

Procedure: Setting up Hotbox Studios IMAP Email with Outlook 2011 **Updated:** 12/11/2013

This document explains how to setup your Hotbox Studios email account with Outlook 2011 using an IMAP connection.

1. Open Outlook 2011 and from the Outlook drop-down menu, select Preferences.



2. On the Preferences menu, select Accounts and on the accounts screen (next page).

000	Outlook Preferences					
Show All						
Personal Settings						
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	
E-mail						
Ô		Ľ				
Reading	Composing	Signatures	Rules	Schedules		
Other						
Calendar	Contacts	Sync Services	Feedback			



3. Select E-Mail Account.



- 4. Enter your email address and password and the box will then expand. Now enter the following information:
- Username enter your entire email address e.g. myname@mydomain.com
- Type select **IMAP** from the drop-down menu
- Incoming server enter secure.emailsrvr.com, Port: 993, check the Override default port and Use SSL to connect boxes
- Outgoing server enter secure.emailsrvr.com, Port: 465, check the Override default port and Use SSL to connect boxes

Enter your account information.					
E-mail address:	test2@kcexample.com				
Password:	•••••				
	Configure automaticallyted, select an account type.				
User name:	test2@kcexample.com				
Type:	IMAP 🗘				
Incoming server:	secure.emailsrvr.com : 993 corpor				
	 Override default port Use SSL to connect (recommended) 				
Outgoing server:	secure.emailsrvr.com : 465				
	 ✓ Override default port sterviders, or from e-mail services such a or or				
	Cancel Add Account				

NB: If you already have an account(s) configured, select the plus symbol in the lower left hand corner, then select Email Account.



5. Click Add Account and the click More Options under outgoing server.

	Kcexample IMAP Account	
Account description:	Kcexample	
Personal information		
Full name:	Rae Cabello	
E-mail address:	test2@kcexample.com	
Server information		
User name:	test2@kcexample.com	
Password:	•••••	
Incoming server:	secure.emailsrvr.com	: 993
	 ✓ Override default port ✓ Use SSL to connect (recommended) Always use secure password 	
Outgoing server:	secure.emailsrvr.com	: 465
	☑ Override default port	
	Use SSL to connect (recommended)	
	More Options	-
Learn about IMAP acco	<u>unt settings</u>	Advanced

6. In the pop up window, select the authentication drop down and choose **Use Incoming Server Info** then select **OK** to confirm the changes.

Settings for: secure.emailsrvr.com				
Authentication:	Use Incoming Server Info			
User name:	REDUCT NA PARIMAP			
Password: Personal inform				
Ungualified domain:	name: Rae Cabello			
E-mail add	aress: intestzigikcexample.com			
Learn about IMAP settings	Cancel OK			

Close all windows and that's it - you're done!

NB: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time depending on how much data there is to sync.