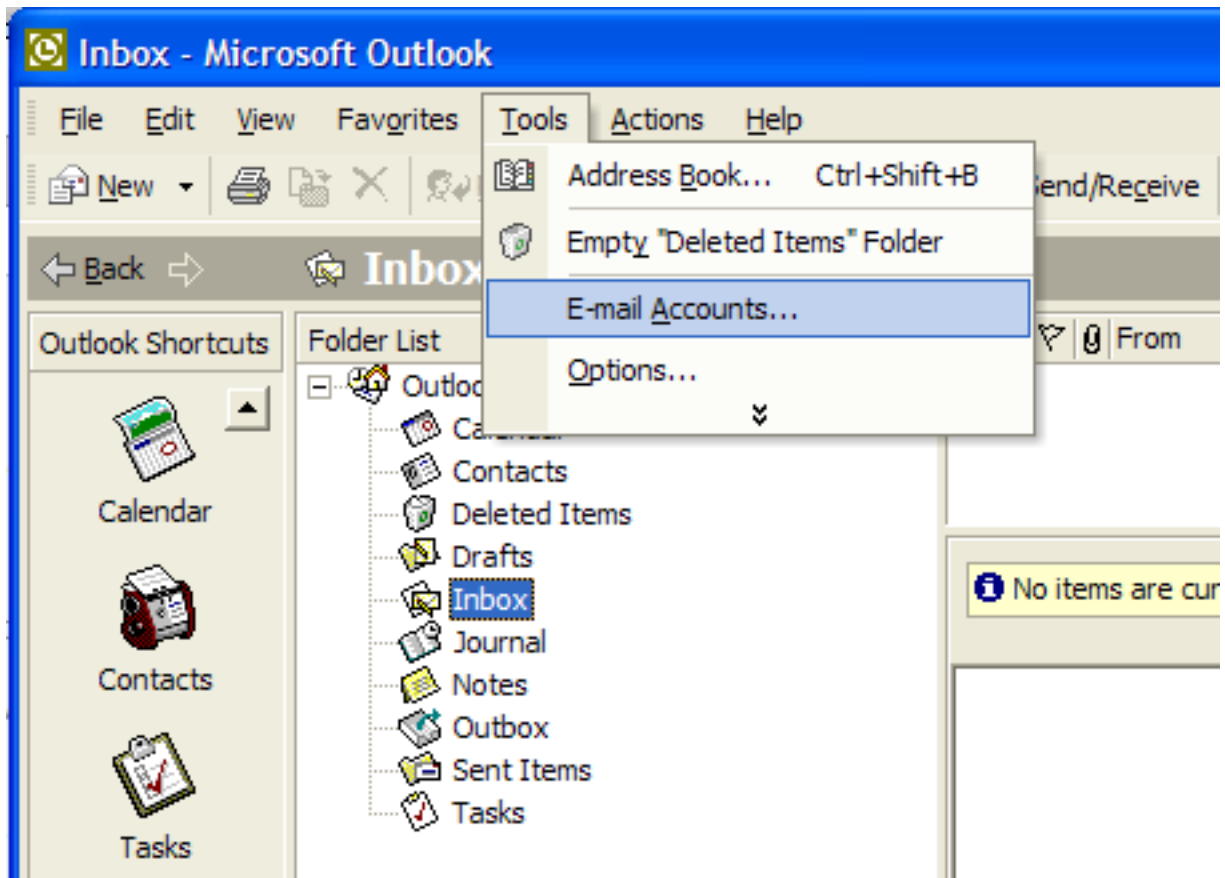


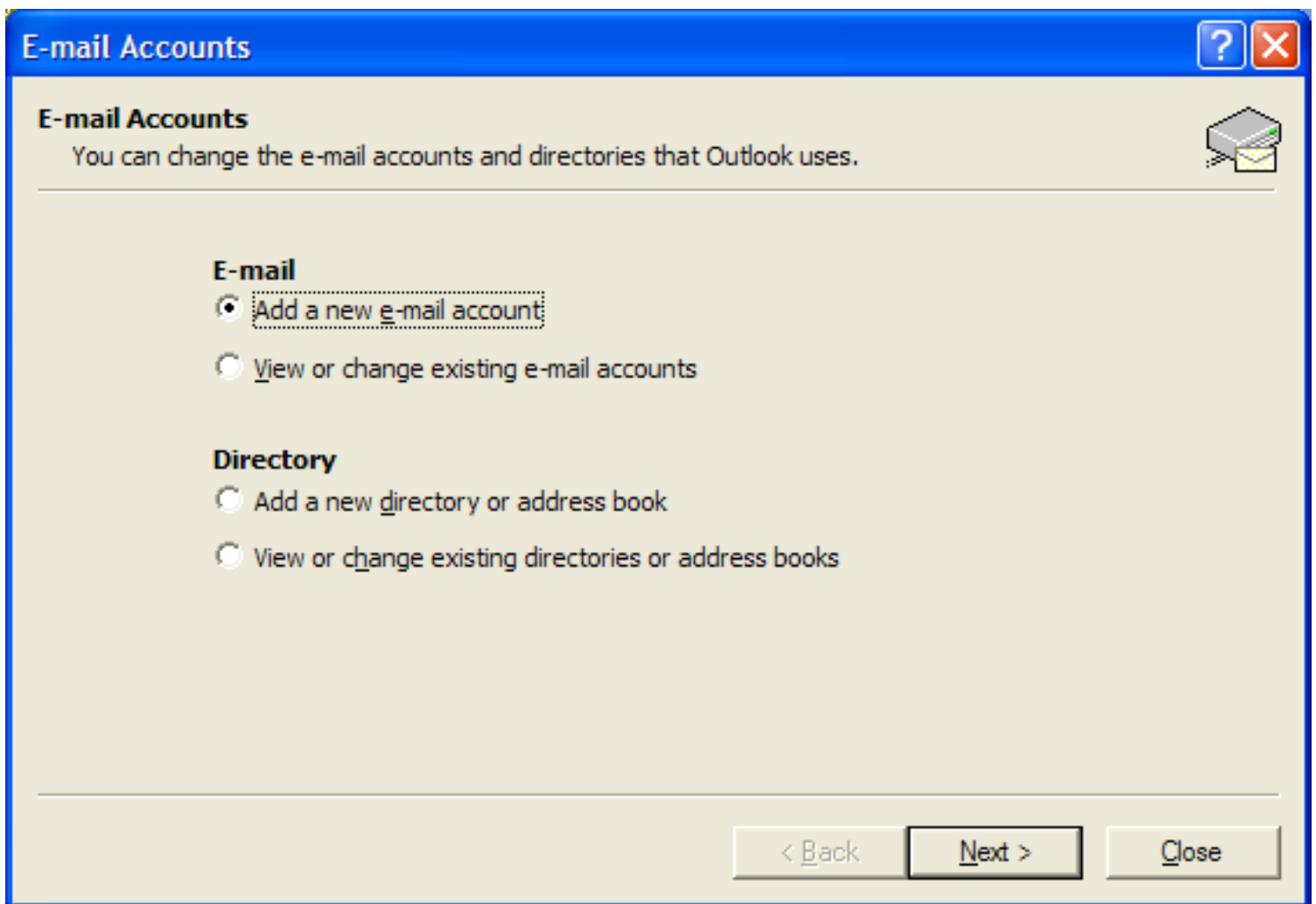
Outlook 2002/2003

This lesson explains how to configure your Outlook software using IMAP.

