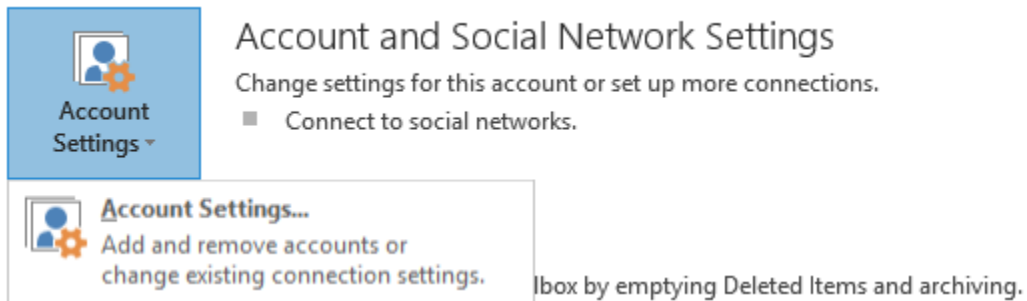


To setup IMAP in outlook, please follow the pictorial, replace your email ID with example ID in this Pictorial

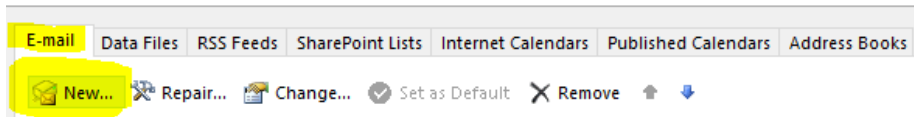


In Account Setting click **New**

Account Settings

**E-mail Accounts**

You can add or remove an account. You can select an account and change its settings.



In Add Account Select **"Manual setup or additional server types"** then press **"Next"**

Add Account

**Auto Account Setup**

Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

**Manual setup or additional server types**


< Back

Next >

Cancel

Select **POP or IMAP** and then press **Next**

Add Account ×

**Choose Service** 

**Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back Next > Cancel

Enter your Details as Your Name, Email Address,  
Account Type IMAP,  
incoming mail server **webmail.efulife.com**  
and outgoing SMTP **webmail.efulife.com**  
and press **More Settings**

Add Account



### POP and IMAP Account Settings

Enter the mail server settings for your account.



#### User Information

Your Name: **Test IMAP**  
Email Address: **test@bancassurance.efulife.**

#### Server Information

Account Type: **IMAP**  
Incoming mail server: **webmail.efulife.com**  
Outgoing mail server (SMTP): **webmail.efulife.com**

#### Logon Information

User Name: **test@bancassurance.efulife.**  
Password: **\*\*\*\*\***

Remember password

Require logon using Secure Password Authentication (SPA)

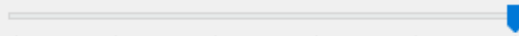
#### Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All



**More Settings ...**

< Back

Next >

Cancel

Enter your Mail Account Name and press **OK**

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

Mail Account \_\_\_\_\_

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information \_\_\_\_\_

Organization:

Reply E-mail:

Press **Next**

Add Account



### POP and IMAP Account Settings

Enter the mail server settings for your account.



<b>User Information</b>	<b>Test Account Settings</b>
Your Name: <input type="text" value="Test IMAP"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address: <input type="text" value="@bancassurance.efulife.com"/>	<input type="button" value="Test Account Settings ..."/>
<b>Server Information</b>	<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type: <input type="text" value="IMAP"/>	
Incoming mail server: <input type="text" value="webmail.efulife.com"/>	
Outgoing mail server (SMTP): <input type="text" value="webmail.efulife.com"/>	
<b>Logon Information</b>	Mail to keep offline: All
User Name: <input type="text" value="test@bancassurance.efulife."/>	<input type="range" value="100"/>
Password: <input type="password" value="*****"/>	<input type="button" value="More Settings ..."/>
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	
<input type="button" value=" &lt; Back"/> <input type="button" value=" Next &gt; "/> <input type="button" value=" Cancel"/>	

Now you will see the Test Account Settings, press **Close**

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Congratulations, you have added your Email Account in Outlook, Press **Finish**

Add Account



**You're all set!**

We have all the information we need to set up your account.

Add another account...

< Back

**Finish**