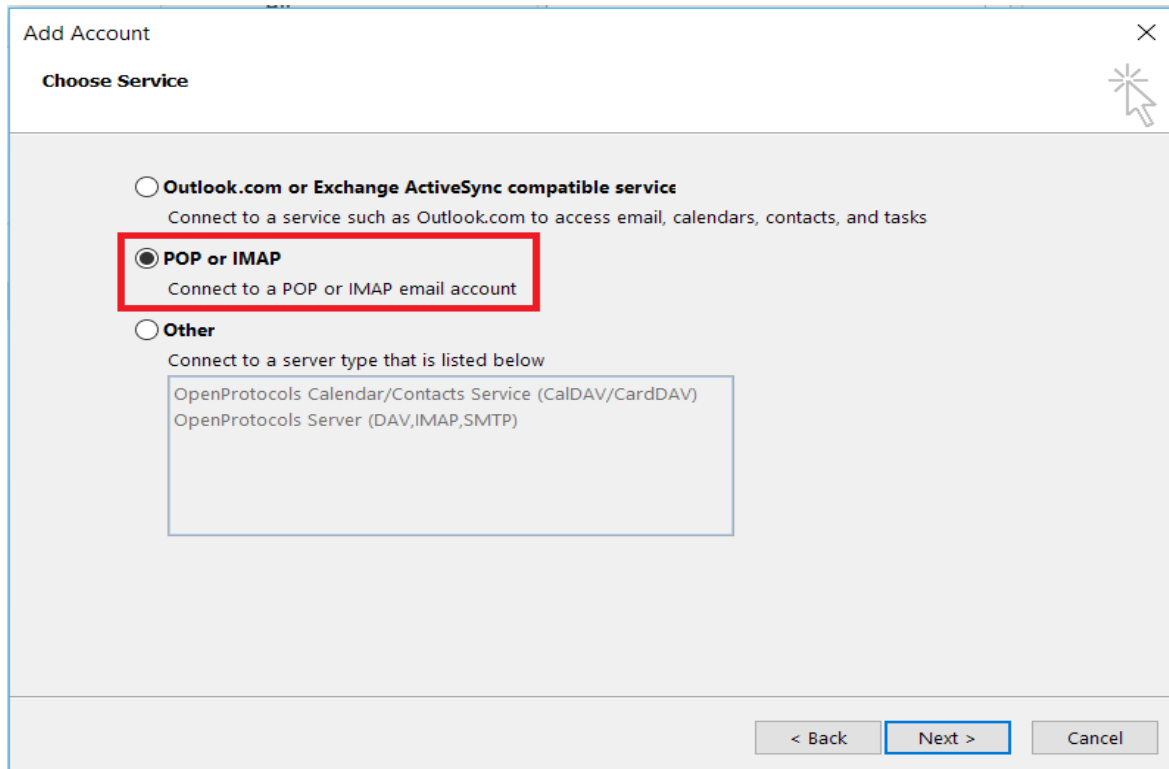
E-mail Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

< Back Next > Cancel

Choose POP or IMAP and click Next.



The image shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, the text "Choose Service" is displayed. There are three radio button options:

- 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
- Other**
Connect to a server type that is listed below

Under the "Other" option, there is a list box containing two items:

- OpenProtocols Calendar/Contacts Service (CalDAV/CardDAV)
- OpenProtocols Server (DAV,IMAP,SMTP)

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border, indicating it is the active or default action.

User Information

Enter the information provided to you by Jordan Data Network or your IT administrator.

