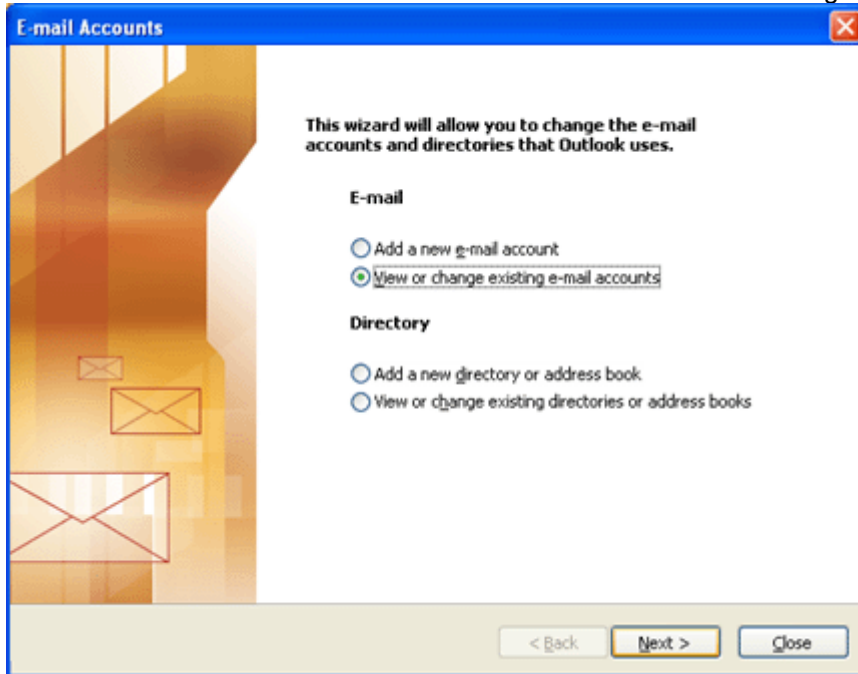


# Switch from POP to IMAP (Outlook)

**Note:** This page covers changing a previously configured POP connection for Outlook to use IMAP. The instructions provided only cover the latest version of that particular client we support. Instructions for previous versions may be similar, but not exact.

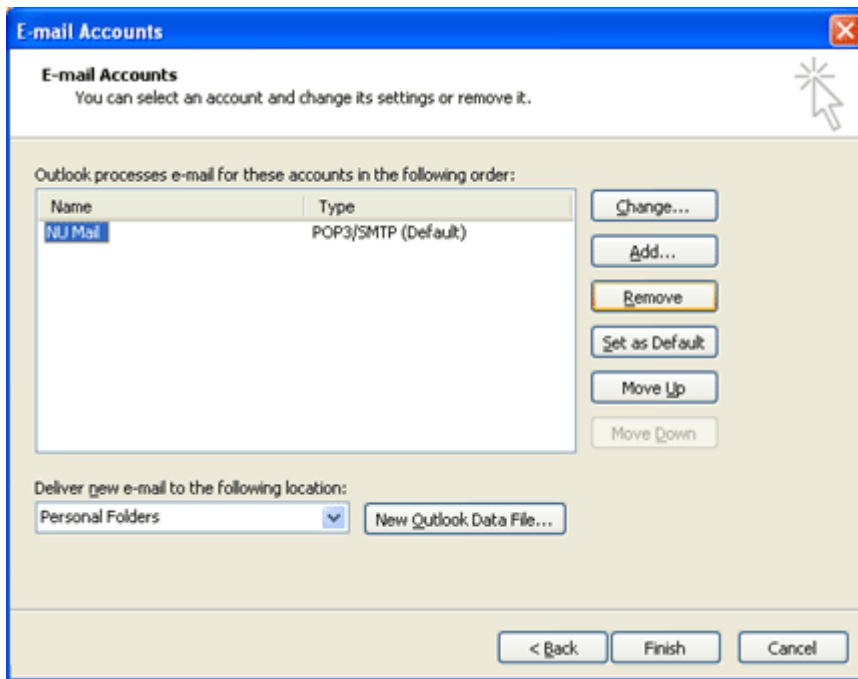
**Note:** Before you begin, make sure your NetID is registered to use IMAP. To do so, see the [Mail Server Setting](#) page.

