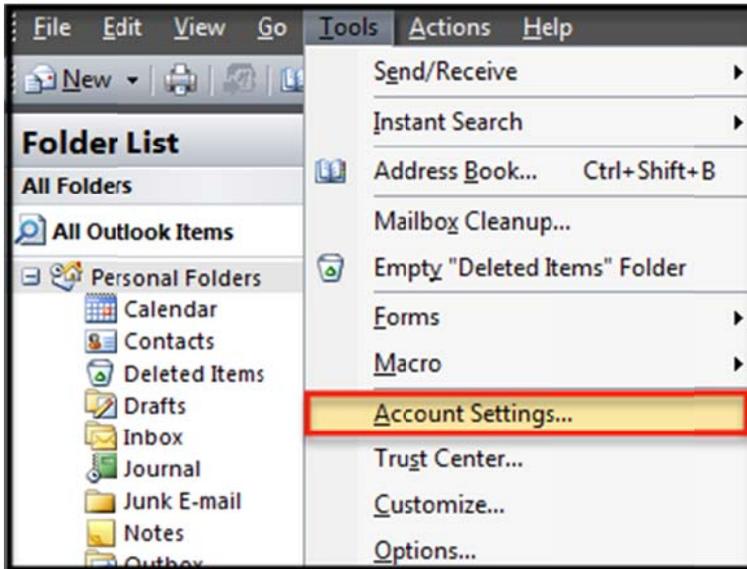


Procedure: Setting up Hotbox Studios IMAP Email with Outlook 2007

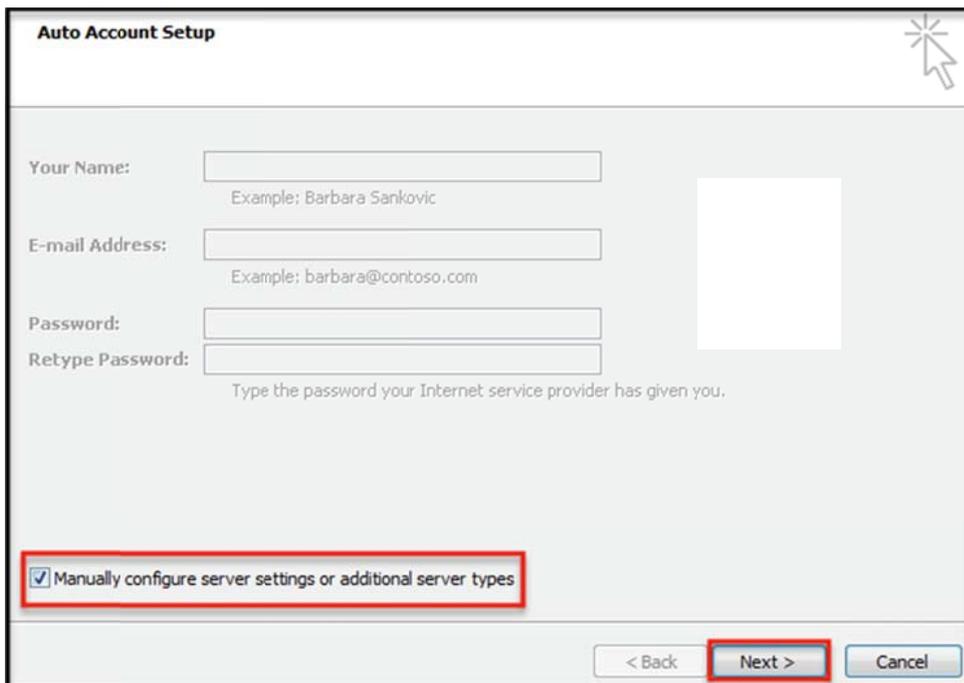
Updated: 12/11/2013

This document explains how to setup your Hotbox Studios email account with Outlook 2007 using an IMAP connection.

