



Office 365

Settings for IMAP Access

Table of Contents

Settings for IMAP Access	3
Find Server Settings	3
Authentication	3
Configuration.....	3

Settings for IMAP Access

If you are using Office 365 or other Exchange-based email, you can find your IMAP server settings by using Outlook Web App. Connecting to your account using IMAP lets you send and receive email.

PLEASE NOTE - You cannot access your contacts, tasks, or calendar when you connect to your account using IMAP. We recommend that you connect to your account using Exchange ActiveSync.

Find Server Settings

If you are connecting to your Office 365 email, you do not need to look up your settings. For Office 365, use the following settings.

	SERVER NAME	PORT	ENCRYPTION METHOD
IMAP	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	587	TLS

If you are not connecting to Office 365 email, do the following to look up your settings.

Authentication

To connect using IMAP, you will need to log in with your **University email address** (e.g. s.ibis@miami.edu) and your **University password**. The outgoing, or SMTP server, should be set to use the same credentials as your incoming server.

Configuration

Once you have the server settings visit [Microsoft's E-mail Setup Wizard for Office 365](#) to find the configuration instructions for your specific email client.