1. **Select Tools => E-mail Accounts....** A window similar to the following will appear:



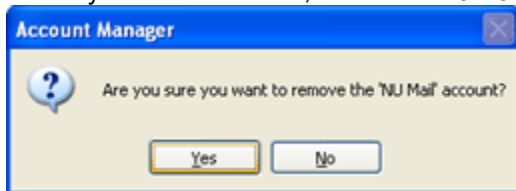
Outlook E-mail Accounts Wizard Step 01 (Edit)

2. **Select View or change existing e-mail accounts**, then *click Next*. A window similar to the following will appear:



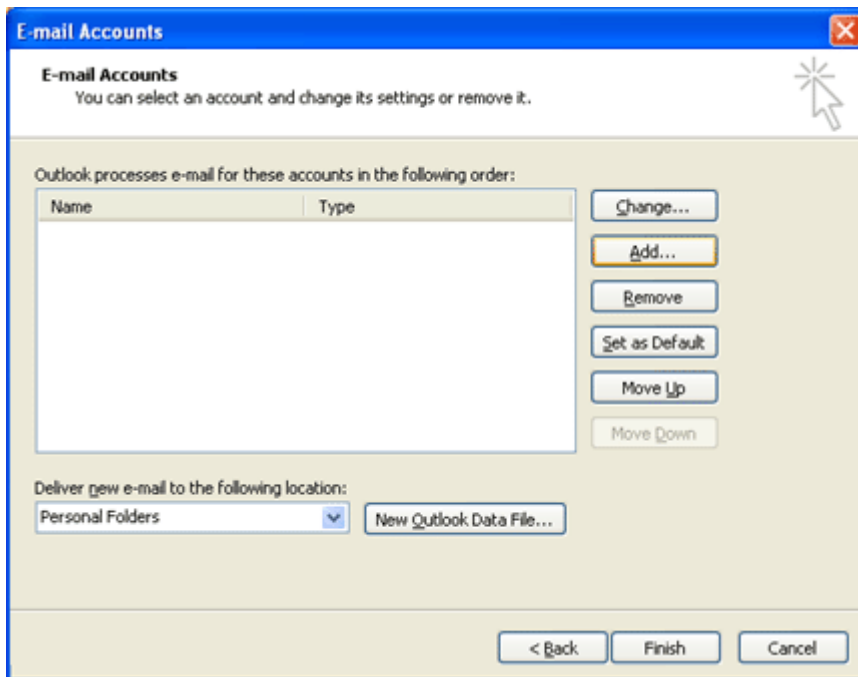
#### Outlook E-mail Accounts Wizard Step 02 (Remove POP)

3. *Select* your POP account, then *click* **Remove**. A window similar to the following will appear:



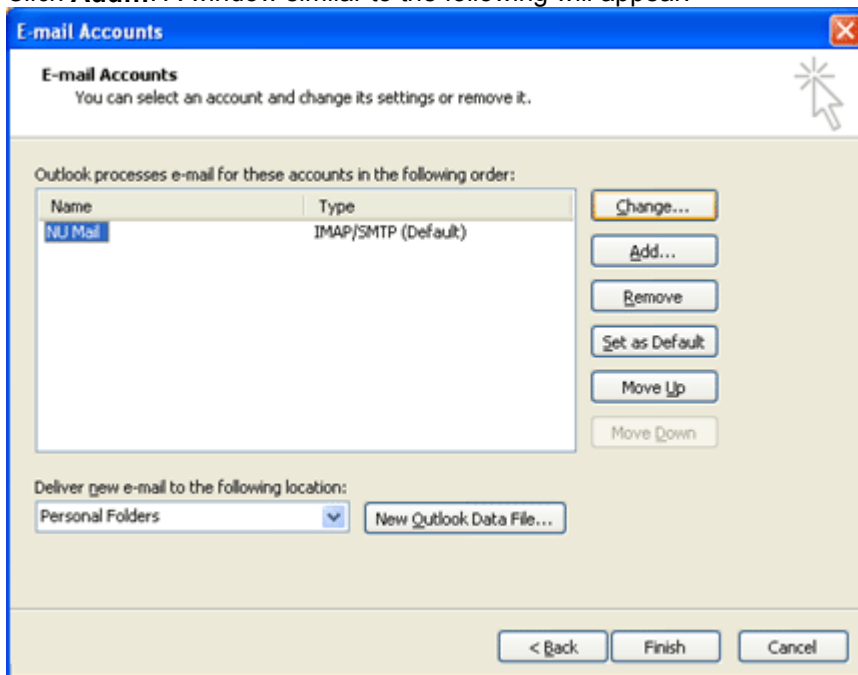
#### Outlook Account Delete Warning

4. *Click* **Yes**. A window similar to the following will appear:



