

# 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)

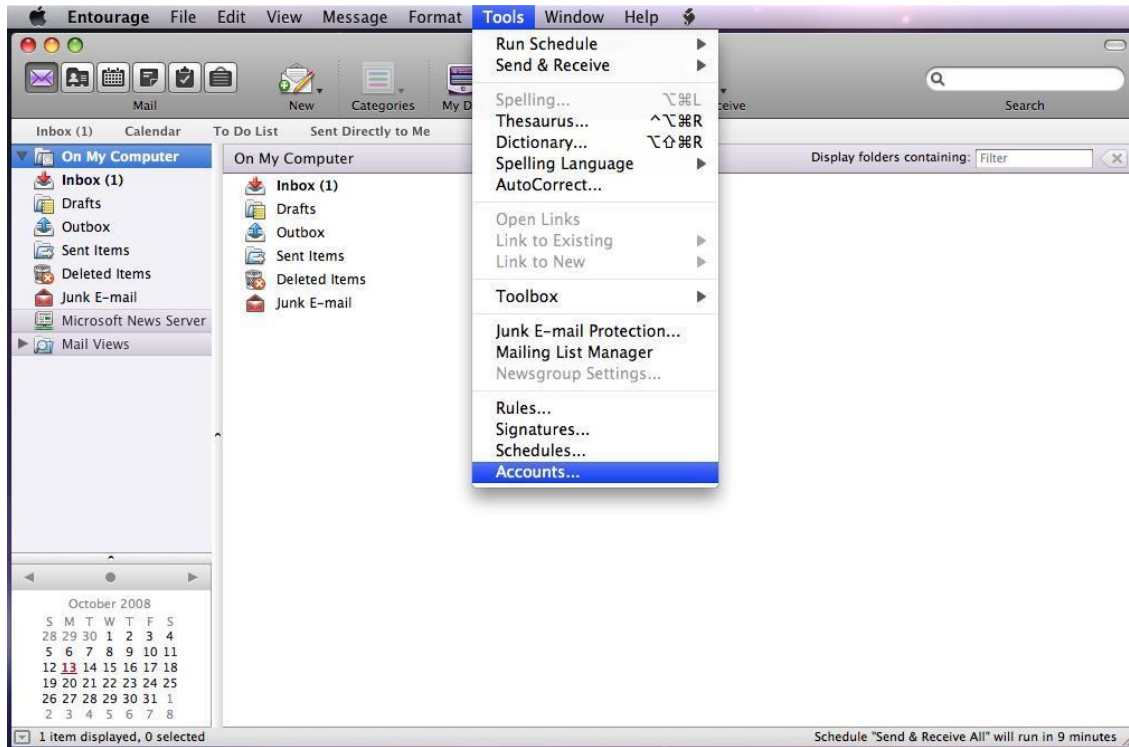
### *Outgoing Mail Server*

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

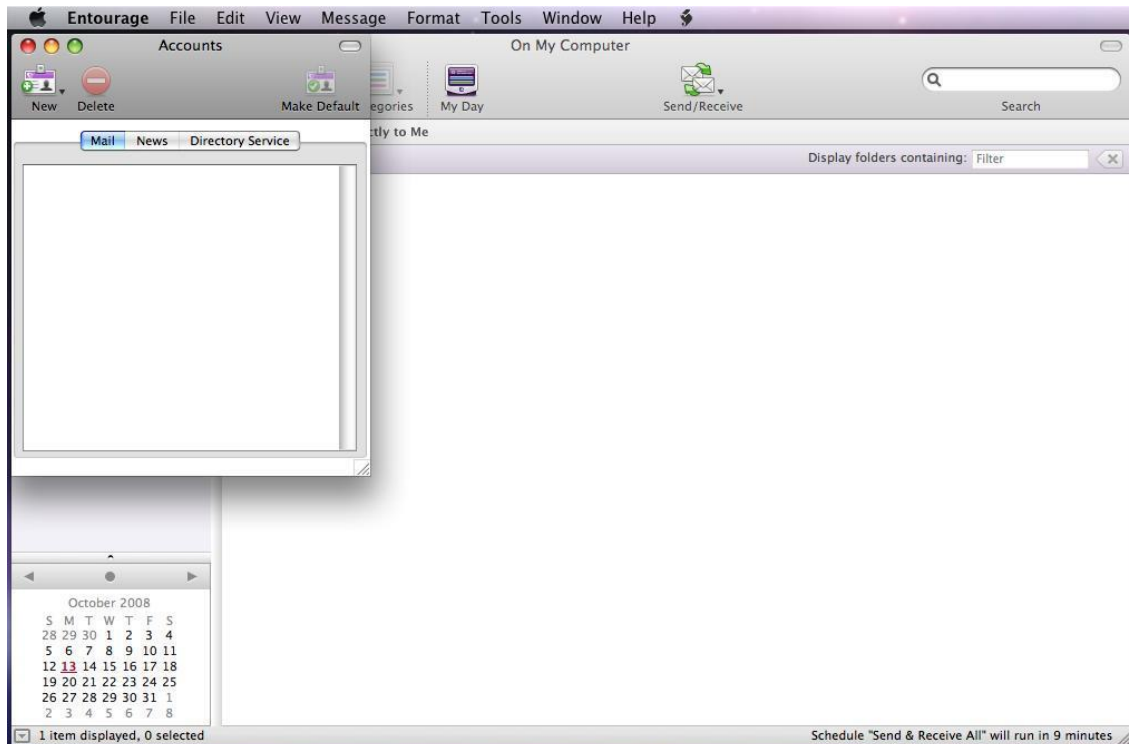
Ports for SMTP – 587 for SMTP using TLS (default is 25, but this must be changed to work)

