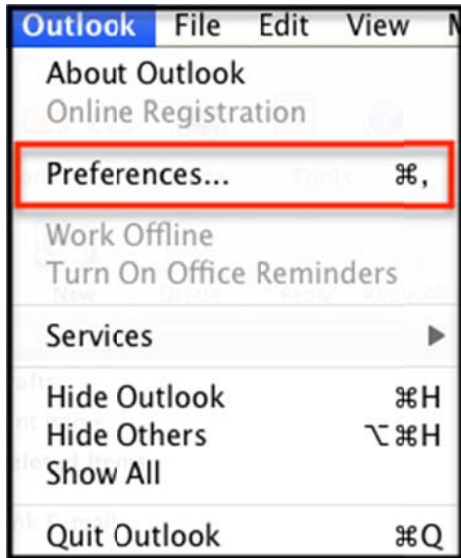


**Procedure:** Setting up Hotbox Studios IMAP Email with Outlook 2011

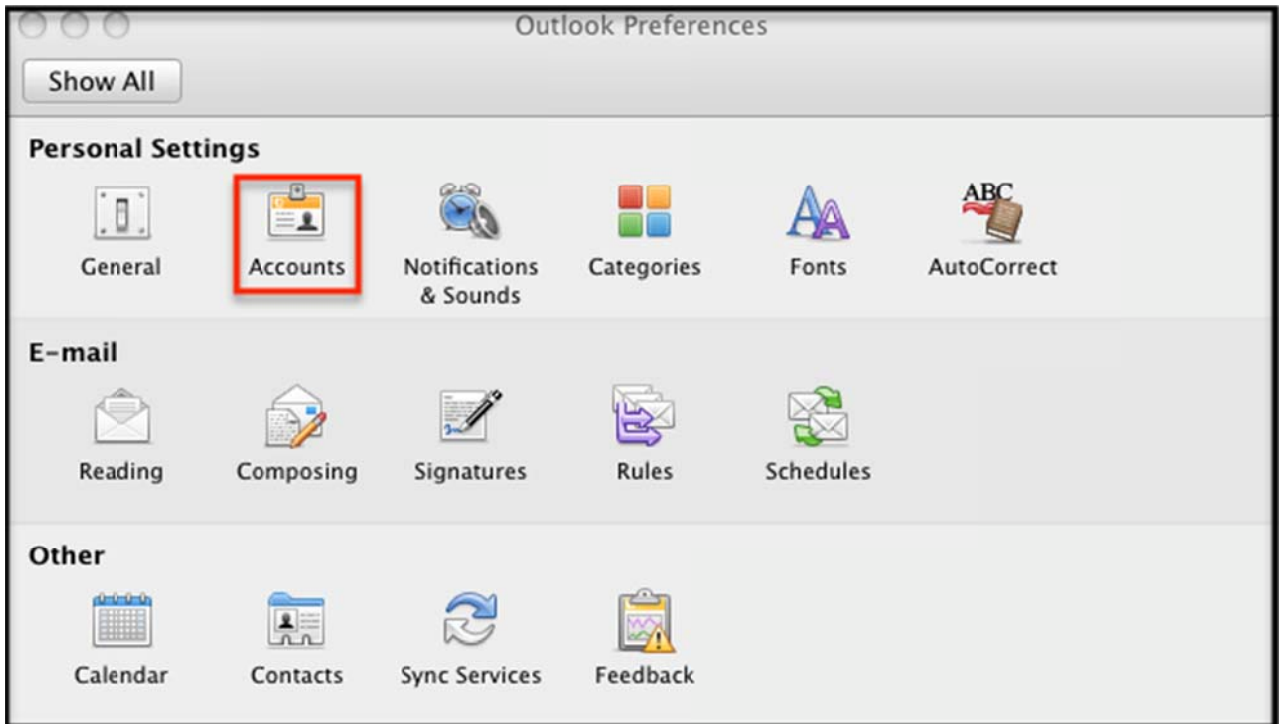
**Updated:** 12/11/2013

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

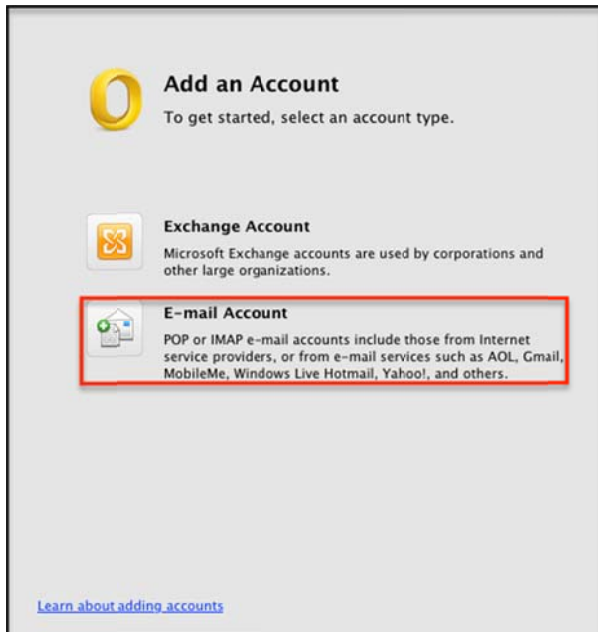
1. Open Outlook 2011 and from the Outlook drop-down menu, select **Preferences**.



