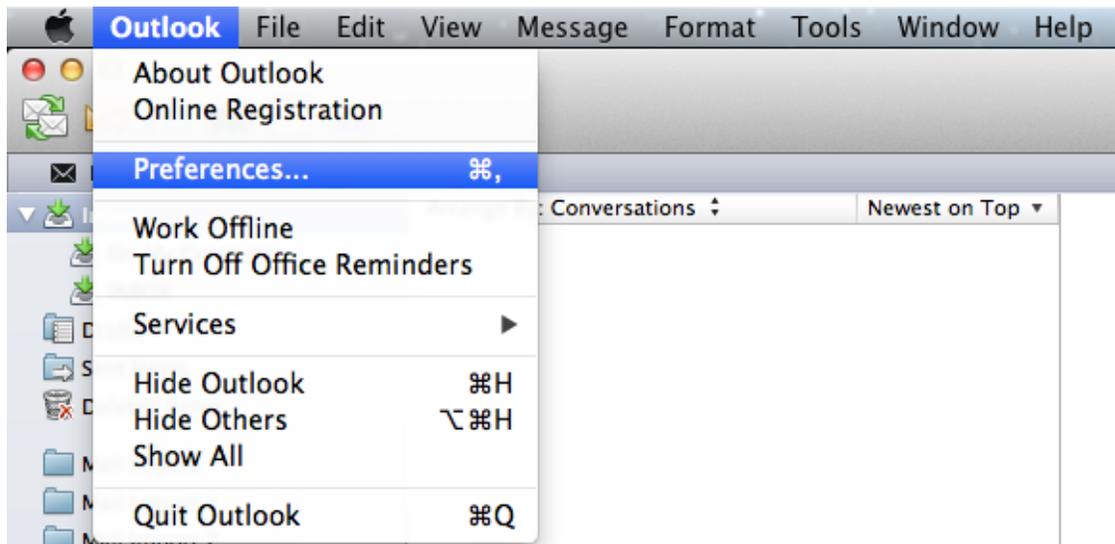


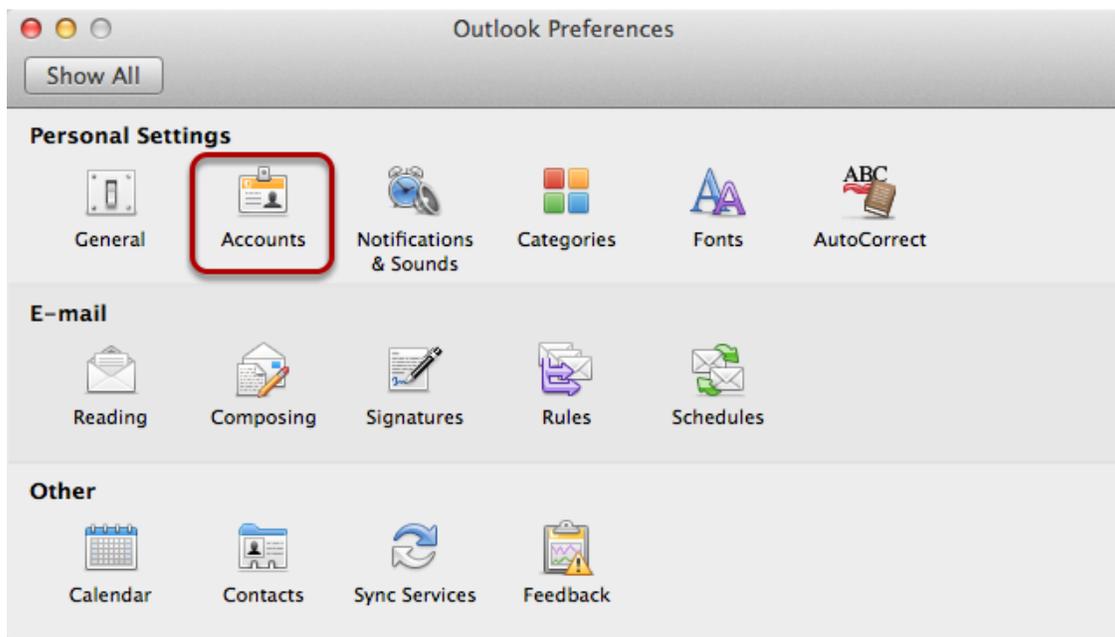
Outlook 2011 Mac - IMAP

Outlook Preferences



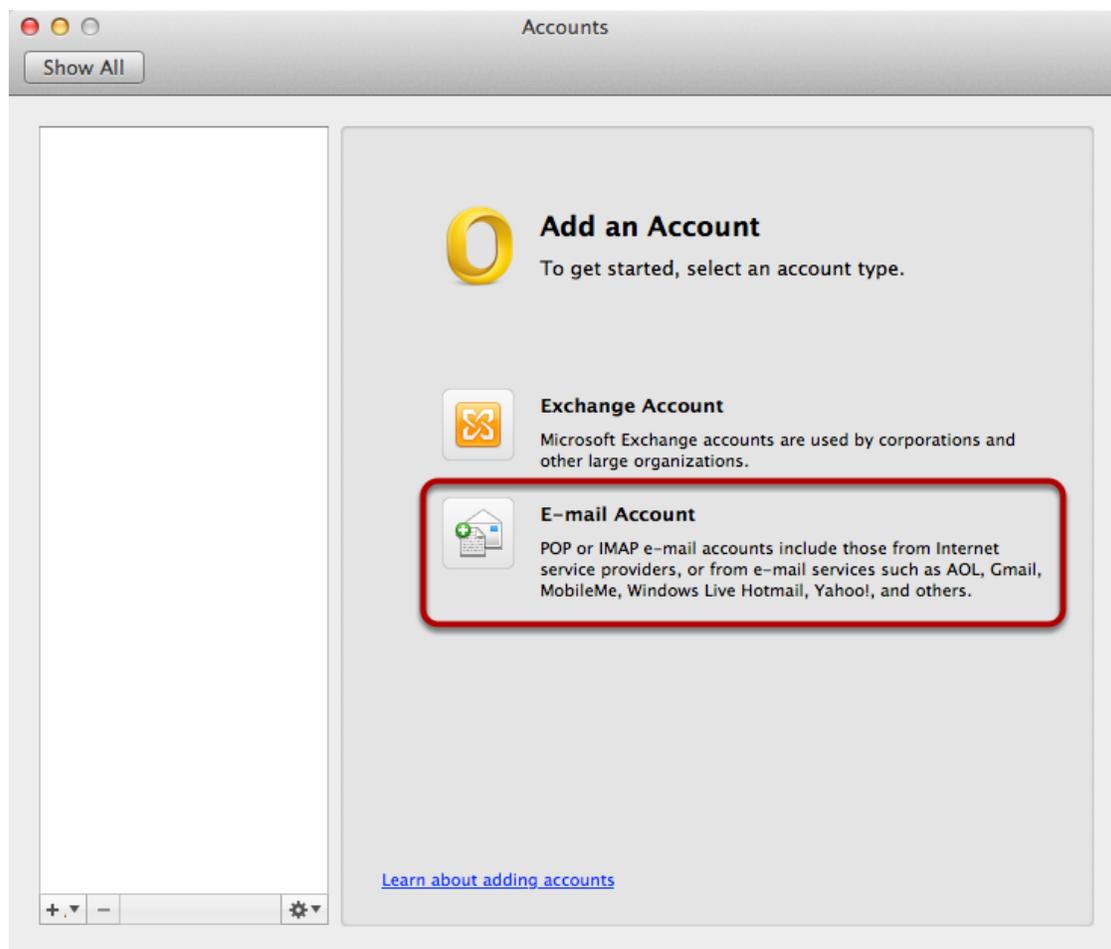
Select Outlook and Preferences

Outlook Preferences: Accounts



Select Accounts

Add an Account



Select E-mail Account

Enter you account information

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port
 Use SSL to connect (recommended)

Outgoing server: :

Override default port
 Use SSL to connect (recommended)

Enter the following account information:

