IMAP and POP Setting for Using Exchange Labs

Settings for Email Clients

Incoming Mail Servers

POP Server – outlook.office365.com   (use SSL with Port 995)

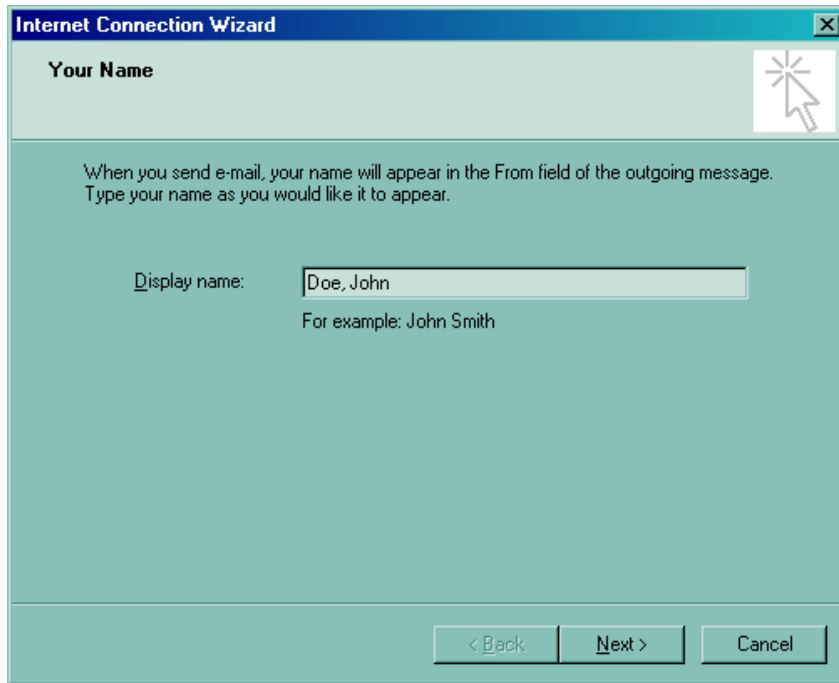IMAP Server – outlook.office365.com   (use SSL with Port 993)

Outgoing Mail Server

SMTP Server – outlook.office365.com   (same for IMAP and POP)