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

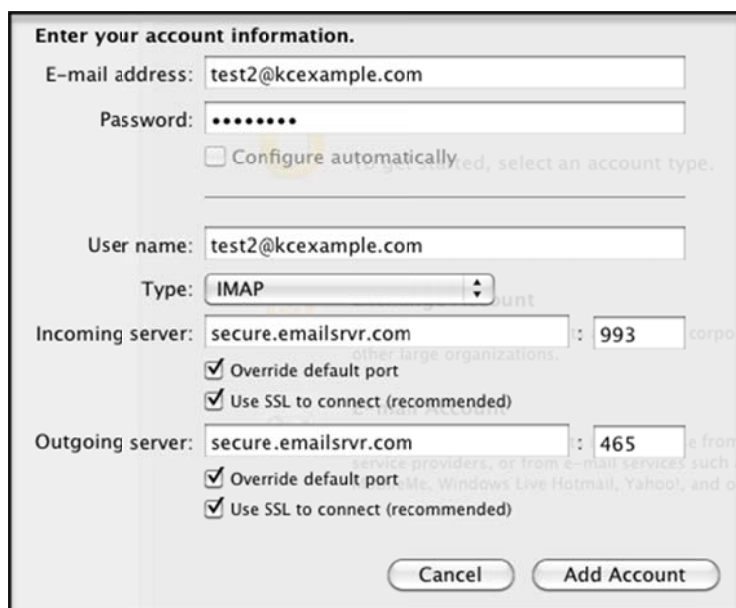


3. Select **E-Mail Account**.



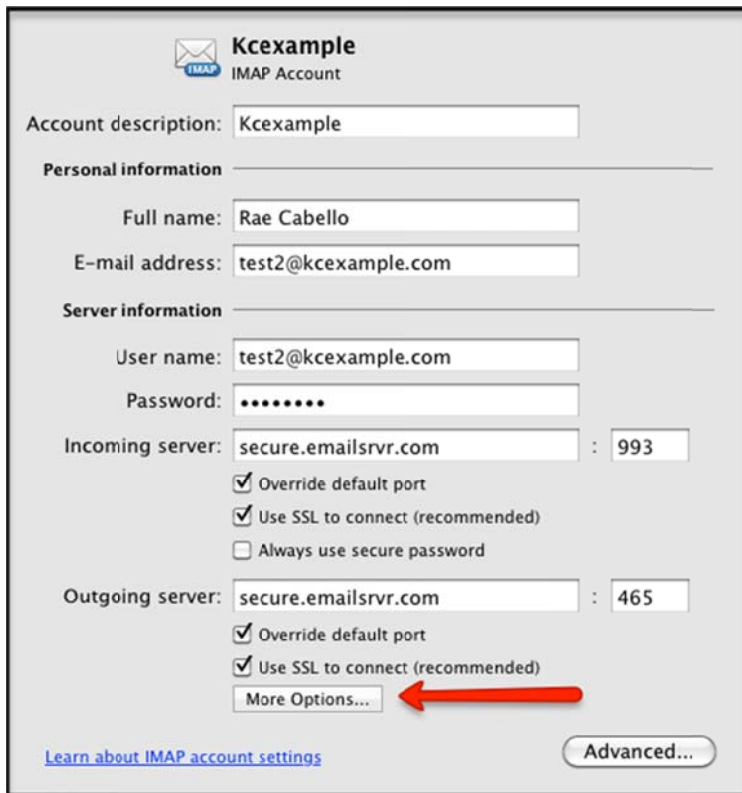
4. Enter your email address and password and the box will then expand. Now enter the following information:

- Username - enter your entire email address e.g. [myname@mydomain.com](mailto: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**



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 then 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

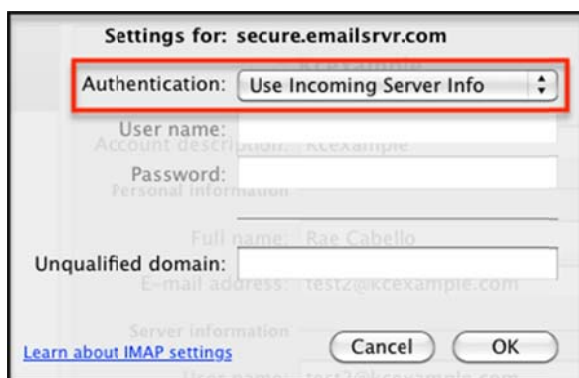
Override default port

Use SSL to connect (recommended)

[More Options...](#)

[Learn about IMAP account settings](#) [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: [text box]

Account description: Kcexample

Password: [text box]

**Personal information**

Full name: Rae Cabello

Unqualified domain: [text box]

E-mail address: test2@kcexample.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.