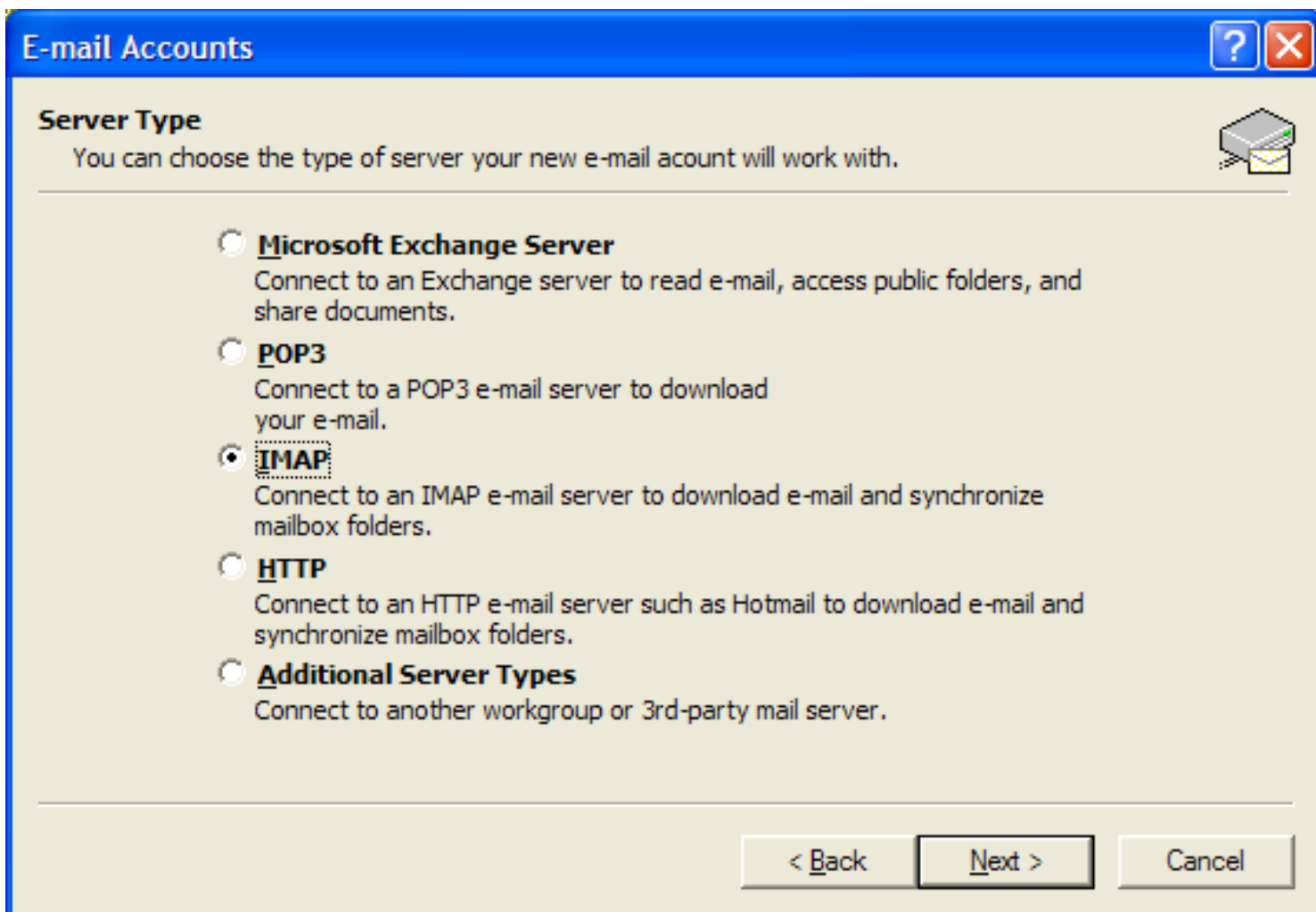
Add Your Account to Outlook



Open your Outlook software then click on the Tools menu and select E-mail Accounts.



Select Add a new e-mail account then click Next.



The server type we will be using is IMAP. This will synchronize your mailbox folders. Select IMAP and click Next.

E-mail Accounts

Internet E-mail Settings (IMAP)