Ports for SMTP – 587 for SMTP using TLS (default is 25, but this must be changed to work)
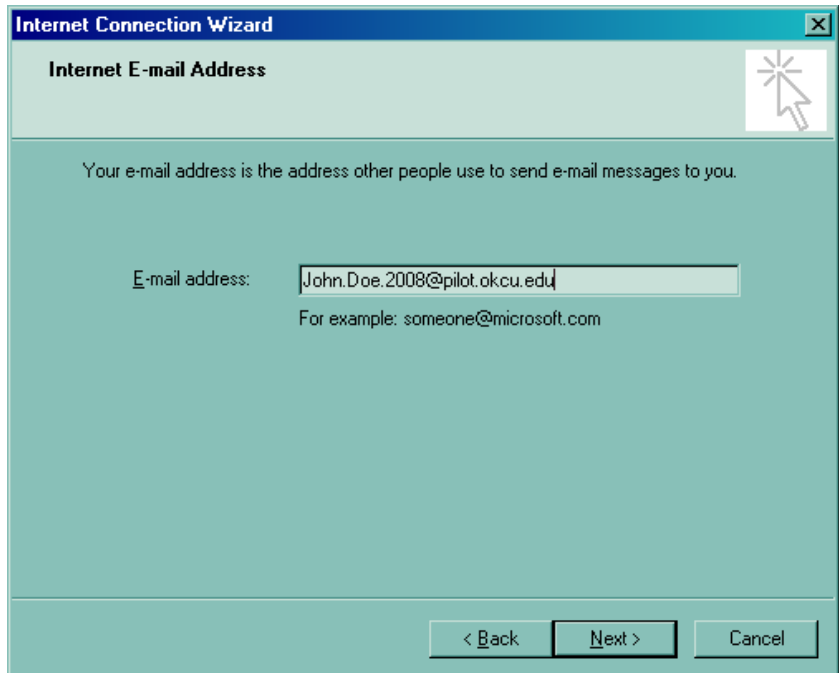
Step by Step using Outlook Express as an example.
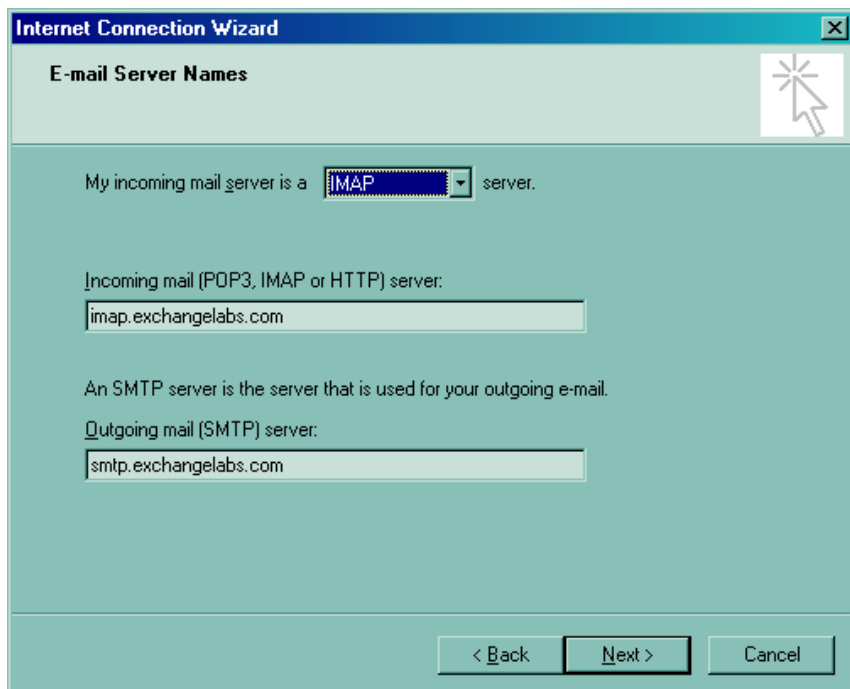
Start Outlook Express and type in Your Name.

Enter your Exchange Labs email address. FirstInitialMiddleInitialLastName for example for John M. Doe the email address will be JMDoe@my.okcu.edu.
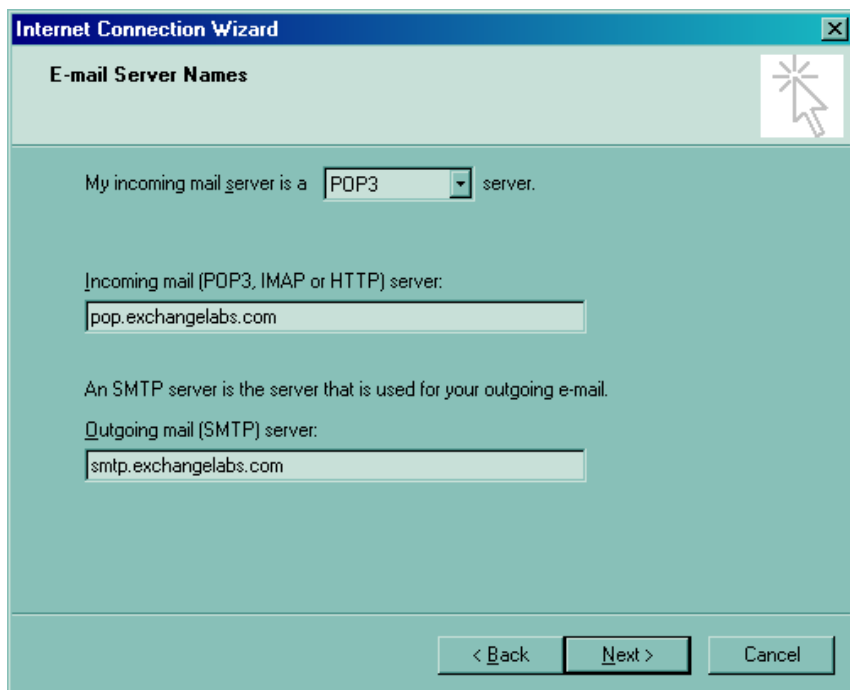
Choose either IMAP or POP. (IMAP with try to synchronize with the server while POP will download emails to your local machine)

