Configure IMAP for Hosted Exchange in Microsoft Outlook

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Overview

This article describes manually configuring Outlook using IMAP for Hosted Exchange. Steps are based on Microsoft Outlook 2016. There may be slight variations if using other versions.

Requirements

- Your Hosted Exchange email address
- Your Hosted Exchange password

Configuration summary

- **Incoming / outgoing mail server:** outlook.micron21.net
- **Incoming server (IMAPS) port:** 993 (encryption: SSL / TLS)
- **Outgoing server (SMTPS) port:** 587 (encryption: none)

Method

1. Open Outlook
2. Select "File > Info > Add Accounts"
3. Select "Manual setup or additional server types", then select "Next"
4. Select "POP or IMAP"
5. Enter a name you want to call this (e.g. "Hosted Exchange Email") and enter your email address
6. Set "Account Type" to "IMAP"
    1. Set "Incoming mail server" to "outlook.micron21.net"
    2. Set "Outgoing mail server (SMTP)" to "outlook.micron21.net"

3. Set "User Name" to your provided email address
4. Set "Password" to your provided password

7. Select "More Settings"
    1. Select "Outgoing Server"
    2. Select "My outgoing server (SMTP) requires authentication"
    3. Select "Use same settings as my incoming mail server"
8. Select "Advanced"
    1. Set "Use the following type of encrypted connection" for 'Incoming server (IMAP)' and for 'Outgoing server (SMTP)' to "TLS" for both
9. Select "OK" button. then Select "Next" button

After following these steps, Outlook should now be set up to access your Hosted Exchange mailbox using IMAP. If you encounter any issues or errors, please double-check that you have entered the correct settings. If you are unable to resolve the issue please contact the Micron21 support team for further assistance.

- Tags
- email
- exchange
- imap
- mail
- outlook