Setting up an IMAP Account

- If this is the first time you’ve started Outlook 2011:
  - Optional: Check the box to make Outlook 2011 the default application.
  - Click Add account.
- If you have launched Outlook 2011 previously:
  - Select Tools-> Accounts
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- **Click** on the icon to the left of “E-mail account”.

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• Enter the following fields:
  o **E-mail address**: Enter your HMS email address.
  o **Password**: Enter your eCommons Password.
  o **User name**: Enter your eCommons ID.
  o **Type**: IMAP.
  o **Incoming server**: email.med.harvard.edu.
  o **Check “Use SSL to connect”**.
  o **Outgoing server**: email.med.harvard.edu.
  o **Check “Use SSL to connect”**.

• **Click “Add Account”**.
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• Click “Always Allow”
• Click “More Options” in the Outgoing server section.

From the Authentication menu:
  o Select “Use Incoming Server Info”.
• Click “OK”.
• You may close the Accounts window.
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The IMAP account should now be configured. Outlook 2011 will start downloading messages from the server.

**Note:** Outlook 2011 may take up to several hours to complete the downloading process depending on how many messages are stored on the server.