Outlook 2007 IMAP Configuration

1. From the Main window navigate to **Tools → “Account Settings”**.

2. Select **New** to begin configuration
3. Check the box for: “Manually configure server settings or additional server types”; then select **Next**.

4. Select **Internet E-mail** and then **Next**
5. 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.
6. Navigate to the Advanced Tab.

For Incoming Server select **SSL** from the “**Use the following type of encrypted connection**” drop down menu.

Verify that the port is set to: **993**

Select **OK** to return to the previous screen; then select **Next** to finish configuration.
7. Select **Finish** to leave the setup page.

8. You may be prompted with a certificate error; select Yes to continue.

Within a few moments your mail will be synchronized to your newly created inbox.