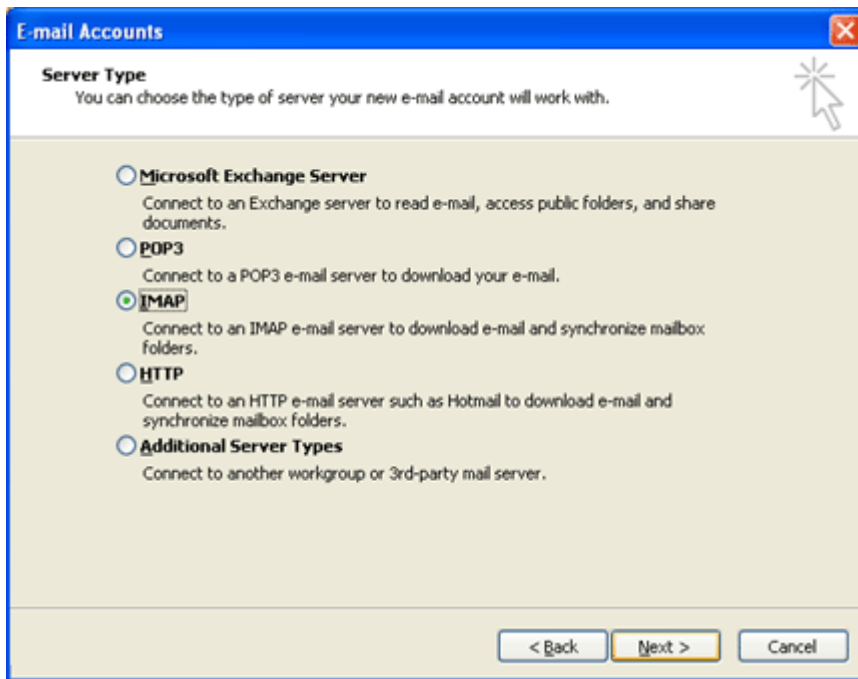
Outlook E-mail Accounts Wizard Step 02 (Add IMAP)

5. Click **Add...** A window similar to the following will appear:



Outlook E-mail Accounts Wizard Step 02 (Edit IMAP)

6. Check **IMAP**, then click **Next**. A window similar to the following will appear:



#### Outlook E-mail Accounts Wizard Step 02 (IMAP)

- A. Type your full name, nickname, or whatever you prefer into the **Your Name:** field.
  - B. Type your e-mail address into the **E-mail Address:** field. Use your alias@northwestern.edu, e.g. b-mcgee@northwestern.edu.
  - C. Type your mail server into the **Incoming mail server (IMAP):** field. Your mail server is one of the following:
    - merle.it.northwestern.edu
    - lulu.it.northwestern.edu
    - casbah.it.northwestern.edu
    - hecky.it.northwestern.edu

**Note:** Some departments have their own mail servers. If your mail server is not listed above, see your UNITS representative for the name of your mail server.
  - D. Type your mail server into the **Outgoing mail server (SMTP):** field.
 

**Note:** If you are connecting to NUNet through an Internet Service Provider (ISP) other than Northwestern, you need to obtain the name of your ISP's SMTP server and *enter* it into **Outgoing mail (SMTP) server:** field if you meet all of the following conditions:

    - You have an e-mail account on casbah, lulu, hecky or merle.
    - You use a third-party Internet Service Provider (ISP) such as America Online or InterAccess, or a cable modem/DSL to access the Internet.
    - You send mail to persons outside of NUNet (northwestern.edu).
  - E. Type your NetID into the **User Name:** field.
  - F. *Un-check* **Remember password.**
7. Click **More Settings....** A window similar to the following will appear:

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are 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)

Outlook E-mail Accounts Wizard Step 03 (IMAP)

8. Select the **Advanced** tab. A window similar to the following will appear:

**Internet E-mail Settings**

General | Outgoing Server | Connection | Advanced

Mail Account:

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

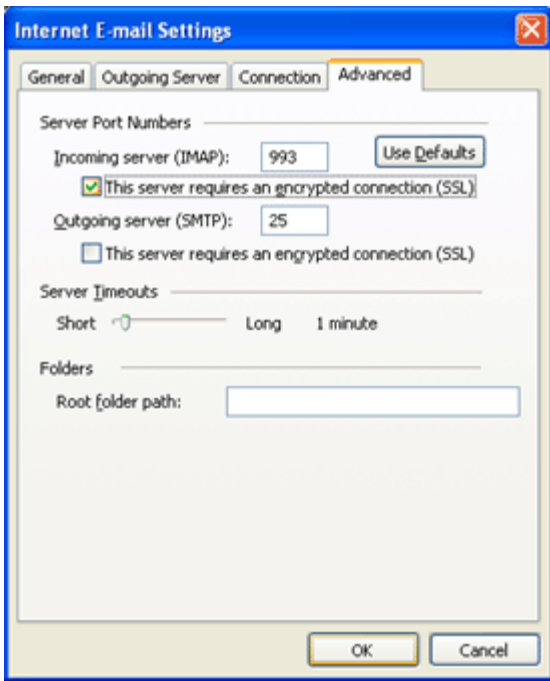
Other User Information

Organization:

Reply E-mail:

Outlook E-Mail Properties - General Tab

- A. Check **This server requires a secure connection (SSL)** under the **Incoming Server (IMAP):** field.
  - B. **Un-check This server requires a secure connection (SSL)** under the **Outgoing Server (SMTP):** field.
  - C. **Click OK.**
9. **Click Next.** A window similar to the following will appear:



Outlook E-Mail Properties - Advanced Tab (IMAP)

10. *Click Finish.*