

Setting up IMAP in OUTLOOK 2010

1) Select **FILE** from the menu bar in Outlook

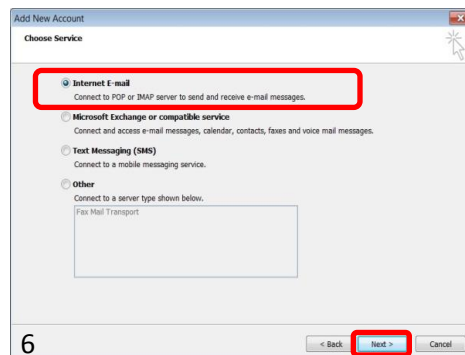
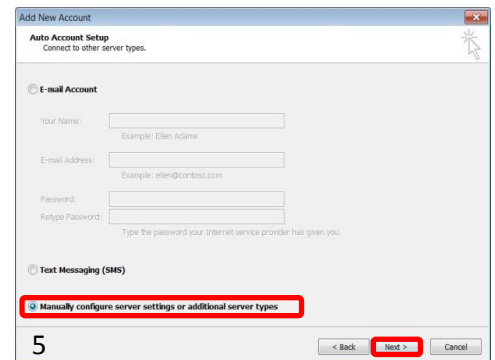
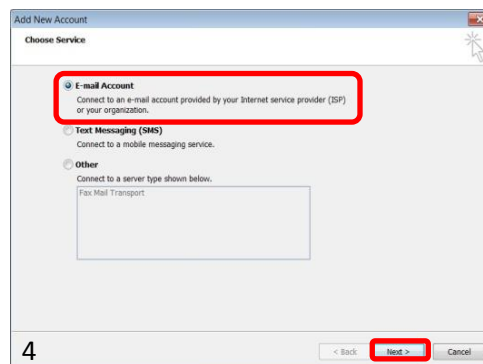
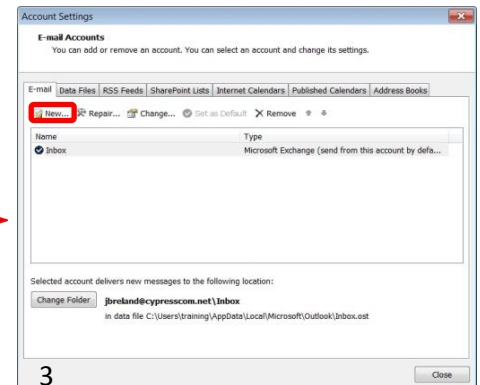
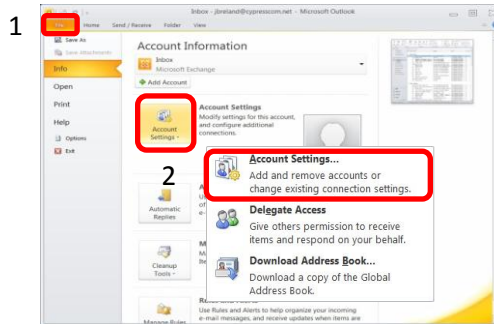
2) Choose **Account Settings** and then **Account Settings** again

3)  **Select NEW**

4) Select **E-mail Account**
a. Then **Next**

5) **Manually Configure**
a. Then **Next**

6) Choose **Internet E-mail**
a. Then select **Next**



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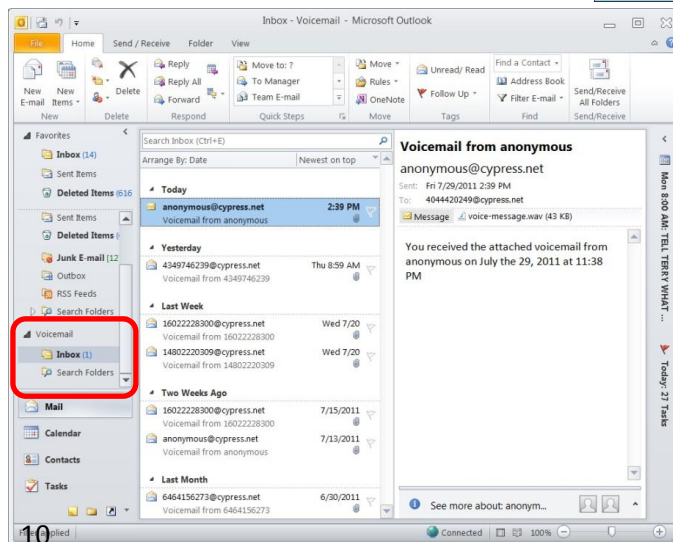
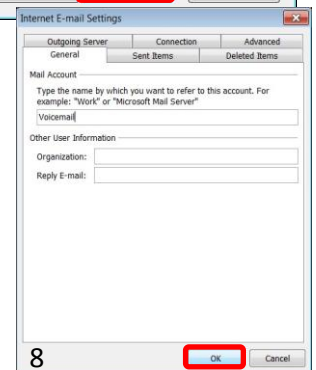
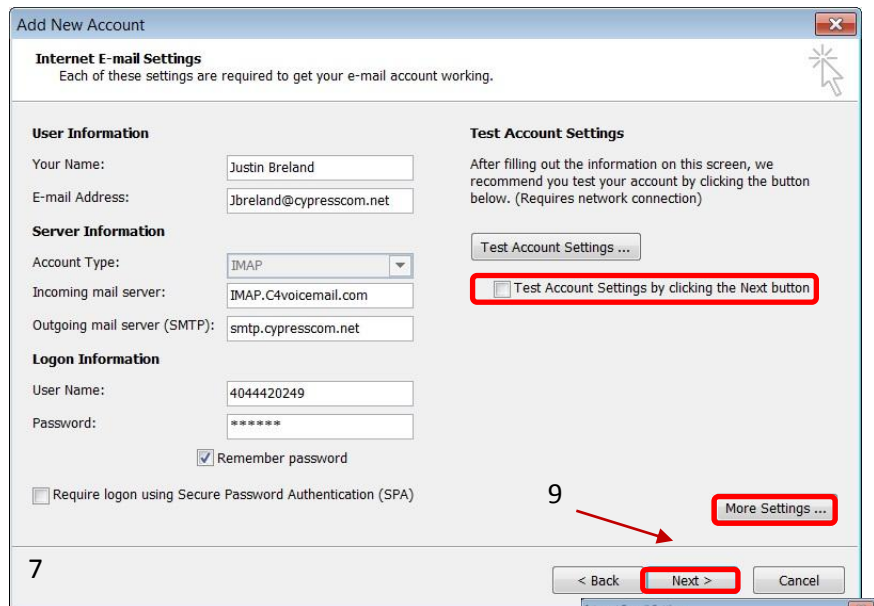
- 7) Fill out all of the information
 - a. **Your name**
 - b. **Email address**
 - c. **Account Type**
 - i. IMAP
 - d. **Incoming server**
 - i. IMAP.C4voicemail.com
 - e. **Outgoing server**
 - i. SMTP.C4voicemail.com
 - f. **Your user name**
 - i. 10 – digit number
 - g. **Password**
 - i. Last 4 + 99

Make sure to uncheck **Test Account Settings**

- 8) Select **More Settings**
 - a. Under **Mail Account** delete what is in the box and type in **VOICEMAIL**.
 - b. Select **OK**

- 9) Select **Next** back on “Add New Account” screen

- 10) **Congratulations you are finished!**



IMAP account Preview