

Configuring your APC Email Account for Outlook or other IMAP device

These instructions are for Microsoft Outlook 2010, but the general principles are the same for any email system.

APC IMAP Email Instructions for Microsoft Outlook

In Outlook 2010 or later

- From the **Tools** menu choose **Account Settings**
- Click **Email Accounts**
- Click **New**
- Choose **IMAP** then click **Next**
- Click **Manually configure server settings or additional server types** and follow the instructions below

Add New Account [X]

Auto Account Setup
Connect to other server types. [Help Icon]

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

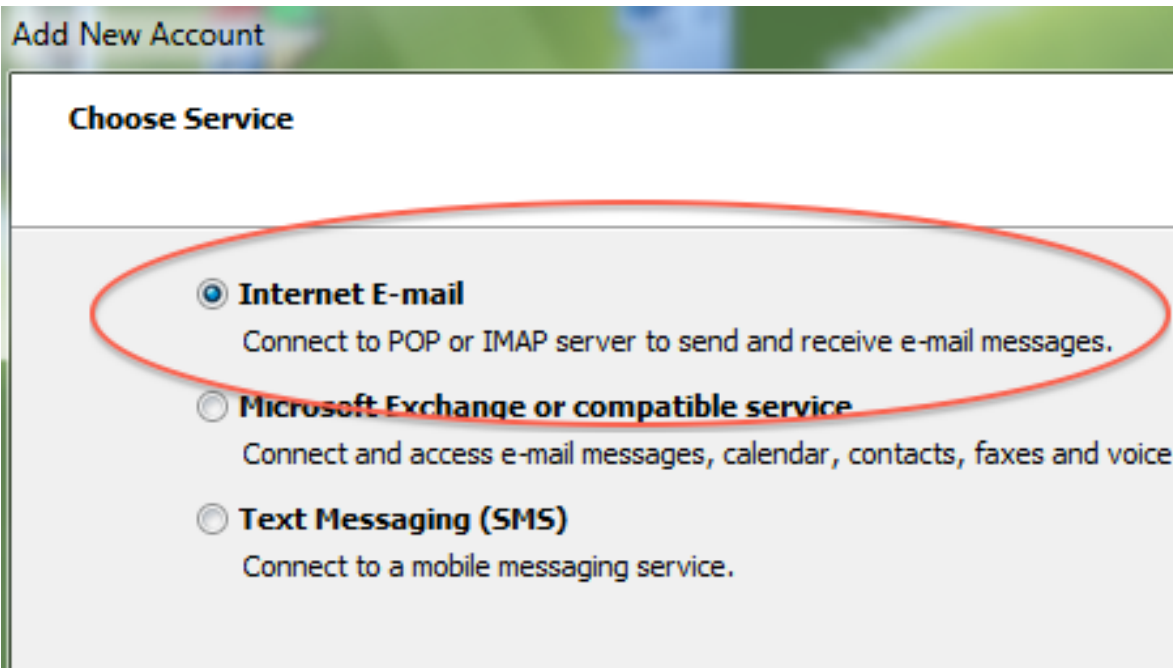
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Choose Service:



Add New Account:

Notes:

- 1. be sure to click "More settings..." before clicking the Next button.*
- 2. replace the name and email addresses with your own.*
- 3. the incoming mail server is **imap.dreamhost.com** (the first letter is an I like Igloo)*
- 4. the outgoing mail server is **smtp.dreamhost.com***

Note

If you are using Outlook 2016 or later, you will also need to enable the Encryption settings as follows for both incoming and outgoing servers as shown here:

IMAP Account Settings

admin@dreamhostexample.com

[\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#)

[Next](#)

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

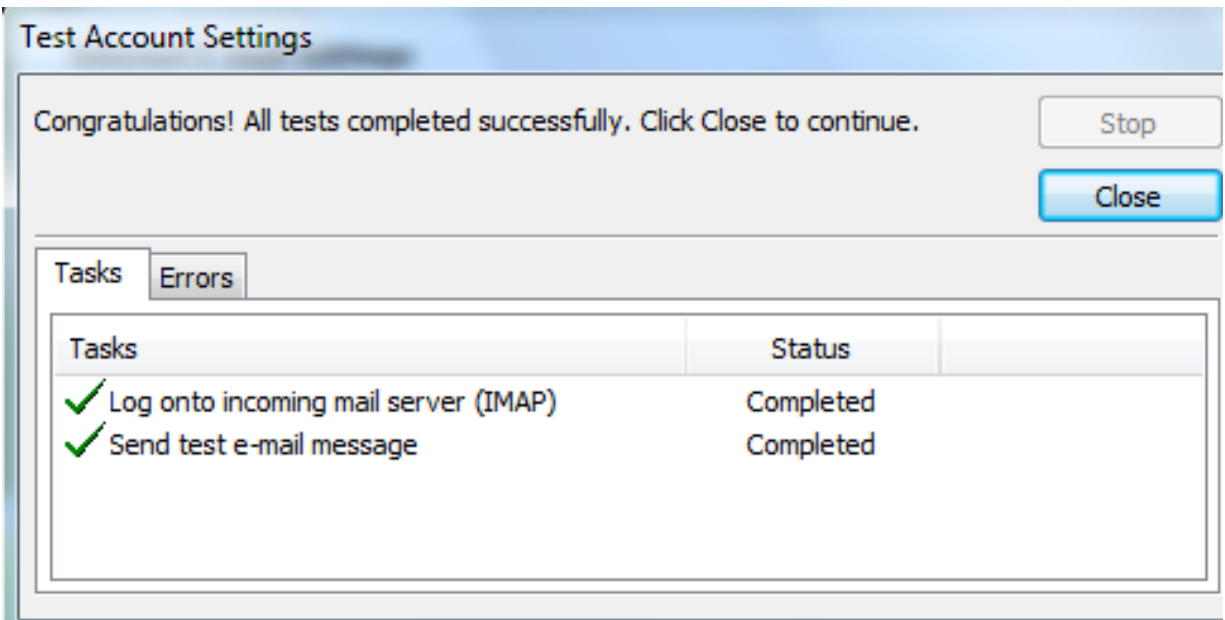
Click "More Settings" and make the following changes:

General : Set the Reply E-Mail (note: use your actual ".org" address here)

Close the window by clicking "OK"

Then click "Test Account Settings:

Success:



Please send us a test email to **apc@xochi.com** and we will confirm that everything is set up properly.