Each of these settings is required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

Fill out the Internet E-mail Settings screen with the following information:

Your Name: How you want your name to appear when you send e-mail

E-mail Address: Enter your full Hover email address

Incoming mail server (IMAP): mail.hover.com

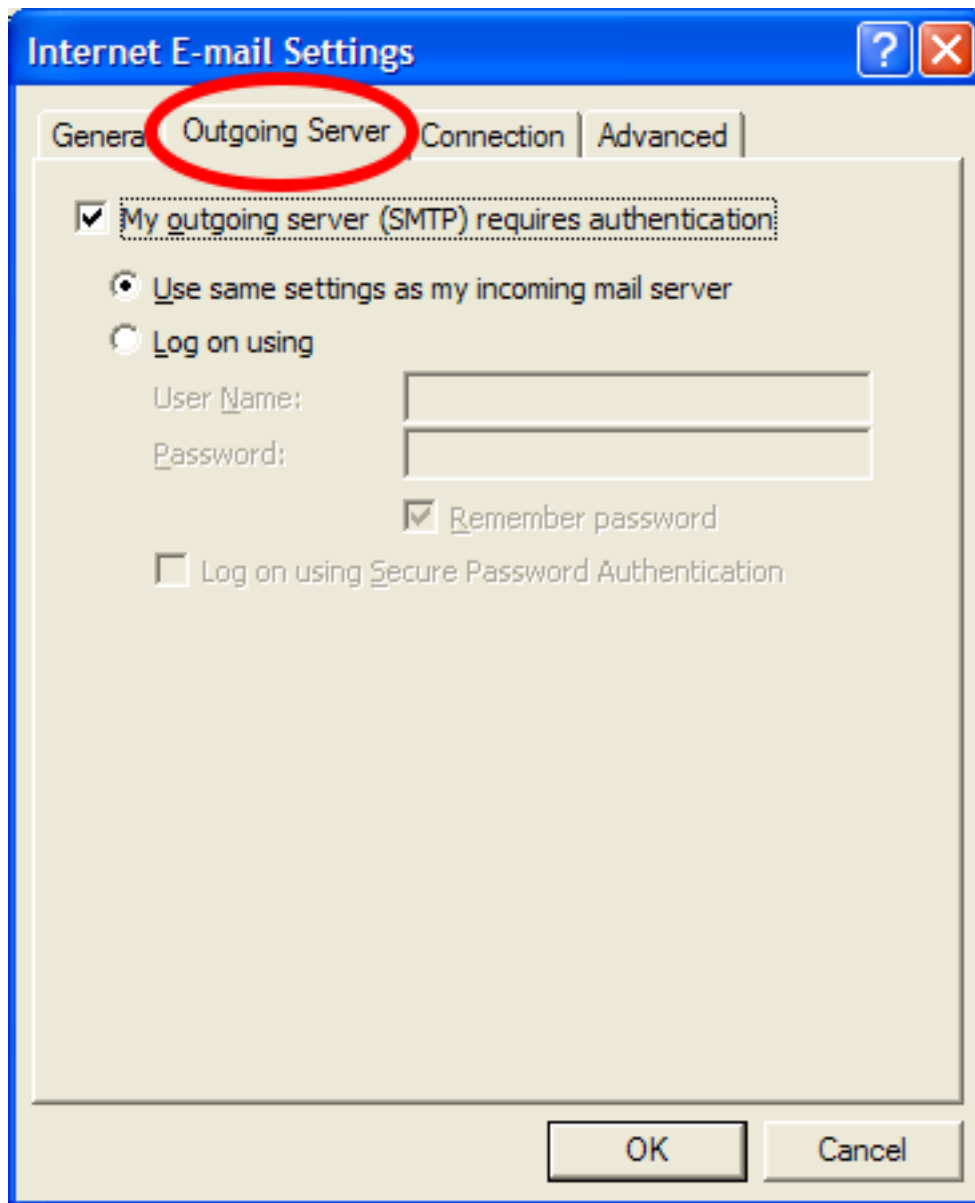
Outgoing mail server (SMTP): mail.hover.com

