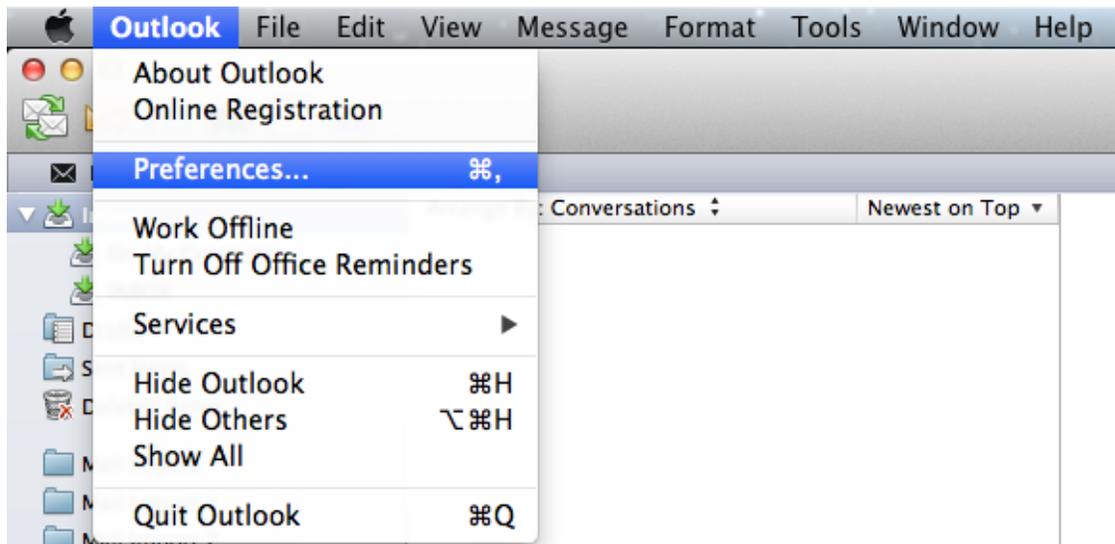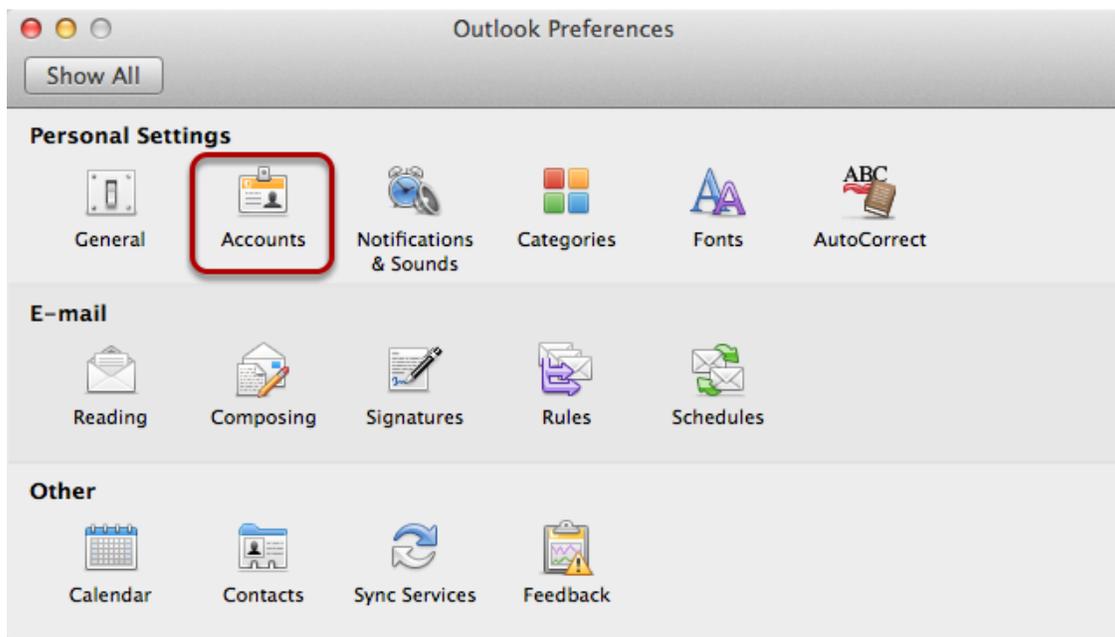# Outlook 2011 Mac - IMAP

