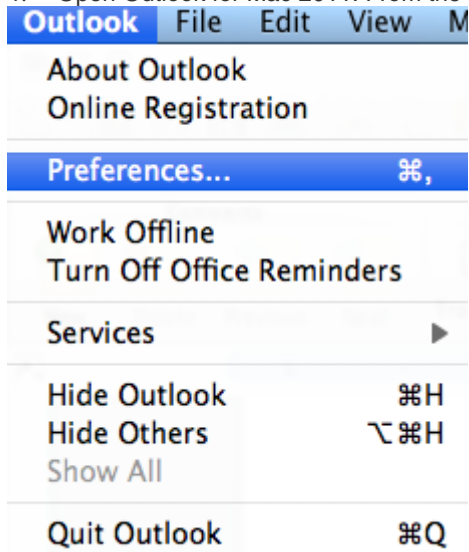


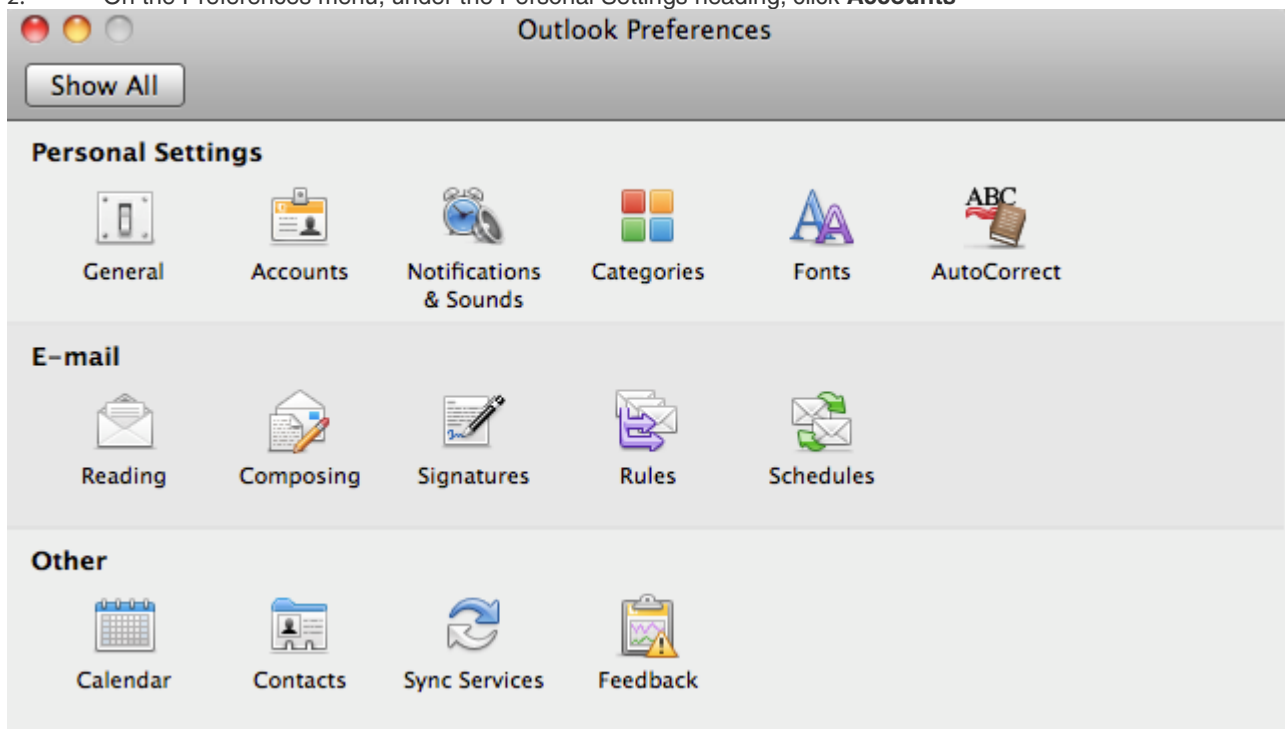
Setup IMAP- Outlook for Mac 2011

To set up Outlook for Mac 2011, perform the following steps:

1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**



2. On the Preferences menu, under the Personal Settings heading, click **Accounts**



3. On the Accounts screen, select **E-mail Account**
Note: If you already have accounts configured, you can select the plus symbol in the lower left corner, then select Email Account.
4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**
5. Once you add your email address and password, the box will expand. Enter the following information into the expanded screen:

Enter your account information.

E-mail address: myname@liberteas.us

Password:

Configure automatically

User name: myname

Type: IMAP

Incoming server: mail.liberteas.us : 993

Override default port

Use SSL to connect (recommended)

Outgoing server: mail.liberteas.us : 465

Override default port

Use SSL to connect (recommended)

Cancel Add Account

- Username — Enter your entire email address (e.g., myname@liberteas.us)
- Type — Select **IMAP** from the drop-down menu.

Secure Server Settings:

Incoming server: **mail.liberteas.us** Port: **993**

Outgoing server: **smail.liberteas.us** Port: **465**


Note: If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

6. Click **Add Account** and then click "More Options" under outgoing server. In the pop up window, select the authentication drop down and choose "Use Incoming Server Info" then select OK and confirm changes then close.

Accounts

Show All

Default Account
LiberteaUS
yourname@libertea.us

 **LiberteaUS**
IMAP Account

Account description:

Personal information

Full name:

E-mail address:

Server information

User name:

Password:

Incoming server: :

Override default port
 Use SSL to connect (recommended)
 Always use secure password

Outgoing server: :

Override default port
 Use SSL to connect (recommended)

[Learn about IMAP account settings](#)

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