IMAP Settings

Or POP Settings

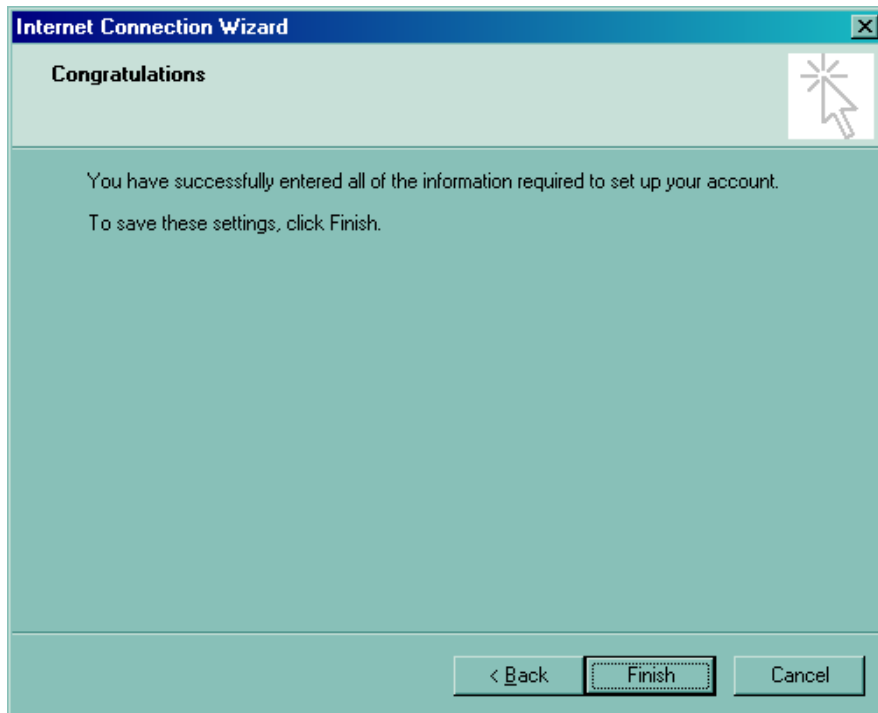The Account Name is your full Exchange Labs Email address. The initial password is set to the random generated number. (If you had a student account that was @okcu.edu, the password was set to your Star Access ID.)
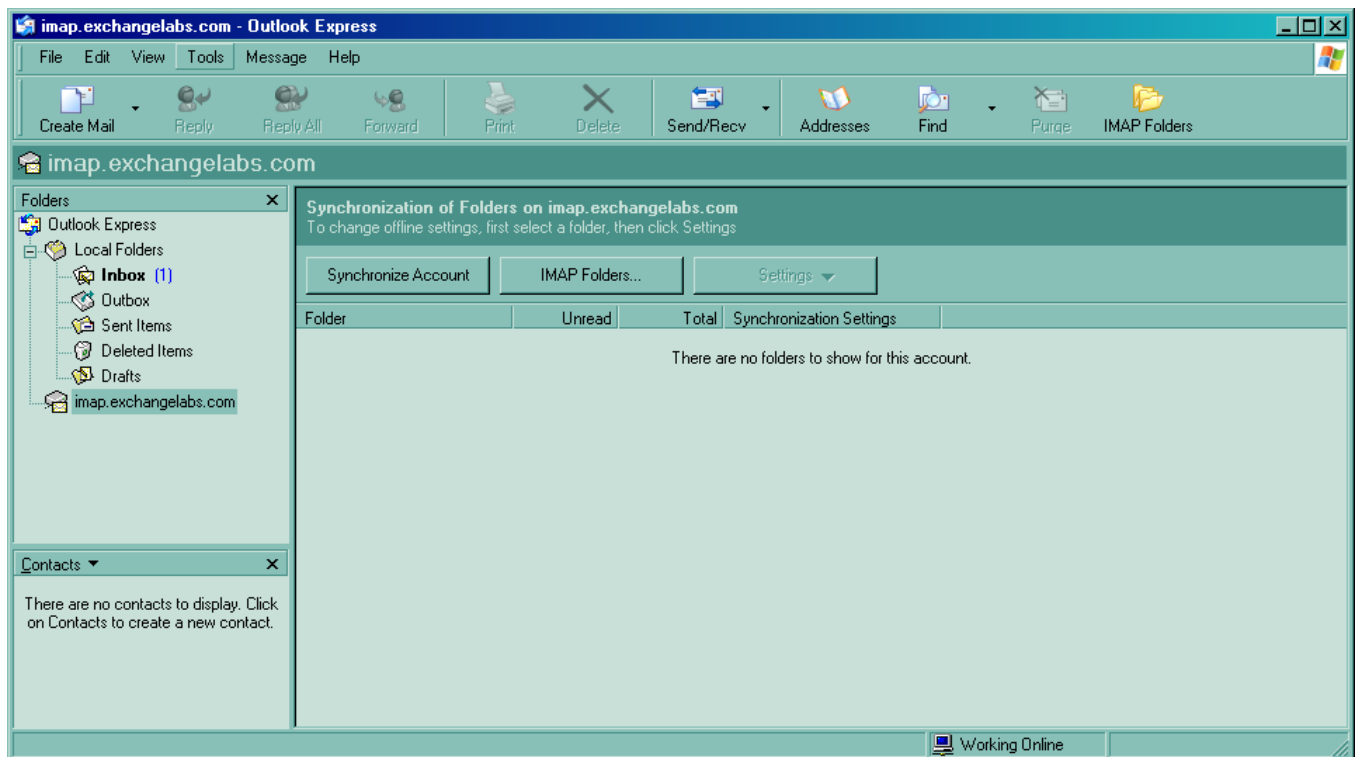
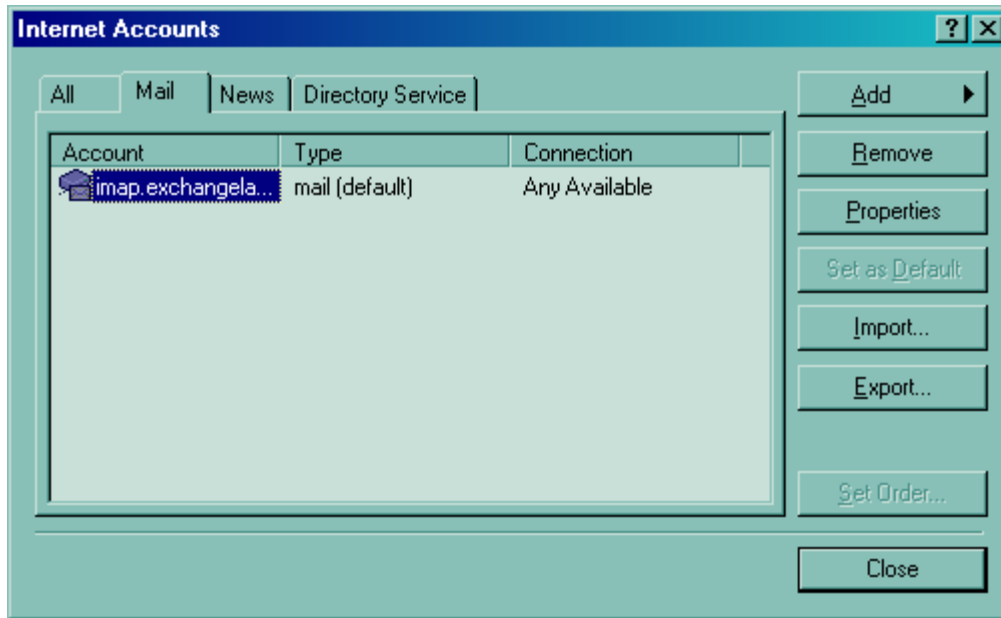Click Next after filling out the information.

