Outlook 2003 IMAP Configuration

1. From the main window navigate to **Tools → “E-mail Accounts”**.

2. Select: “**Add a new e-mail account**” and **Next** to proceed.
3. Select “IMAP” and then Next to proceed.
4. Fill out the Internet E-mail Settings page with the necessary information.
   a. Your name: Your full name
   b. E-mail address: your Baruch e-mail address in the following format:
      FirstName.LastName@baruch.cuny.edu
   c. User Name: Enter Your BCTC or ACAD network credentials (This is the username you would use to login to the office computer.)
   d. Password: Your BCTC or ACAD network password.
   e. Incoming mail server: mail.baruch.cuny.edu
   f. Outgoing mail server: contact your Internet Service Provider for this information.

Select **More Settings** to continue with setup.
5. Navigate to the “Advanced” tab.
   a. Check the box for: “This server requires and encrypted connection (SSL).”
   b. Verify that the Incoming server port is set to: 993

Select OK to return to the previous screen.

Select Next to complete configuration.

6. Select Finish to complete setup and go to your inbox.
7. You may be prompted with a certificate error; select Yes to continue.

In a few moments your mailbox will synchronize and mail items will appear.