User Name: Enter your full Hover email address

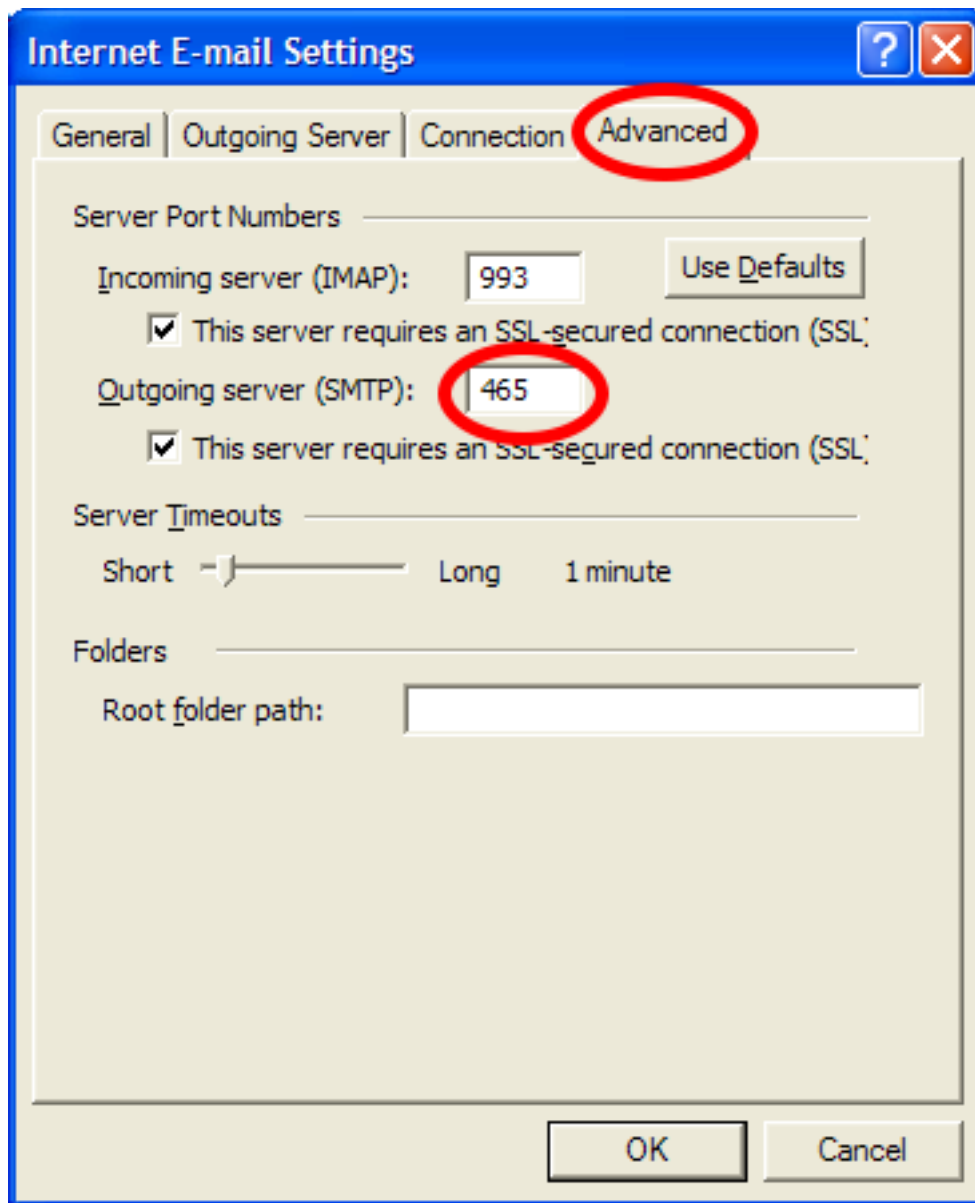
Password: Enter your email password

In the screenshot above, you can see how I configured apewty@awesomesnowremoval using these settings.

After entering your account information, click on More Settings.