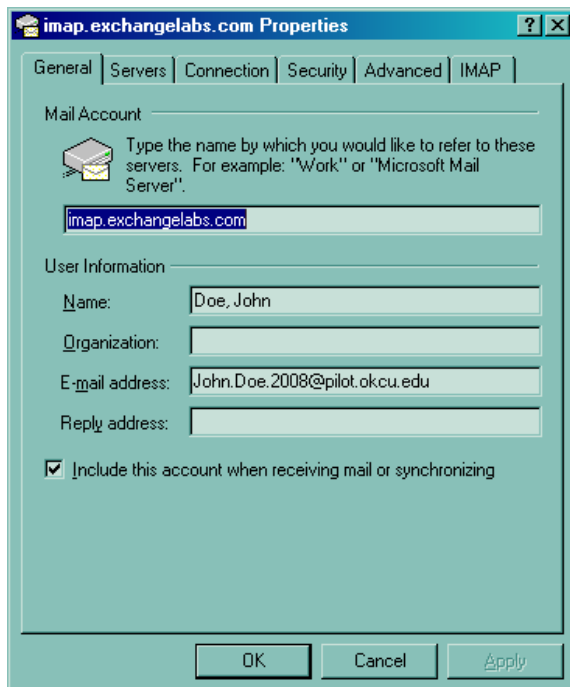
Click Finish.

