

**Procedure:** Setting up Hotbox Studios IMAP Email with Outlook 2010

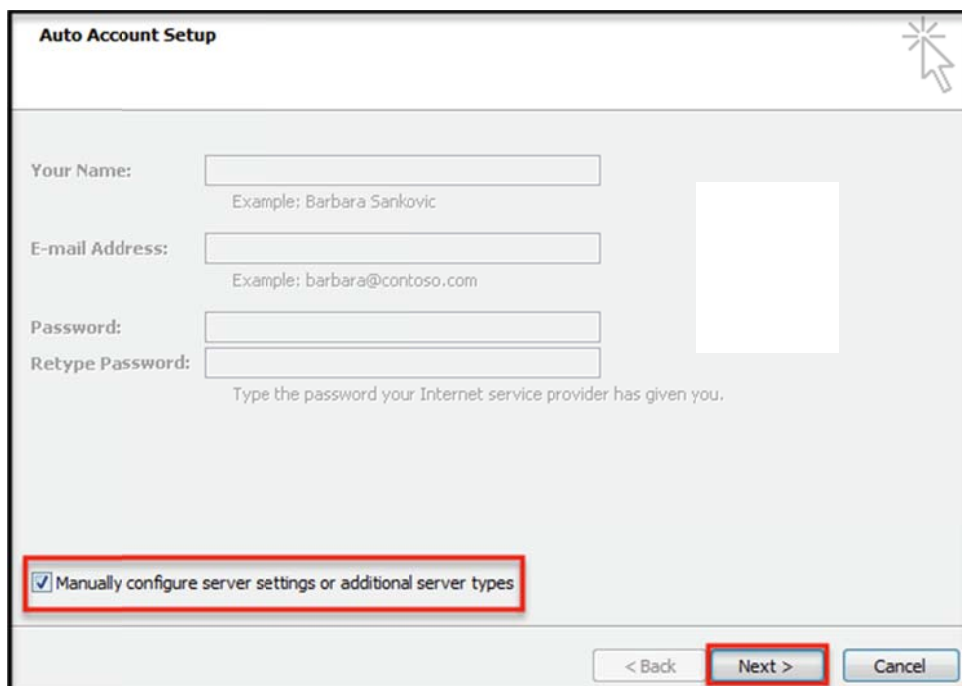
**Updated:** 12/11/2013

This document explains how to setup your Hotbox Studios email account with Outlook 2010 using an IMAP connection.

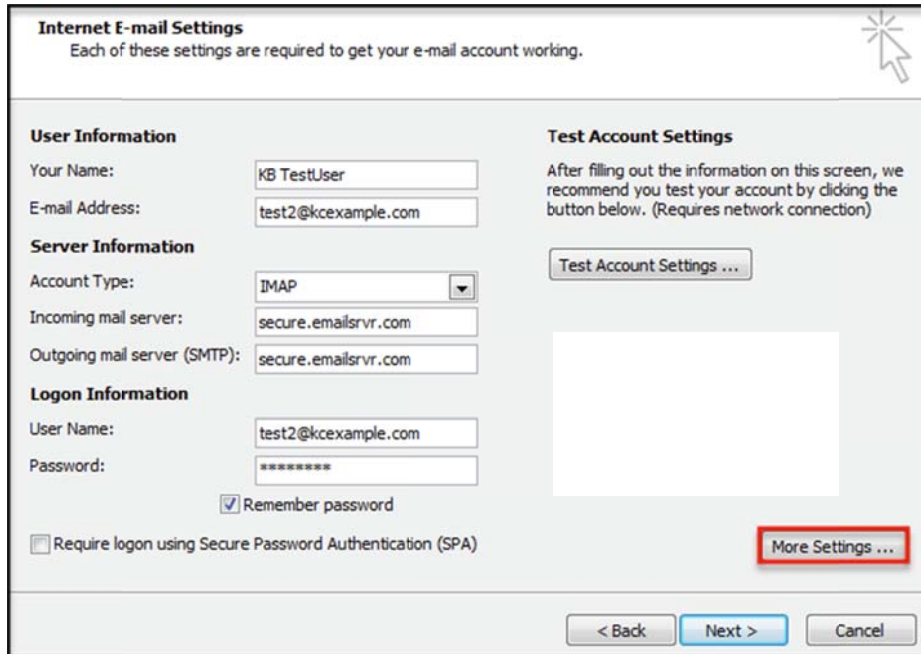
1. Outlook, select **Tools > Account Settings** on the email tab, click the **New** button.



2. If prompted, make sure that the **Microsoft Exchange, POP3, IMAP, or HTTP** box is checked, click the **Next** button. Select the **Manually configure server settings or additional server types** check box and click the **Next** button.