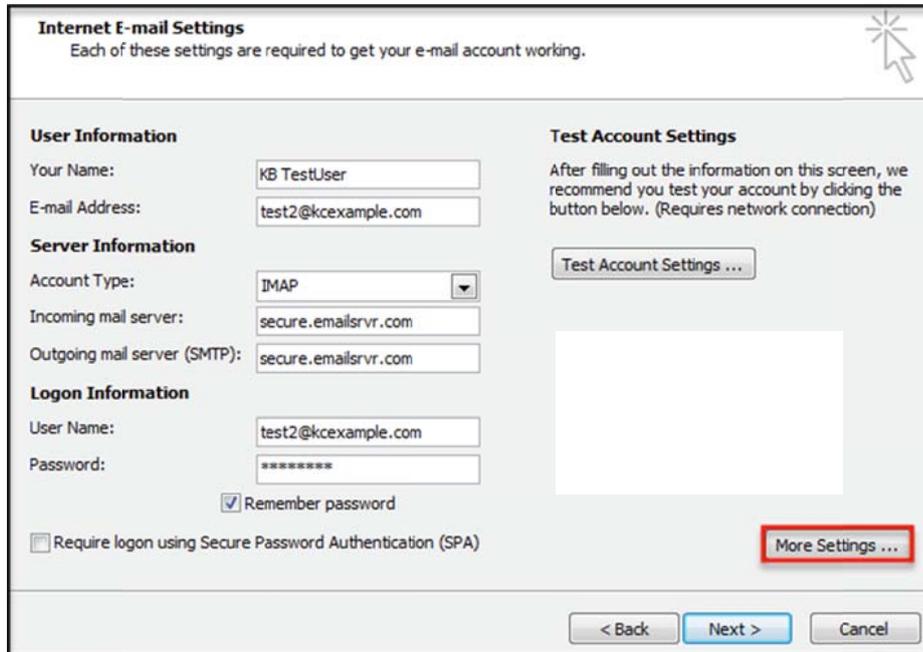
1. Outlook, select **Tools > Account Settings** on the email tab, click the **New** button.



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 2007. The dialog has a title bar with a close button. It contains four text input fields: 'Your Name:' (with example 'Barbara Sankovic'), 'E-mail Address:' (with example 'barbara@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked and highlighted with a red box. Below the checkbox are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

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:



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@kcxample.com

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

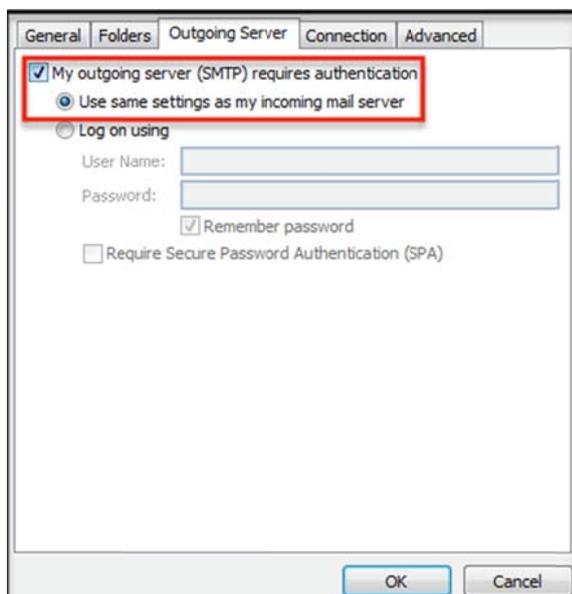
Logon Information
User Name: test2@kcxample.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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
 - 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".



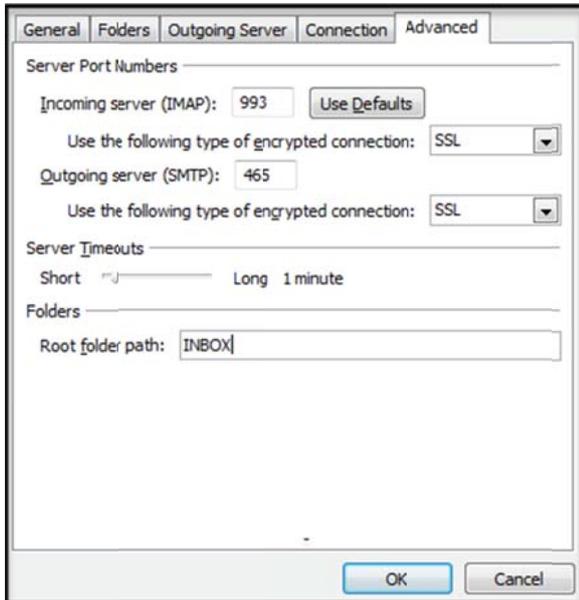
General Folders **Outgoing Server** Connection Advanced

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 you have added folders in Webmail and they are not showing in Outlook, perform the following steps:

1. Select **Tools, IMAP Folders** and then click the **Query** button.
2. Select the newly added folder(s), and click the **Subscribe** button and then click the **OK** button.
3. Restart Outlook to update the folder list.