

## IMAP Configuration for Outlook 2007

When you synchronize your voicemail and email platforms using IMAP, your voicemails will be delivered to Outlook in a separate folder, allowing you to manage your voicemail directly from Outlook. For example, when you delete a voicemail message from your email folder, it also deletes the message from the voicemail system.

### Voicemail and Email Synchronization Setup

In Microsoft Outlook 2007:

1. Click the **Tools** menu.
2. Click **Account Settings**.
3. Select the **Email** tab.
4. Click **New**.
5. Select **Microsoft Exchange, POP, IMAP or HTTP**
6. Click **Next**.
7. Under the "Auto Account Setup," place a check in the box called "Manually Configure Server settings or additional server types." (Do not enter anything into the fields on this screen.)
8. Click "Next."
9. Select "Internet E-mail"
10. Click "Next" to enter your Internet E-mail Settings. Complete the information as directed on the next page of this document.

**Add New E-mail Account**

**Choose E-mail Service**

**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

**Other**  
Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

< Back    Next >    Cancel

### User Information



USER ID

PASSWORD

PHONE NUMBER

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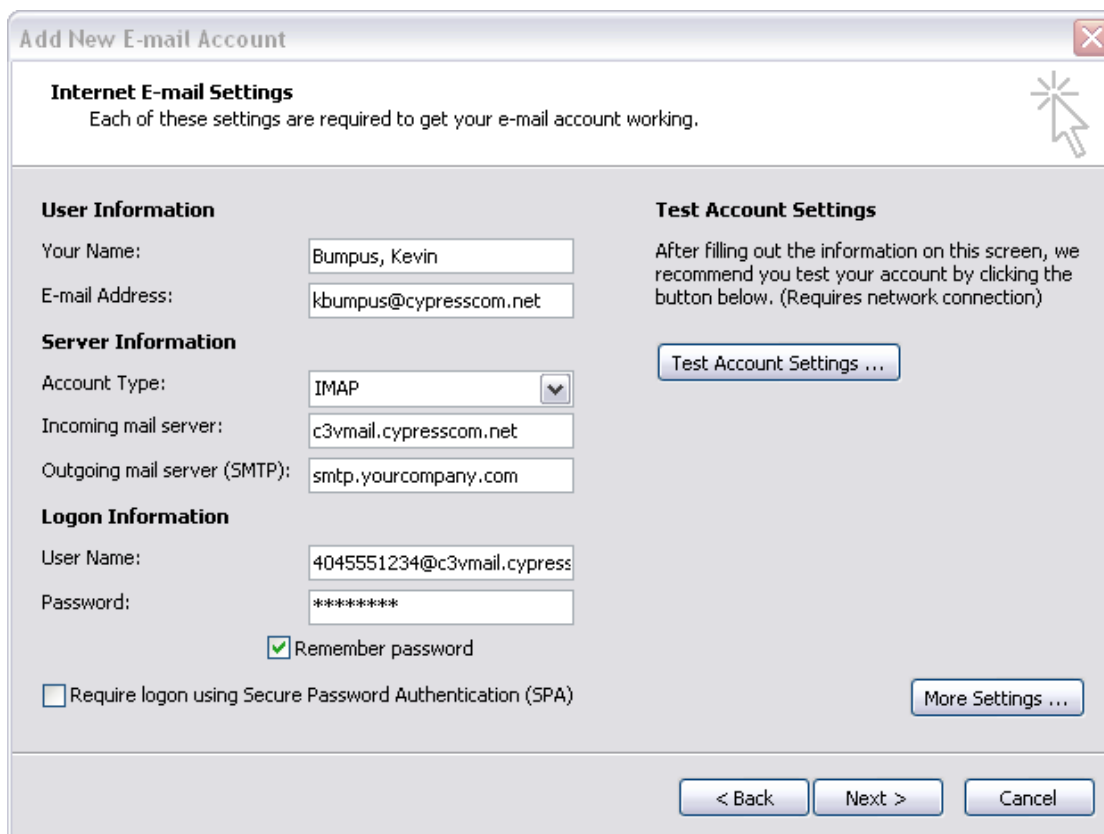
- **Your Name:** enter your full name
- **Email Address:** enter your business email address

### Server Information

- **Account Type:** select IMAP
- **Incoming Mail Server:** enter c3vmail.cypresscom.net
- **Outgoing mail server (SMTP):** enter the outgoing mail server as defined by your system administrator

### Logon Information

- **User Name:** enter your Cypress Unified Messaging username (e.g., phone number@c3vmail.cypresscom.net). This is the same as the UM Webmail Portal username.
- **Password:** enter your Cypress Unified Messaging password.
- **Remember password:** Check this box if you would like the system to remember your password.



11. Click **Next.**
12. Click **Finish.**
13. You should now see a new folder in your Outlook mailbox called **number@c3vmail.cypresscom.net**.
14. Test the account by leaving a voicemail.