Open Outlook Express and click on Tools and Internet Accounts.

Click on the Properties for the account you just created.

In the General Tab, you can change the account to something more meaningful to you. Make sure the "Include this account when receiving mail or synchronizing" is selected.

On the Servers Tab, make sure the "My Server requires authentication" is checked.
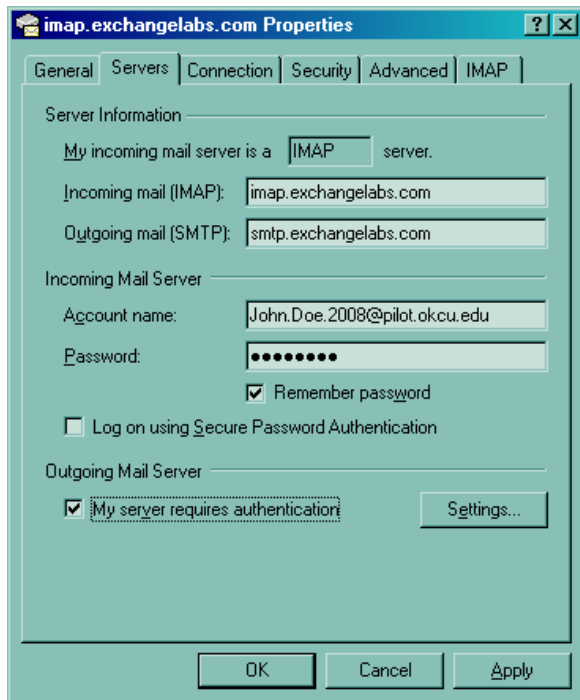
On the Advanced Tab, check SSL for both Incoming and Outgoing mail. Once those are checked, change the Outgoing mail from 25 to 587. You must change that port number for the client to be able to send email out.
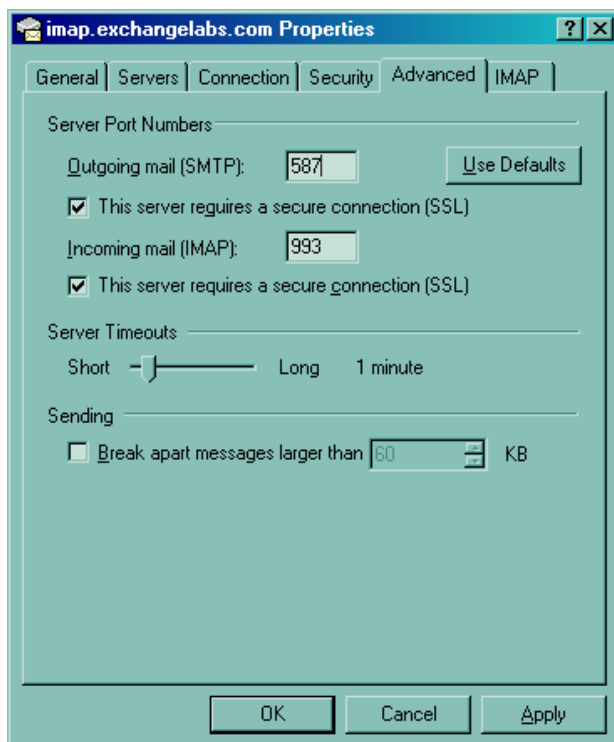
Click OK to get back to the main screen. Click the Send/Recv button to synchronize your account.