Configure Outlook 2007/2010/2013 with an Email Alias (IMAP or POP)

Prior to configuring your Outlook, please make sure you have created an alias account in your Gmail or Yahoo account and connect them. To view these instructions go to http://identity.chicago.com/support

Gmail and Yahoo will ask you to verify the alias email address and then you can proceed to Outlook integration.

To configure Outlook 2007, Outlook 2010 or Outlook 2013 so you can send from your new @Chicago email address, do the following:

1. Launch Outlook.
2. Do one of the following:
   - If you have Outlook 2007, click Tools > Account Settings...
   - If you have Outlook 2010 or Outlook 2013, click File > Account Settings > Account Settings...
3. Click New...
4. Do one of the following:
   - If you have Outlook 2007 or Outlook 2010, Select Microsoft Exchange, POP3, IMAP, or HTTP and click Next. Then, select Manually configure server settings or additional server types and click Next. Then Select Internet E-mail and click Next.
   - If you have Outlook 2013, Select Manual setup or additional server types and click Next. Then select POP or IMAP and click Next.
5. Complete the Internet E-mail Settings page (Outlook 2007 and Outlook 2010) or POP and IMAP Account Settings (Outlook 2013) as follows:
   - **Your Name:** Type a name for the email alias. This name will appear when you send email using the alias.
   - **E-mail Address:** Type the email address for the email alias – i.e. meetup@chicago.com.
   - **Account Type:** Choose IMAP or POP
   - **Incoming mail server:** Type for IMAP, imap.gmail.com or for POP, pop.gmail.com (if you are using Yahoo to send mail, then type imap.mail.yahoo.com)
   - **Outgoing mail server (SMTP):** Type your outgoing smtp server – i.e. smtp.gmail.com (if you are using Yahoo to send mail, then type smtp.mail.yahoo.com)
   - **User Name:** Type your full Gmail or Yahoo email address (depending which service you decided to use)
   - **Password:** Type your Gmail/Yahoo password.
   - Do not click Next yet.
6. Click More Settings
   - Click Outgoing Server
   - Select My outgoing server requires authentication
   - Select “Use same settings as my incoming mail server”

   - Click Advanced tab
- Incoming server port for IMAP is 993 (and for POP 995) and select “This server requires an encrypted connection (SSL)”
- For the Outgoing, first Select SSL as encryption from the drop down list and then type in the Outgoing server port as 465.
- Click OK.

7. Click Next and then click Finish.

Outlook is now configured with an alias address you can use to send email.

**Send Email using an Email Alias Account**

To send email using the alias address, do the following:

1. Click New to compose a new email message.
2. Click the Account drop-down menu located beneath the Send button.
3. Select the alias address from the list of accounts.
4. Compose your message like normal and send it. The email will be sent from the address you selected.