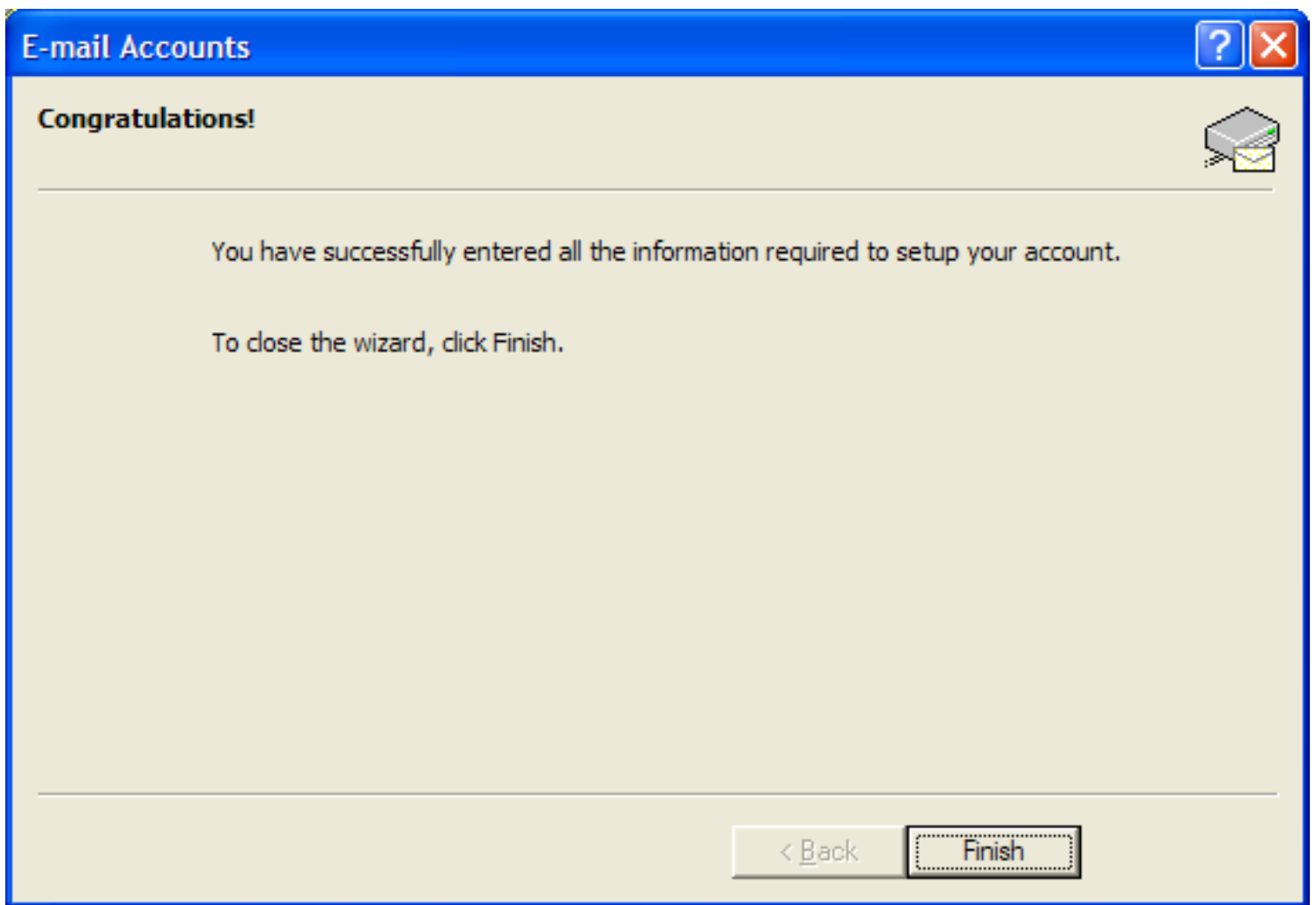


Click on the Outgoing Server tab and put a check next to "My outgoing server (SMTP) requires authentication."