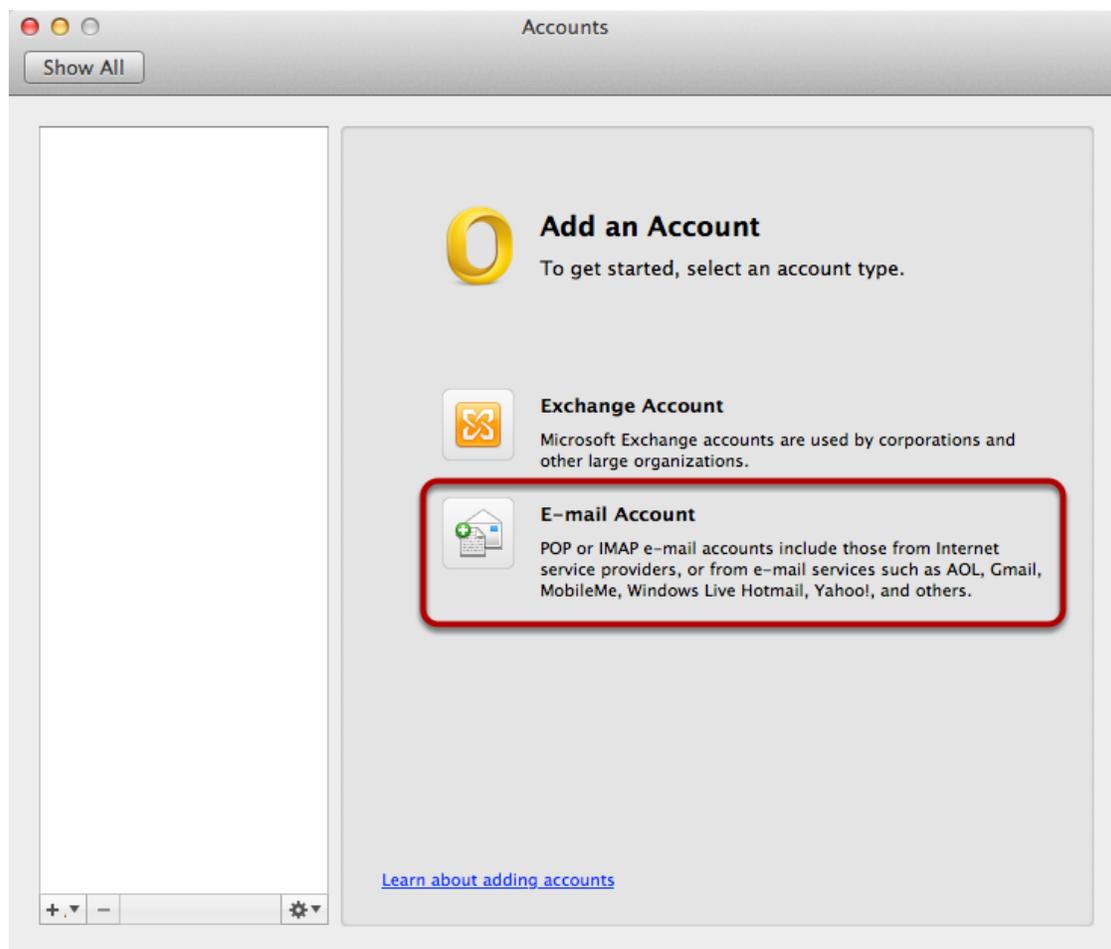## Outlook Preferences

Select Outlook and Preferences

Outlook Preferences: Accounts

Select Accounts

Add an Account

Select E-mail Account

Enter you account information
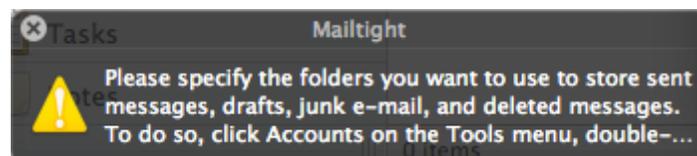

Enter the following account information:

Incoming server: **mail.mailtight.com   993**

Outgoing server: **outgoing.mailtight.com   465**

Use **SSL** to connect, this must be set. We only accept SSL connections.