Name: Your full name

Email Address: Your complete email address (email@yourdomain.com)

Server Information

Account Type – IMAP

Incoming mail server: mail.jodata.net

Outgoing mail server (SMTP): mail.jodata.net

Login Information

User name: Your complete email address (email@yourdomain.com)

Password: Your password

POP and IMAP Account Settings

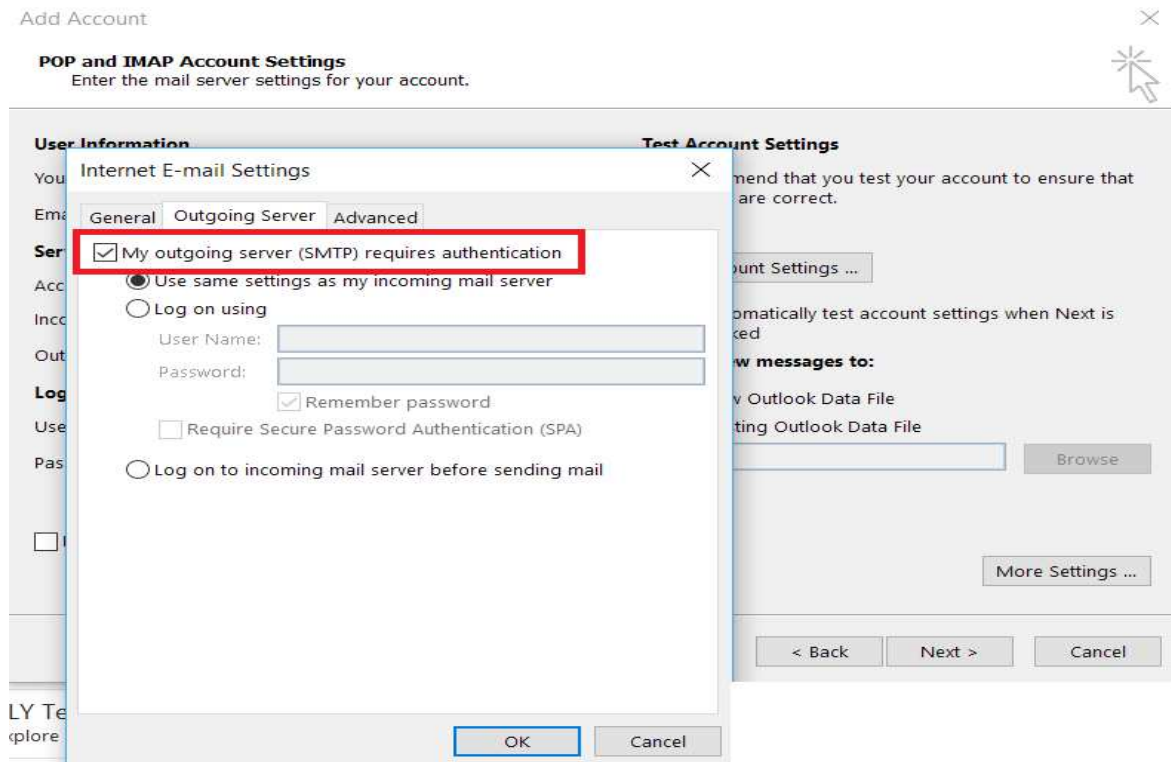
Enter the mail server settings for your account.



User Information		Test Account Settings
Your Name:	<input type="text" value="Your Name"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address:	<input type="text" value="email@domain.com"/>	<input type="button" value="Test Account Settings ..."/>
Server Information		<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type:	<input type="text" value="IMAP"/>	
Incoming mail server:	<input type="text" value="mail.jodata.net"/>	
Outgoing mail server (SMTP):	<input type="text" value="mail.jodata.net"/>	
Logon Information		Mail to keep offline: All
User Name:	<input type="text" value="email@domain.com"/>	<input type="range" value="All"/>
Password:	<input type="password" value="*****"/>	<input type="button" value="More Settings ..."/>
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		
<input data-bbox="898 911 1011 943" type="button" value=" < Back "/> <input data-bbox="1018 911 1131 943" type="button" value=" Next > "/> <input data-bbox="1153 911 1267 943" type="button" value=" Cancel "/>		

Go to [More Settings](#)

Go to the Outgoing Server tab and check on **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.



Finally go to the Advanced tab and perform the following:

Server Port Numbers

Incoming server (IMAP): Choose SSL from the “Use the following type of encrypted connection:” menu. Port number should automatically change to 995.

Outgoing server (SMTP): Choose SSL from the “Use the following type of encrypted connection:” menu and change port number from 25 to 465.

Click Ok and Finish.