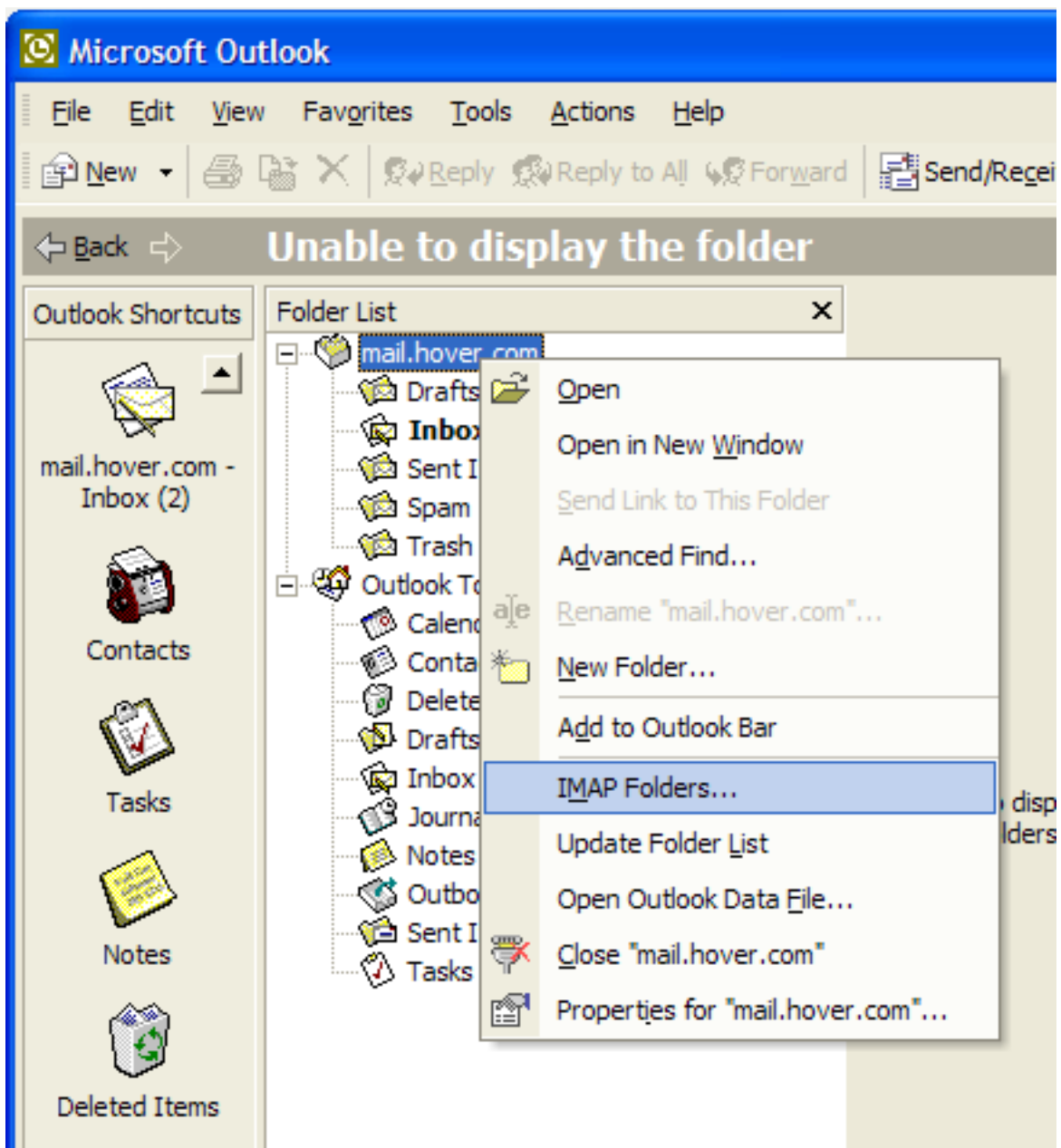
Click on the Advanced tab and ensure that "This server requires an SSL secured connection" is checked for both Incoming and Outgoing servers. Next, change the Outgoing server (SMTP): port from 25 to 465.

Click OK when done.

