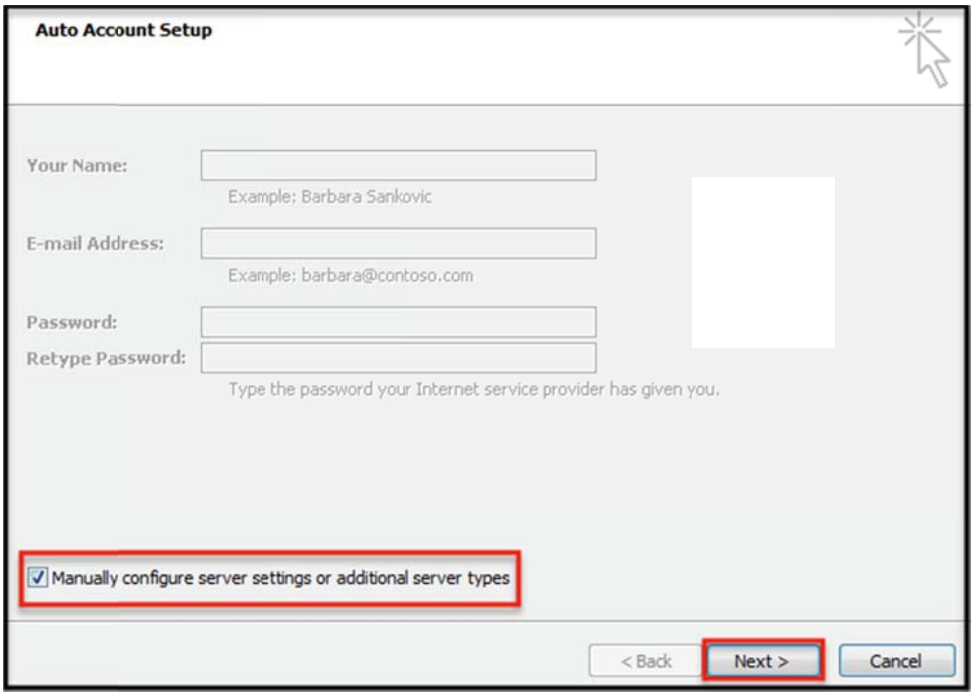
Procedure: Setting up Hotbox Studios IMAP Email with Outlook 2010
Updated: 12/11/2013

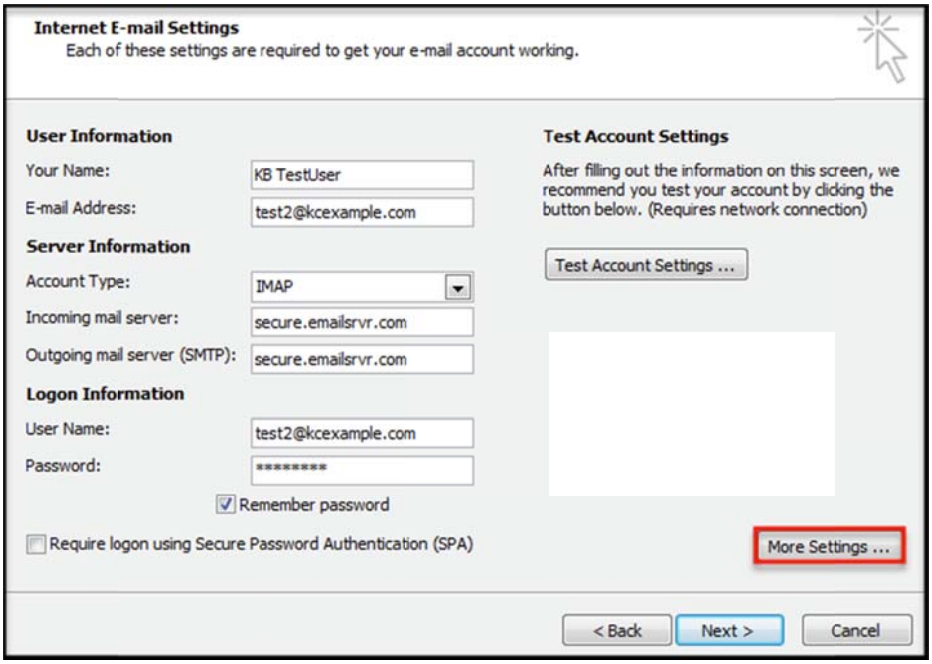
This document explains how to setup your Hotbox Studios email account with Outlook 2010 using an IMAP connection.

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.

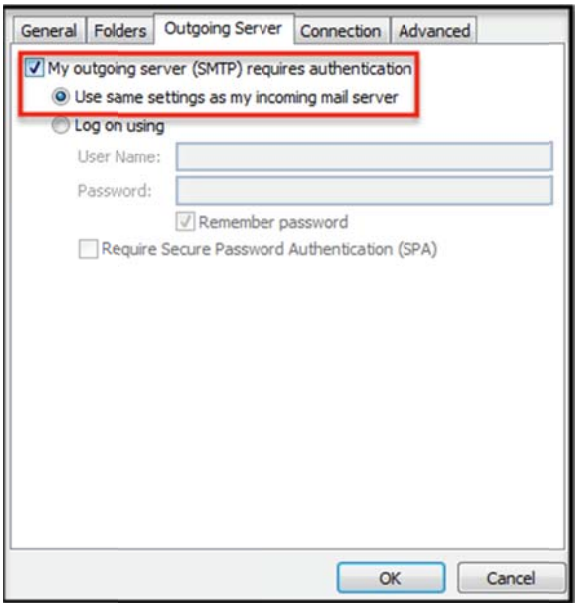


3. Make sure that the **Internet E-mail radio button** is selected, click the **Next** button and enter in the following information in the fields provided:

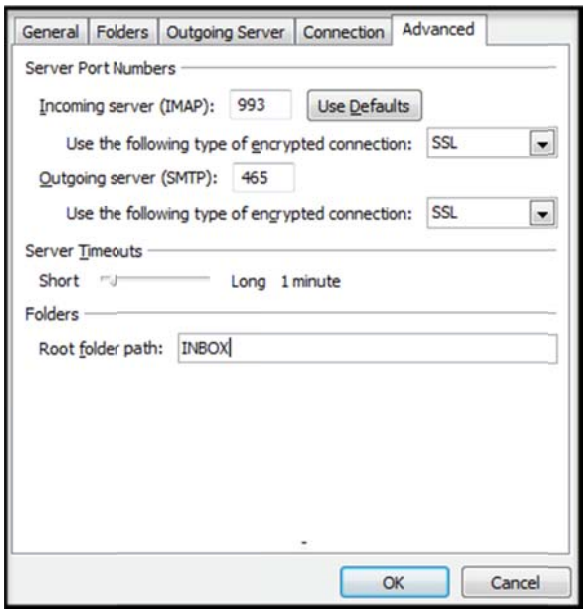


- Your Name - this is the name that will appear in the From field of messages you send
- E-mail Address - enter your entire email address e.g. myname@mydomain.com
- Account Type - Select **IMAP** from the drop-down menu
- Incoming mail server - enter the following: **secure.emailsrvr.com**
- Outgoing mail server (SMTP) - enter the following: **secure.emailsrvr.com**
- User Name - enter your entire email address e.g. myname@mydomain.com
- Password - enter the password for the account you're setting up.

4. 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**".



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**.