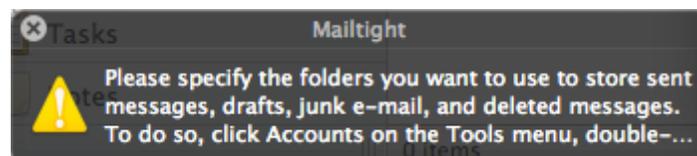
Incoming server: **mail.mailtight.com 993**

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

Accounts

Show All

Default Account
Mailtight
jsmith@mailtight.com

Mailtight
IMAP Account

Account description: Mailtight

Personal information

Full name: Joe Smith

E-mail address: jsmith@mailtight.com

Server information

User name: jsmith@mailtight.com

Password:

Incoming server: mail.mailtight.com : 993

Override default port

Use SSL to connect (recommended)

Always use secure password

Outgoing server: outgoing.mailtight.com : 465

Override default port

Use SSL to connect (recommended)

More Options...

[Learn about IMAP account settings](#)

Advanced...

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

Settings for: outgoing.mailtight.com

Authentication: Use Incoming Server Info

User name:

Password:

Unqualified domain:

[Learn about IMAP settings](#)

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

Accounts Advanced Settings

Accounts

Show All

Default Account
Mailtight
jsmith@mailtight.com

Mailtight
IMAP Account

Account description:

Personal information

Full name:

E-mail address:

Server information

User name:

Password:

Incoming server: :

Override default port
 Use SSL to connect (recommended)
 Always use secure password

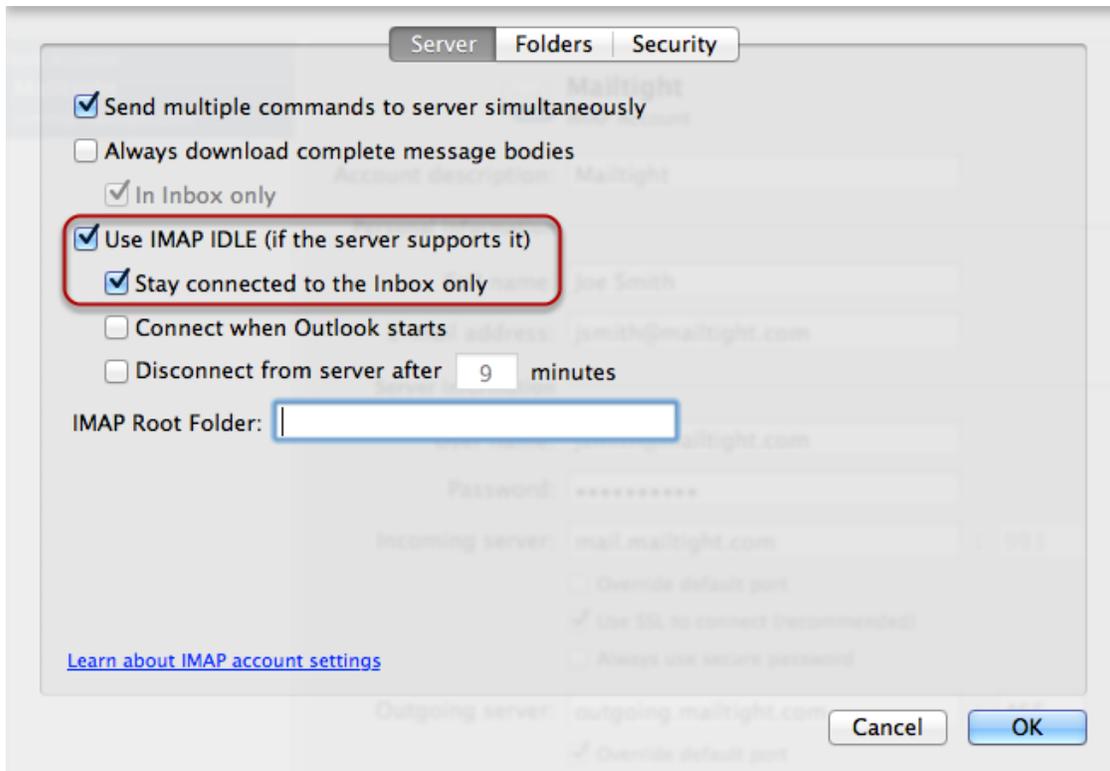
Outgoing server: :

