Configuring Mail Clients Using IMAP for Office 365 Mailboxes

Faculty and staff can set up their Outlook client using IMAP for their Office 365 account.

Configure Mail Client Using IMAP

1. Open Outlook.
2. Click on Add to create a new profile.
3. Select “Manual setup or additional server types” as shown below. Once finished, click on Next.
4. Select “POP or IMAP”. Click on Next.
5. In the “POP and IMAP” account settings page, fill in the information below:
   - Your name: This will be your display name.
   - Email address: This will be your primary UConn email address in the format firstname.lastname@uconn.edu.
   - Account type: IMAP.
   - Incoming mail server: outlook.office365.com
   - Outgoing Mail Server (SMTP): smtp.office365.com
   - User Name: This will be your primary UConn email address in the format firstname.lastname@uconn.edu.
   - Password: Your NetID password
   - Click More in the bottom right corner.
6. Click More Settings in the bottom right corner.

   ![More Settings](image)

   - Note: Your email address should auto-populate in the “General” tab.

7. Click on the Outgoing Server tab and check the box next to “My outgoing server (SMTP) requires authentication”
8. Ensure that “Use same settings as my incoming mail server” is selected.
9. Click on the Advanced tab. Update the following:
   - Incoming mail server (IMAP): 993
   - Use the following type of encrypted connection: SSL
   - Outgoing server (SMTP): 465
   - Use the following type of encrypted connection: TLS

1. Click OK and then Next. Ensure the “Test Account Settings” complete successfully. Click Finish.

Related articles

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- Setting Up Office 365 Email on Mobile Devices
• Joining an Outlook Group
• Inviting Others to Join an Office 365 Group