

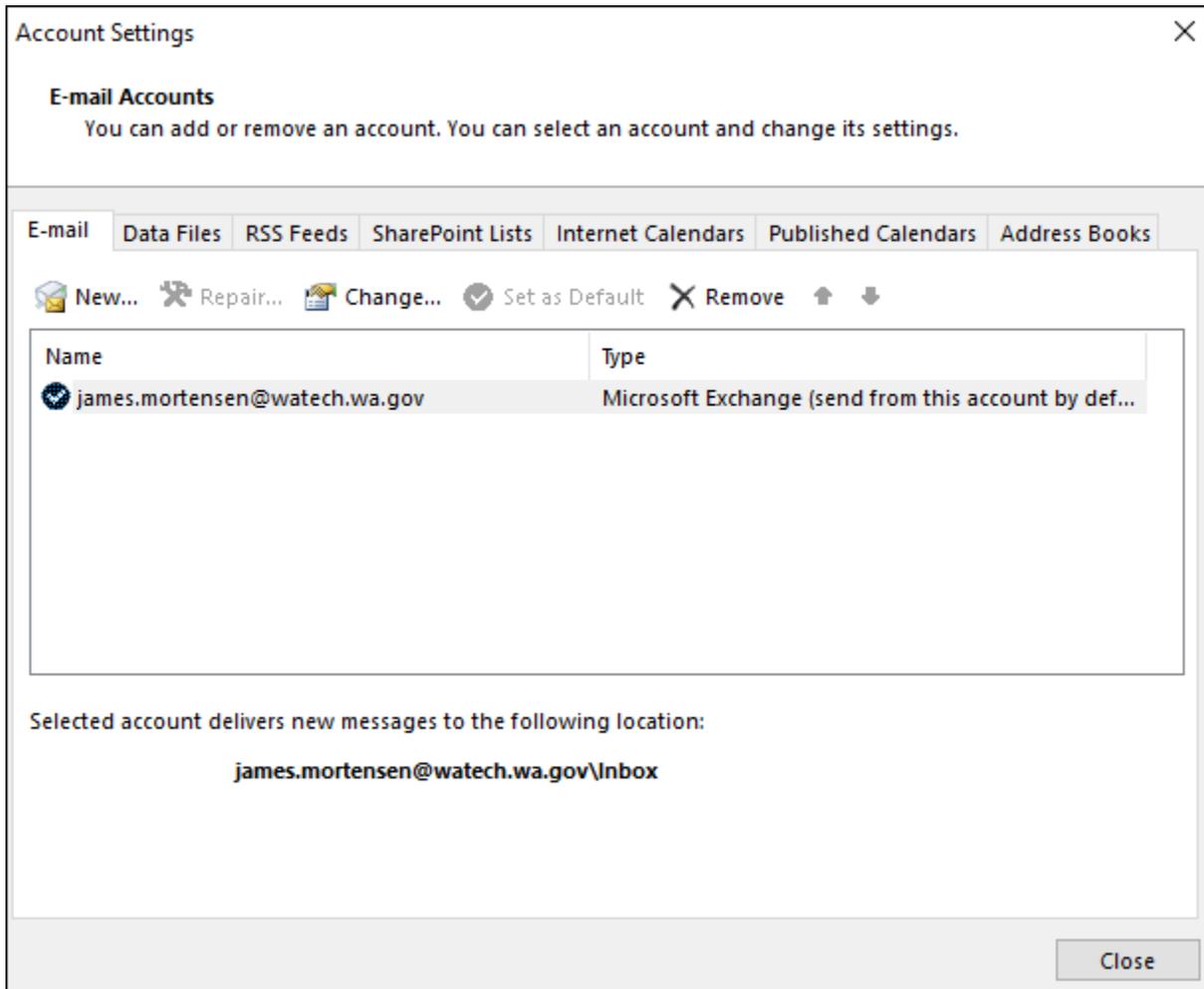
Outlook 2016 - IMAP – Setup

The default password on the voicemail box must be changed before IMAP can be configured

File...

Account Setting...