Override default port
 Use SSL to connect (recommended)

[Learn about IMAP account settings](#)

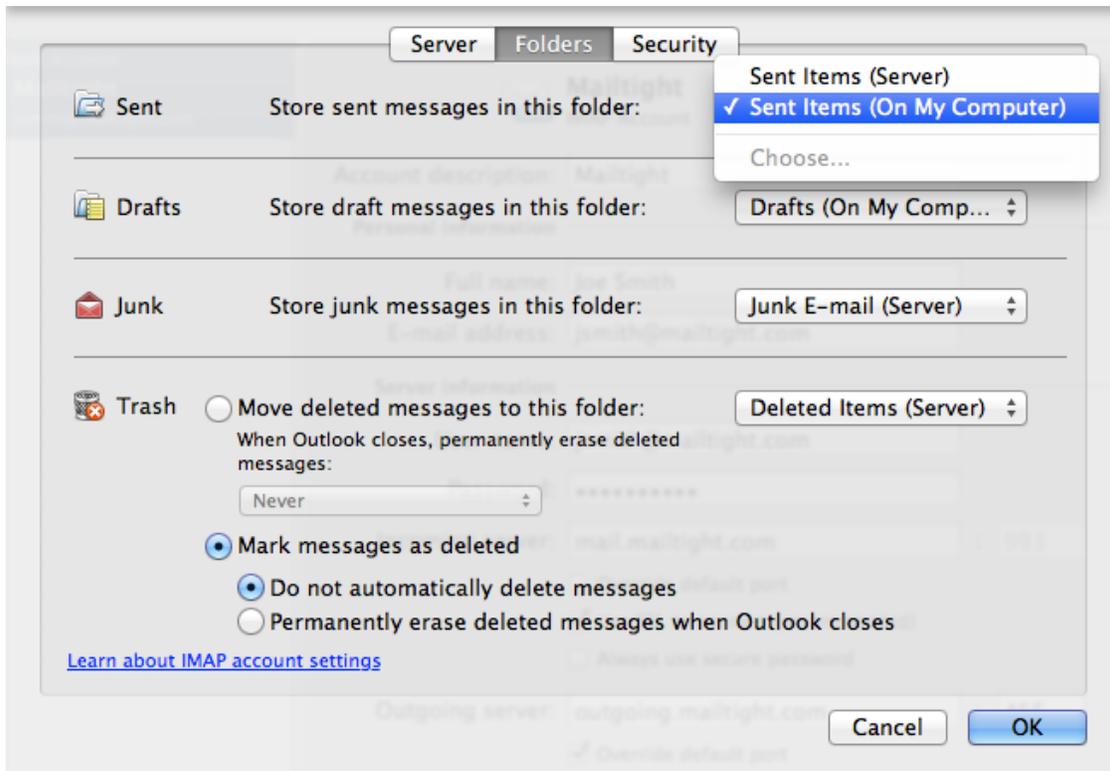
Select Advanced

Use IMAP IDLE



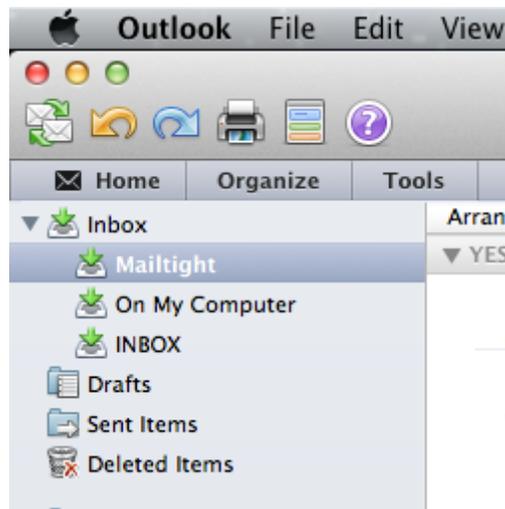
IMAP IDLE is used to receive mail without requiring a send/receive, so as soon as the e-mail arrives on our server, we notify the Mail Application immediately.

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 'Maitight' this was previously set under 'Account description'