A screenshot of the 'Auto Account Setup' dialog box in Outlook 2010. The dialog box has a title bar with 'Auto Account Setup' and a close button. It contains four text input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.' Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked and highlighted with a red rectangle. At the bottom are three buttons: '< Back', 'Next >' (highlighted with a red rectangle), and 'Cancel'.

- Make sure that the **Internet E-mail radio button** is selected, click the **Next** button and enter in the following information in the fields provided:



**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: KB TestUser  
E-mail Address: test2@kcexample.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: secure.emailsrvr.com  
Outgoing mail server (SMTP): secure.emailsrvr.com

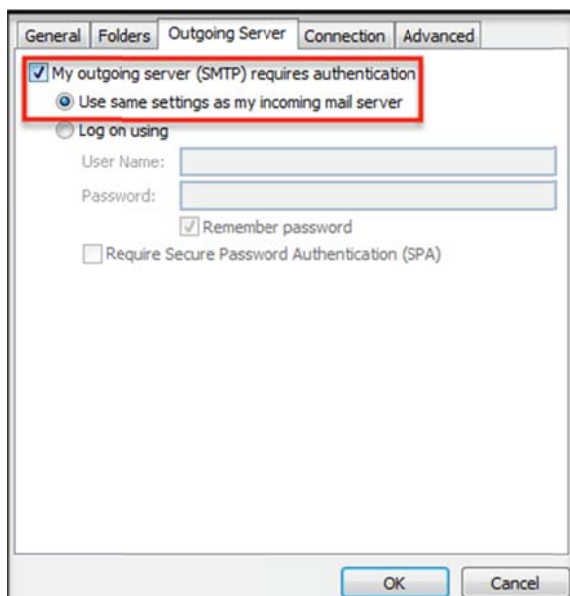
**Logon Information**  
User Name: test2@kcexample.com  
Password: \*\*\*\*\*  
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

- Your Name - this is the name that will appear in the From field of messages you send
  - E-mail Address - enter your entire email address e.g. [myname@mydomain.com](mailto:myname@mydomain.com)
  - Account Type - Select **IMAP** from the drop-down menu
  - Incoming mail server - enter the following: **secure.emailsrvr.com**
  - Outgoing mail server (SMTP) - enter the following: **secure.emailsrvr.com**
  - User Name - enter your entire email address e.g. [myname@mydomain.com](mailto:myname@mydomain.com)
  - Password - enter the password for the account you're setting up.
- Click the **More Settings** button, then click the **Outgoing Server** tab and select the **My outgoing server (SMTP) requires authentication check box**. Leave the default setting "Use same settings as my incoming mail".



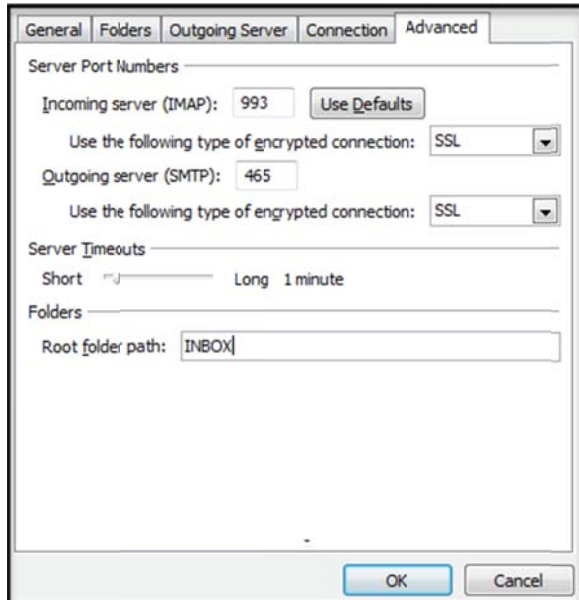
General   Folders   **Outgoing Server**   Connection   Advanced

☒ My outgoing server (SMTP) requires authentication  
☒ Use same settings as my incoming mail server  
☐ Log on using

User Name:   
 Password:   
☒ Remember password  
☐ Require Secure Password Authentication (SPA)

OK   Cancel

5. Click the **Advanced** tab, in both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**. For the **Incoming Server** port enter (**993**) and in the Outgoing Server port enter (**465**).



6. Click the **OK** button, click the **Next** button, click the **Finish** button and then click the **Close** button.

That's it - you're all done!

IMAP Folders should sync automatically with an IMAP account; however, if for any reason they aren't, perform the following steps:

1. Select your Inbox or top level folder of your email account and select **IMAP Folders** and then **Query**.
2. Select any folder you would like to be subscribed to by right-clicking and selecting **Subscribe**. Repeat these steps for all folders you would like to be subscribed to.
3. To unsubscribe to any folders, repeat the following steps and select **Unsubscribe** instead.

NB: If you've created any new folders through webmail and they aren't displaying, right-click on your Inbox or top level folder of your IMAP email account and select **Update Folder List**.