

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**.

Options and Preferences	
Messenger	Account Setup
Account Setup	Add Account 🔻 Edit
 Rules and Filters Quick Actions Vacation Responder 	Instant Messenger Account (MSN/AIM/) POP3 E-mail Account
	IMAP E-mail Account

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

🚫 Internet E-mail S	iettings ×
Internet E-mail S	Settings
These settings are	needed to get your e-mail account working.
User Information	
Your Name:	Enter your name here
E-mail Address:	Enter your full email address here with the @outlook.com or any other
Logon Information	
User Name:	Enter your full email address here with the @outlook.com or any other
Password:	Enter your Outlook email password here
Other User Inform	ation
Organization:	Not mandatory but you can enter the name of your organization
Reply E-mail:	Enter your full email address here with the @outlook.com or any other
Mail Account	
Account Name:	Enter the name of this email account any practical name
	< Back Next > Finish Cancel

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

🔿 Internet E-mail Settings	X
Internet E-mail Settings	
These settings are needed to get yo	our e-mail account working.
Server Information	
Incoming mail server(POP3): ir	map-mail.outlook.com
Handle incoming mail through	UVC servers(Recommended)
O Handle incoming mail directly	from my local computer
Enable Junk Filter	
Outgoing Server	
Connect to smtp server directly	from my local computer O Use UVC's built in SMTP server
Outgoing mail server(SMTP): s	mtp-mail.outlook.com
🗹 Outgoing server (SMTP) require	es authentication
Use same settings as my inco	ming mail server
O Log on using	
User Name:	
Password:	
Please click the button below in orde	r to test your account settings
Test Account Settings	
	< Back Next > Finish Cancel

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

O Internet E-mail Settings	×
Internet E-mail Settings	
These settings are needed to get your e-mail account working.	
Server Port Numbers	
Incoming server port: 995 Use Defaults	
This server requires an encrypted connection(SSL)	
Outgoing server (SMTP) port: 587	
This server requires an encrypted connection(SSL)	
LSE TLS Encryption	
Connection Setting	
Connection Timeout: 60 seconds	
Check for new messages every: 5 🗭 minutes	
Delivery	
Leave a copy of messages on the server	
Remove from server after 7 🚖 days	
< Back Next > Finish Cancel	

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.

ernet E-mail Settings ese settings are needed to get your e-mail account working.	
ies and Folders	
Place a copy of sent items in the following folder on the set	erver
Notes	
Dutbox	
P Reference	
RSS Subscriptions	
E Sent	
Sent Items	
Suggested Contacts	
Support and Training	
A Sunc lates	
Move deleted items to the following folder on the server:	
A laurie@foxfinancial.ca	
INBOX	
Document Management	
Paura Rauce	
Our Office	
Branch	
Diditeri	

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