Account Settings (from Account Settings dropdown)



In the Email tab, click New

Fill in Add Account page as shown using your Aura voicemail password

The Email will be the 10 digit telephone number @AAMWatechMSS1.dis.wa.gov

Password is the Voice Mail password

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

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

Outlook will search for and log into the mail server

Add Account ✕

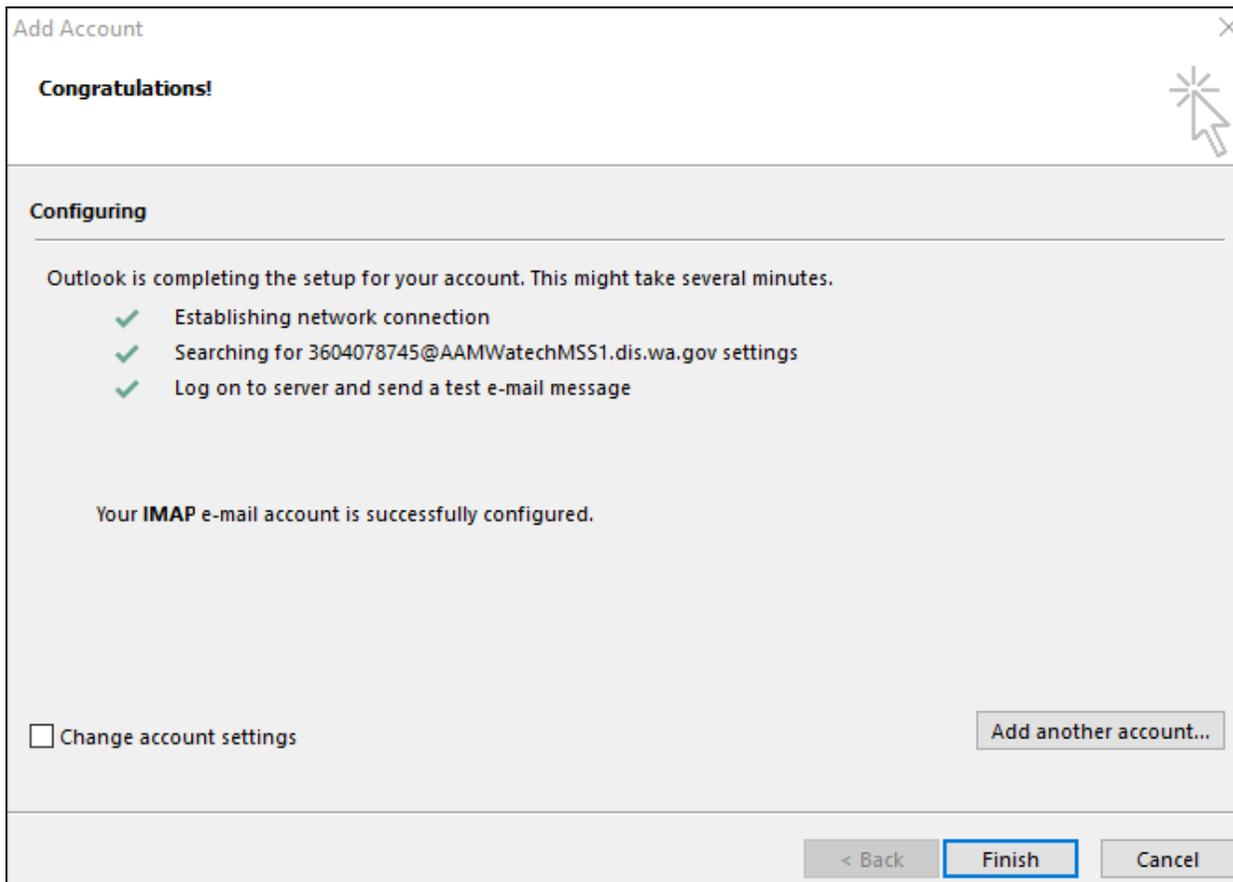
Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➔ **Searching for 3604078745@AAMWatechMSS1.dis.wa.gov settings**
Logging on to the mail server

< Back Next > Cancel



Click Finish

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

 New...  Repair...  Change... Set as Default  Remove  

Name	Type
<input checked="" type="checkbox"/> james.mortensen@watech.wa.gov	Microsoft Exchange (send from this account by def...
3604078745@AAMWatechMSS1.dis.wa.gov	IMAP/SMTP

Selected account delivers new messages to the following location:

3604078745@AAMWatechMSS1.dis.wa.gov\Inbox
in data file C:\...\3604078745@AAMWatechMSS1.dis.wa.gov - Default Outlook Pr

Close

The following configuration is optional and not required

Uncheck automatically test account settings when Next is clicked

Click More Settings

Change Account [X]

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: 3604078745
Email Address: 3604078745@AAMWatechM

Server Information
Account Type: IMAP
Incoming mail server: AAMWatechMSS1.dis.wa.go
Outgoing mail server (SMTP): AAMWatechMSS1.dis.wa.go

Logon Information
User Name: 3604078745
Password: ****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

In the Advanced tab, click...

Do not save Sent Items....

Mark Items for deletion....

Purge Items....

Click OK

Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection: ▼

Outgoing server (SMTP):

Use the following type of encrypted connection: ▼

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

Click OK

Next

Change Account

You're all set!

We have all the information we need to set up your account.

< Back