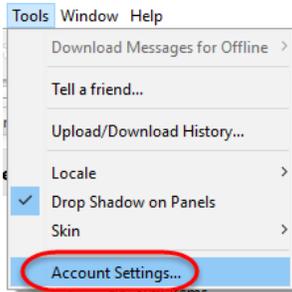
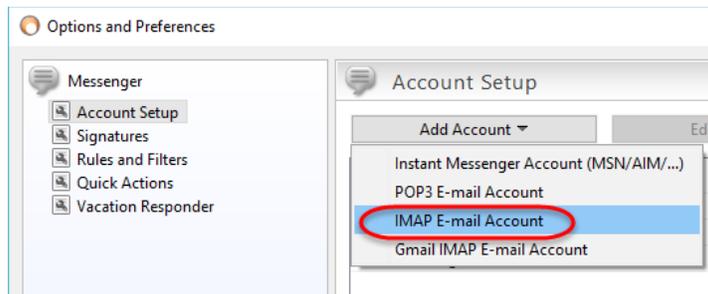


How to add an Outlook IMAP E-mail Account in UVC

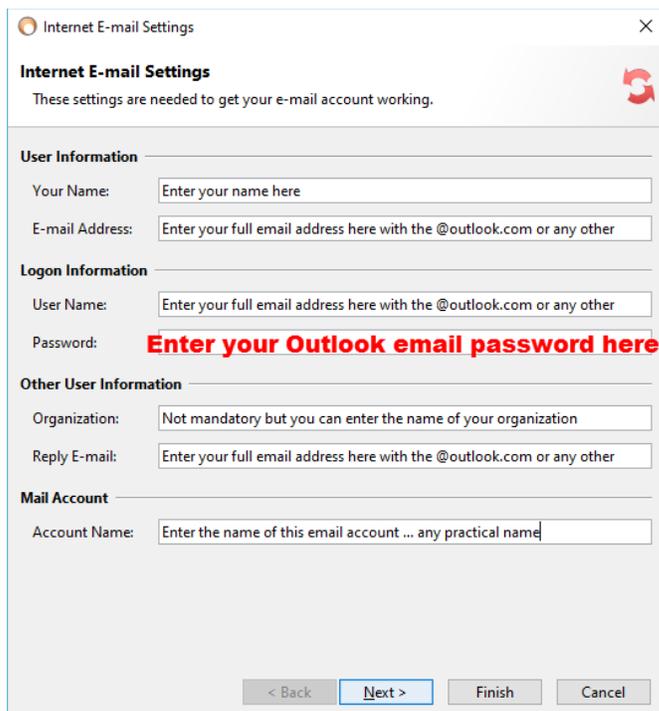
1. You will need to click on **Tools** and **Account Settings** to add a new email IMAP account:



2. Click on the **Account Setup**, located on the left side on the pop-up window, and the **Add Account** button to access the **IMAP E-Mail Account**.



3. Enter your information on this first window and then click on the **Next** button:



A screenshot of the 'Internet E-mail Settings' dialog box. The dialog box contains several sections for entering user information:

- User Information:** Fields for 'Your Name' and 'E-mail Address'.
- Logon Information:** Fields for 'User Name' and 'Password'. The password field has a red text overlay: **Enter your Outlook email password here**.
- Other User Information:** Fields for 'Organization' and 'Reply E-mail'.
- Mail Account:** Field for 'Account Name'.

At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'. The 'Next >' button is highlighted in blue.

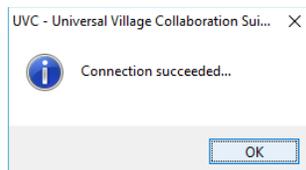
4. Enter the information seen below. Make sure you have selected the correct options. Click on the **Next** button.

5. On the **Internet E-Mail Settings** window enter the information as seen below. Make sure to select the correct **3 check mark** options.

If the port numbers for **Incoming** and **Outgoing** server differ from what is seen below write them down as they might be useful if the “test” fails.

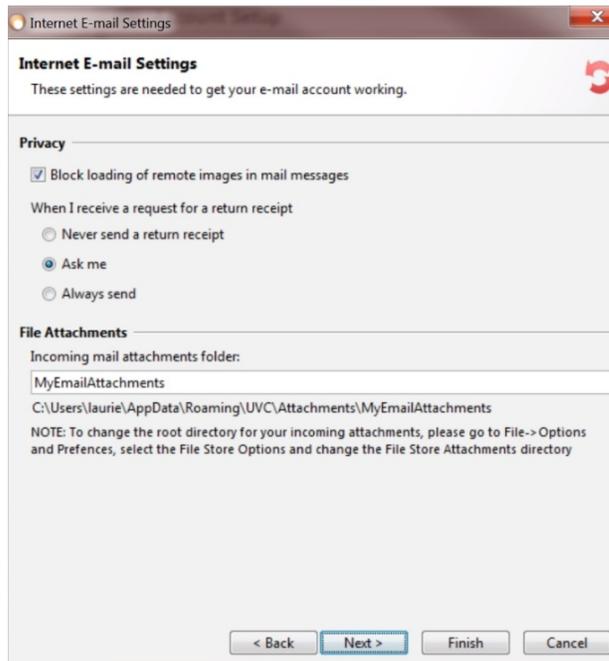
Once done click on the **Back** button.

6. Click on the **Test Account Setting** button to make sure the options and settings are correct. It should display a **Connection succeeded** message.

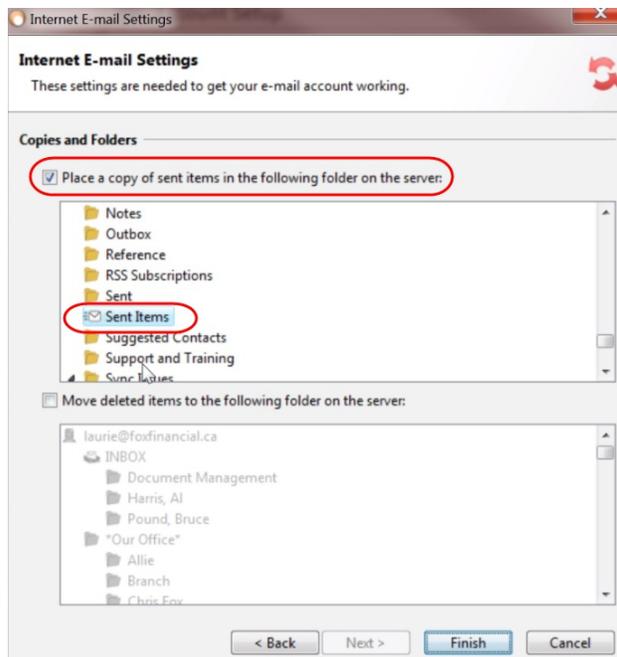


If your test is successful click on the **Next** button twice to see the **Privacy** option screen.

7. On this screen click on the **Next** button.



8. On this screen make sure that the **Place a copy of sent items ...** is checked. Go down the list of folders and find your **Sent Items** folder. Click on the **Finish** button.



The option above will be useful if you are still planning on using Microsoft Outlook. Any email sent from UVC will also be visible under the Sent Items folder in your Outlook folder.