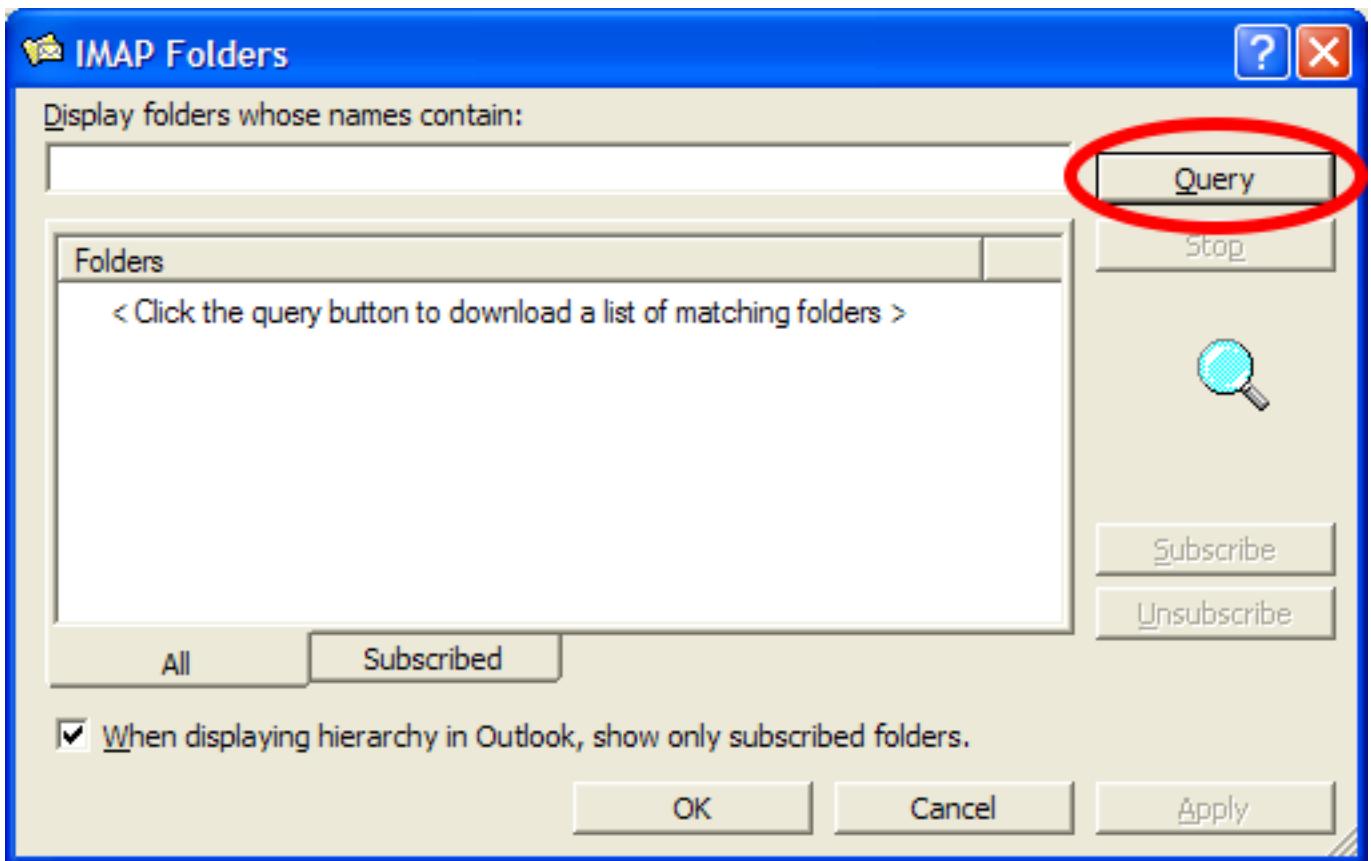


Click Next then click Finish to complete the account set up.