SSL provides the secure encrypted connection to our servers

Folders warning

A reminder can appear which we will resolve at the end of this tutorial (see: IMAP Folders setup)

MailTight Account setup

Once again check the following,
Incoming server: **mail.mailtight.com   993**
Outgoing server: **outgoing.mailtight.com   465**
Use **SSL** to connect, this must be set. We only accept SSL connections.
SSL provides the secure encrypted connection to our servers
Click on More Options

More Options Setting for: outgoing.mailtight.com

Authentication: Use Incoming Server Info, this needs to be set for outgoing mail to be delivered
Click OK

Accounts Advanced Settings

Select Advanced

Use IMAP IDLE
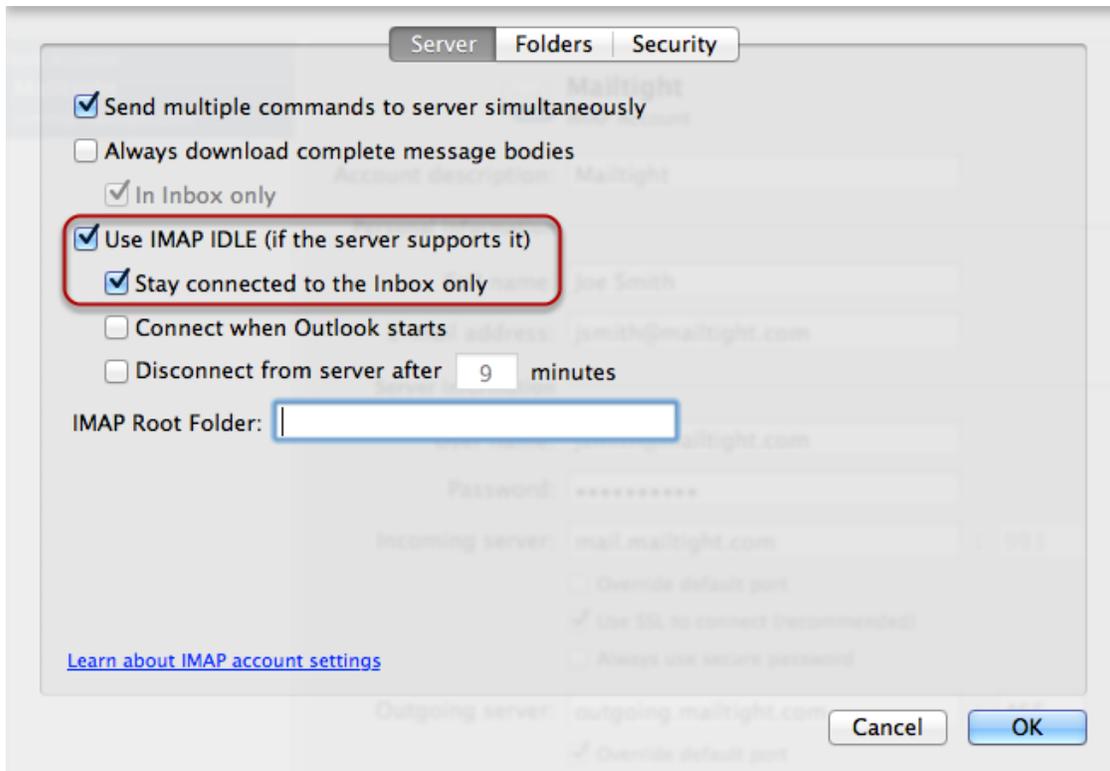
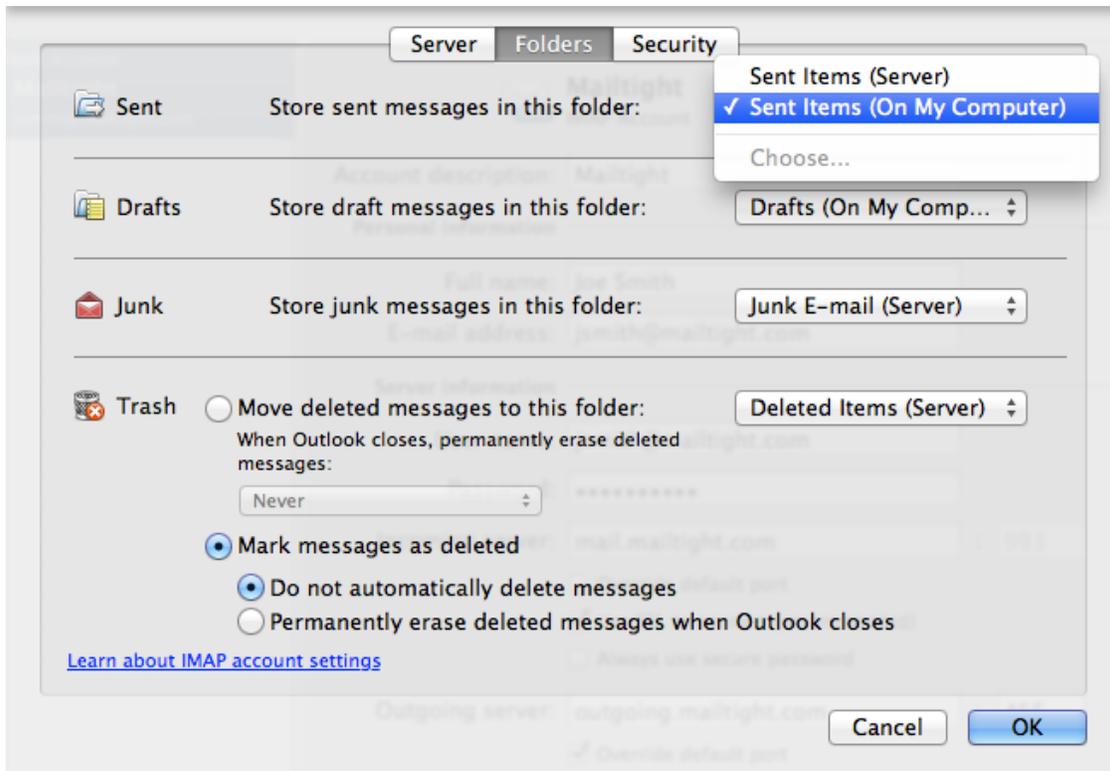IMAP IDLE is used to receive mail without requiring a send/receive, so as soon as the e-mail arrives on our server, we notify the Mail Application immediately.

IMAP Folders setup

The following setting will resolve the warning message by setting the folder location.
If you require the Sent mail items to be stored on the server then set (Server) otherwise the preferred method is to store the messages locally.

Mailbox Created
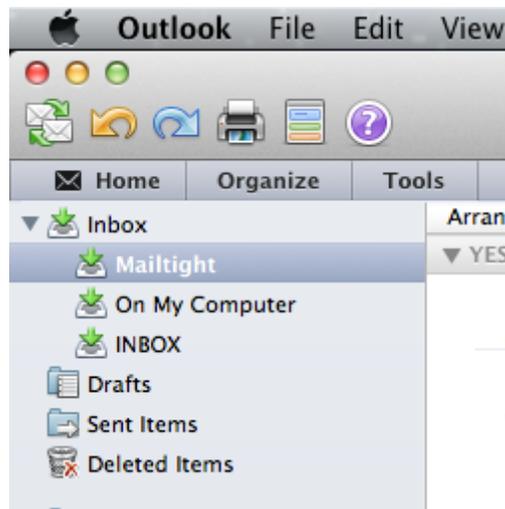
The IMAP InBox is shown here as 'Mailtight' this was previously set under 'Account description'