

Set up Outlook 2016 for IMAP email

Use these steps to set up your email for the first time or on a new computer.

1. In Outlook, select **File > Add Account**.
2. Choose **Manual setup or additional server types**.
3. Select **IMAP**.
4. Complete your User Information:
 - Enter your name as you want it to display to others.
 - Enter your full email address.
5. Complete the Server Information:
 - Account Type - Select **IMAP** .
 - Incoming mail server - Enter **mail.kendra.com** .
 - Outgoing mail server (SMTP) - Enter **mail.kendra.com** .
6. Complete the Logon Information:
 - User Name - Enter your **full email address**.
 - Password - Enter **password**.
 - Check **Remember password**.
 - DO NOT CHECK **Require logon using Secure Password Authentication**.
7. Select **More Settings**.
8. Complete Outgoing Server info:
 - Check **My outgoing server (SMTP) requires authentication**.
 - Select **Use same settings as my incoming mail server**.
9. Complete Advanced info:
 - Incoming server - Enter **143** (IMAP).
 - Use the following type of encrypted connection - Choose **TLS**.
 - Outgoing server - Enter **587** (IMAP).
 - Use the following type of encrypted connection - Choose **TLS**.
10. Select **OK** and then **Next**. Outlook will test your account info. If everything passes, select **Finish**.