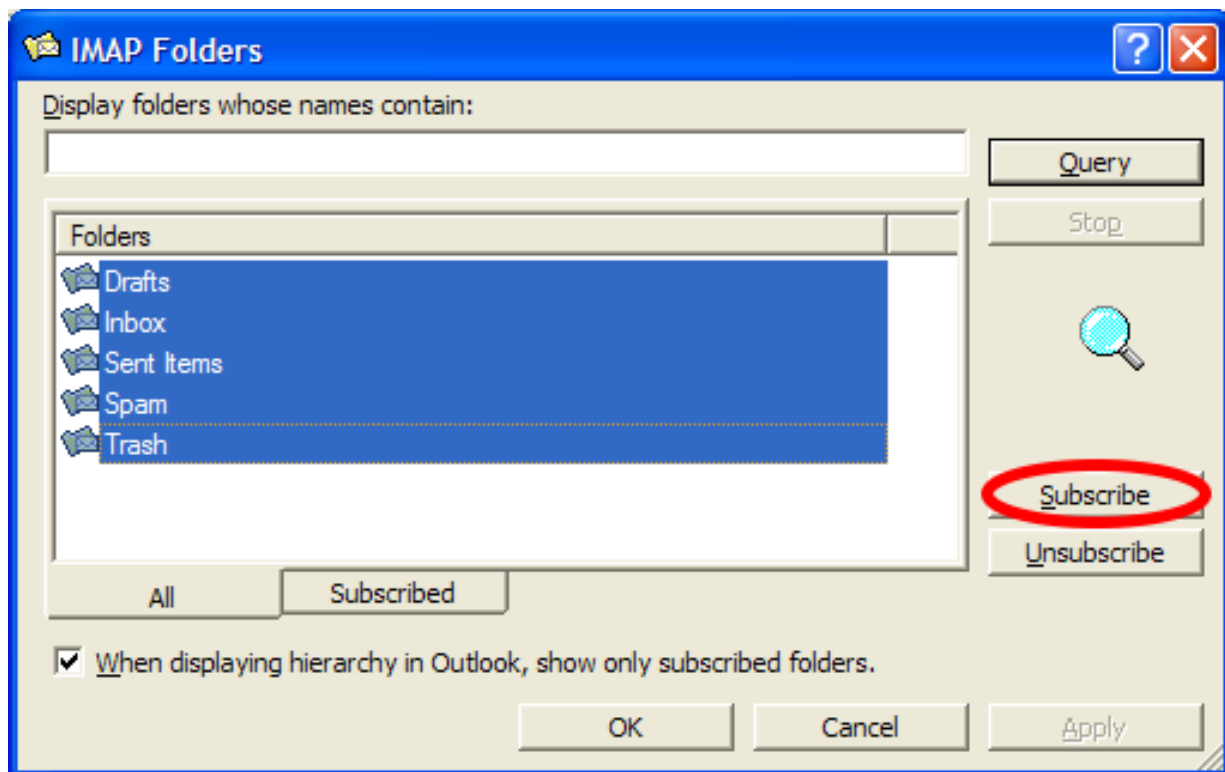
Synchronize Your Folders



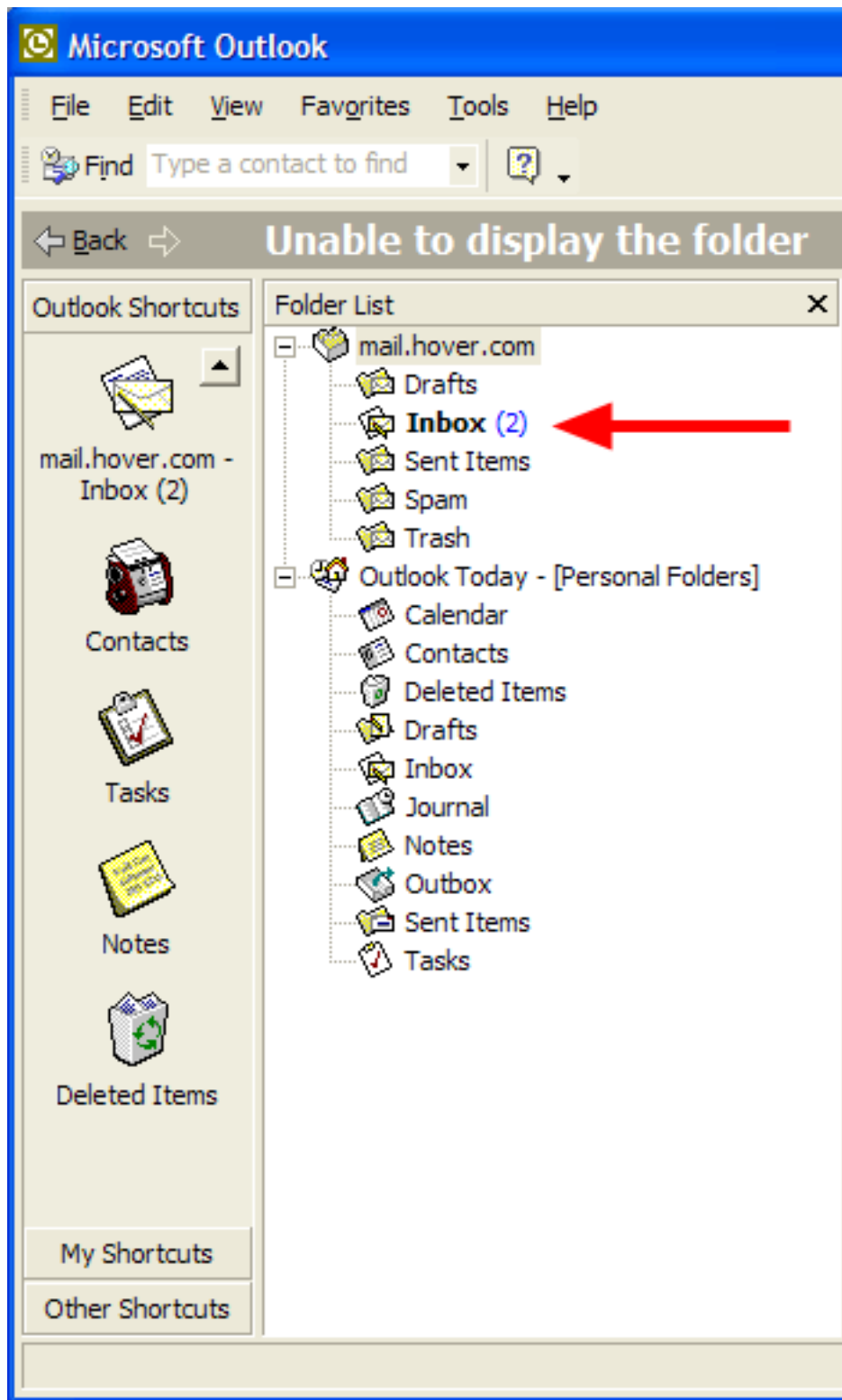
After adding a new IMAP account you will want to synchronize the folders. To do this, right-click on the new account in your folder list and select the IMAP Folders option.



Click on the Query button to obtain a list of your folders from our mail server.



While holding down the CTRL key on your keyboard you click on the folders that you want to have displayed in your Outlook software then click on Subscribe.



The subscribed folders will now appear under your account in the Folder List. Click on each one to check for messages.

This completes the configuration of your IMAP account and synchronization of folders in Outlook!

Need More Help?

If this still isn't working, doesn't make sense, or you just want to talk to someone, here is how you can reach us:

Telephone: 1-866-731-6556 (North America Toll Free);
416-538-5498 (local)

Email: help@hover.com

Twitter: [@HoverCS](https://twitter.com/HoverCS)

Join us on Facebook: <http://about.hover.com/facebook>

Article Shortcut: <http://about.hover.com/outlook20023imap>
