

How To Setup IMAP Accounts In Outlook

This article will assist you in setting up your email accounts that you have set up within the Westhost Dashboard account on your PC. This document uses screen shots of setting up an account using Outlook 2010.

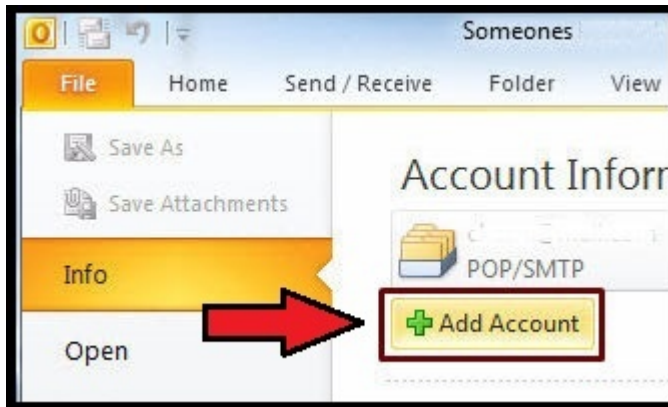
First, verify the login details are correct by logging in at chimap.westhost.com. The username is your email address. If the password you enter does not work, you will likely need to reset it. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook.

****All pictures are for reference only. The actual layout of your interface may differ from the images below****

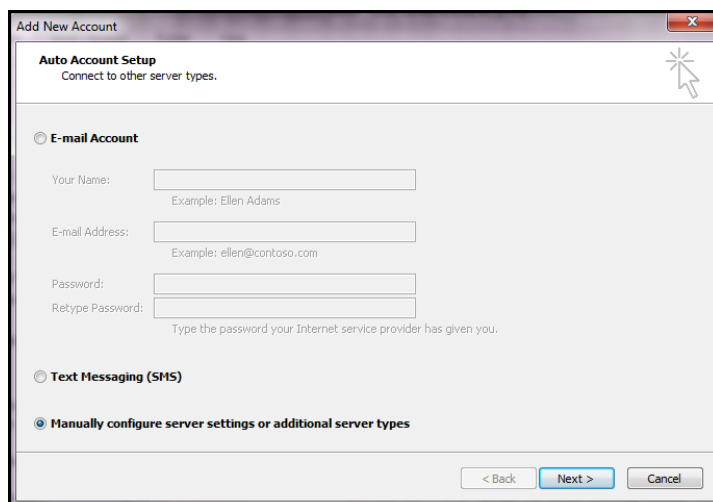
- STEP 1: Open Outlook
- STEP 2: Click on File then Add Account.
- STEP 3: Select Manually configure server settings or additional server types:
- STEP 4: Click Next
- STEP 5: Server Type: Select Internet E-mail and click Next:
- STEP 6: Set Internet E-mail Settings
 - User Information
 - Logon Information
- STEP 7: Click More Settings...
- STEP 8: Configure Advanced tab
- STEP 9: Click Next
- STEP 10: Click Finish

STEP 1: Open Outlook

STEP 2: Click on File then Add Account.

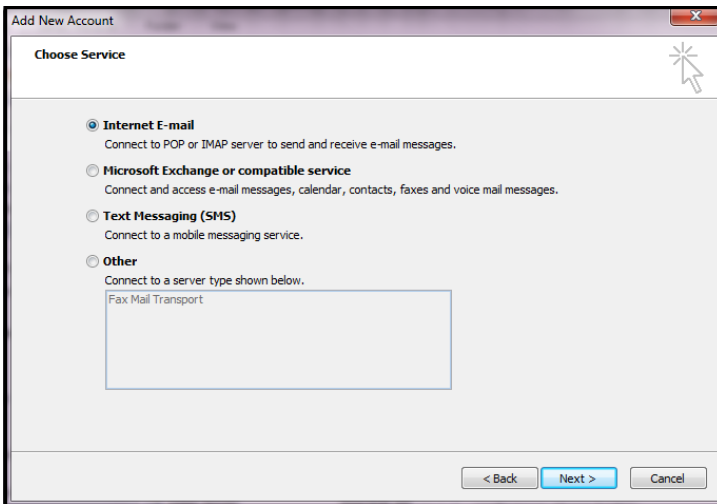


STEP 3: Select Manually configure server settings or additional server types:



STEP 4: Click Next

STEP 5: Server Type: Select Internet E-mail and click Next:



STEP 6: Set Internet E-mail Settings

****Please replace John Doe with your name and john@yourdomain.com with your email address****

User Information

Your Name: John Doe

E-mail Address: Your full email address e.g. john@yourdomain.com

Server Information

Account Type: IMAP

Incoming mail server: chimap.westhost.com

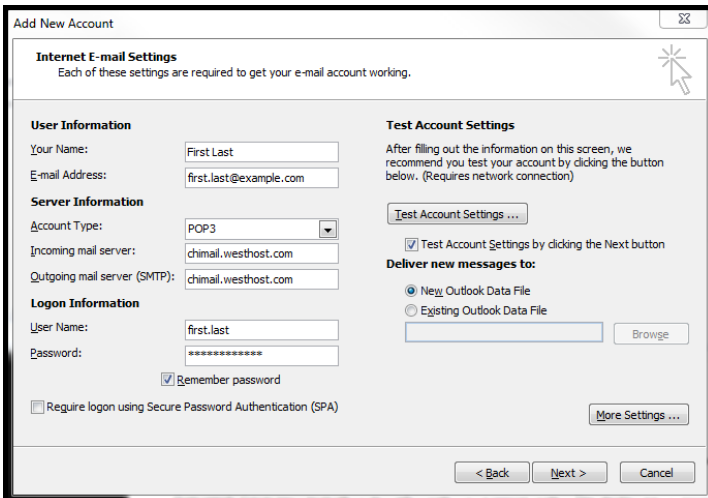
Outgoing mail server (SMTP): chimap.westhost.com

Logon Information

User Name: Your full email address e.g. john@yourdomain.com

Password: The password for your email address

Check **Remember password**

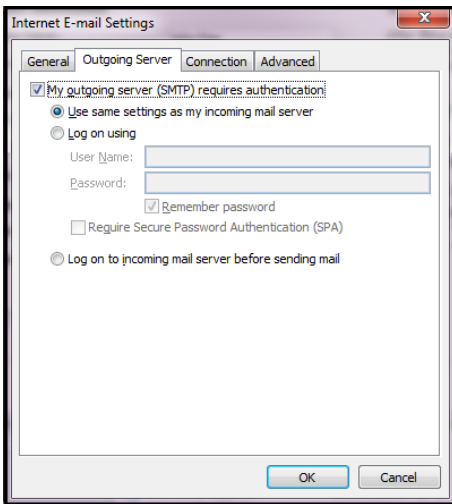


STEP 7: Click More Settings...

Outgoing Server tab

Check box to **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**

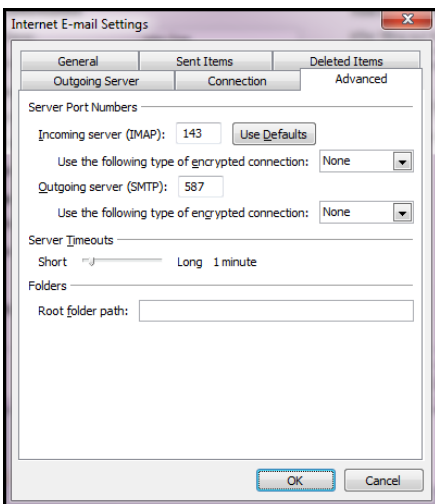


STEP 8: Configure Advanced tab

Incoming server (IMAP): 143

Outgoing server (SMTP): 587

Click **OK**



STEP 9: Click Next

STEP 10: Click Finish

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.