Step by Step using Entourage as an example.

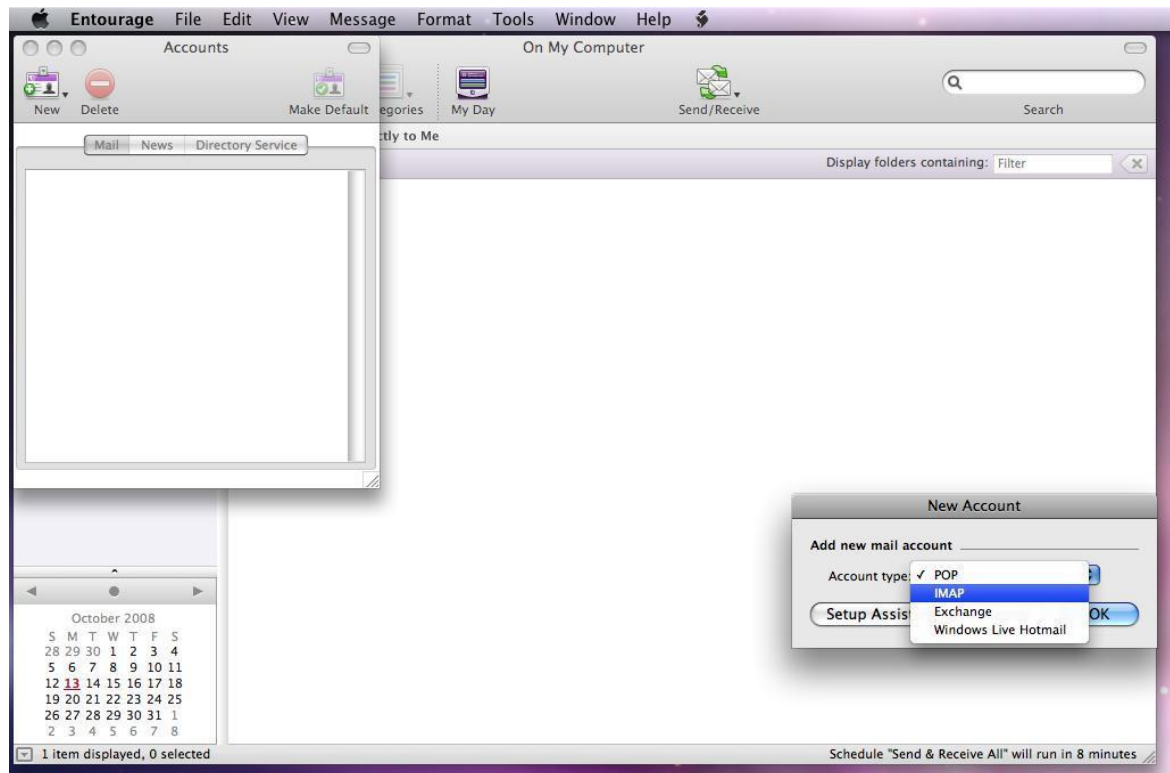
Start Entourage and click on Tools.



You will see the following window.



Click on New and choose either IMAP or POP. (IMAP will try to synchronize with the server while POP will download emails to your local machine)



imap.exchangelabs.com or pop.exchangelabs.com depending your selection for the incoming mail server as follows.

Your name is lastname, firstname.

Email address is [FirstInitialMiddleInitialLastname@my.okcu.edu](mailto:FirstInitialMiddleInitialLastname@my.okcu.edu). (John M. Doe would be JMDoe@my.okcu.edu)

Account ID is your full email address.

Is the random number that was sent to you. (It was initially set to Star Access ID for students that had @okcu.edu email accounts.)

**Edit Account**

Account Settings Options Advanced Mail Security

Account name: OCU Email

Include this account in my "Send & Receive All" schedule

**Personal information**

Name: exchangelabs

E-mail address: exchangelabs@my.okcu.edu

**Receiving mail**

Account ID: Exchangelabs@my.okcu.edu

IMAP server: imap.exchangelabs.com

Password: ●●●●●●

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

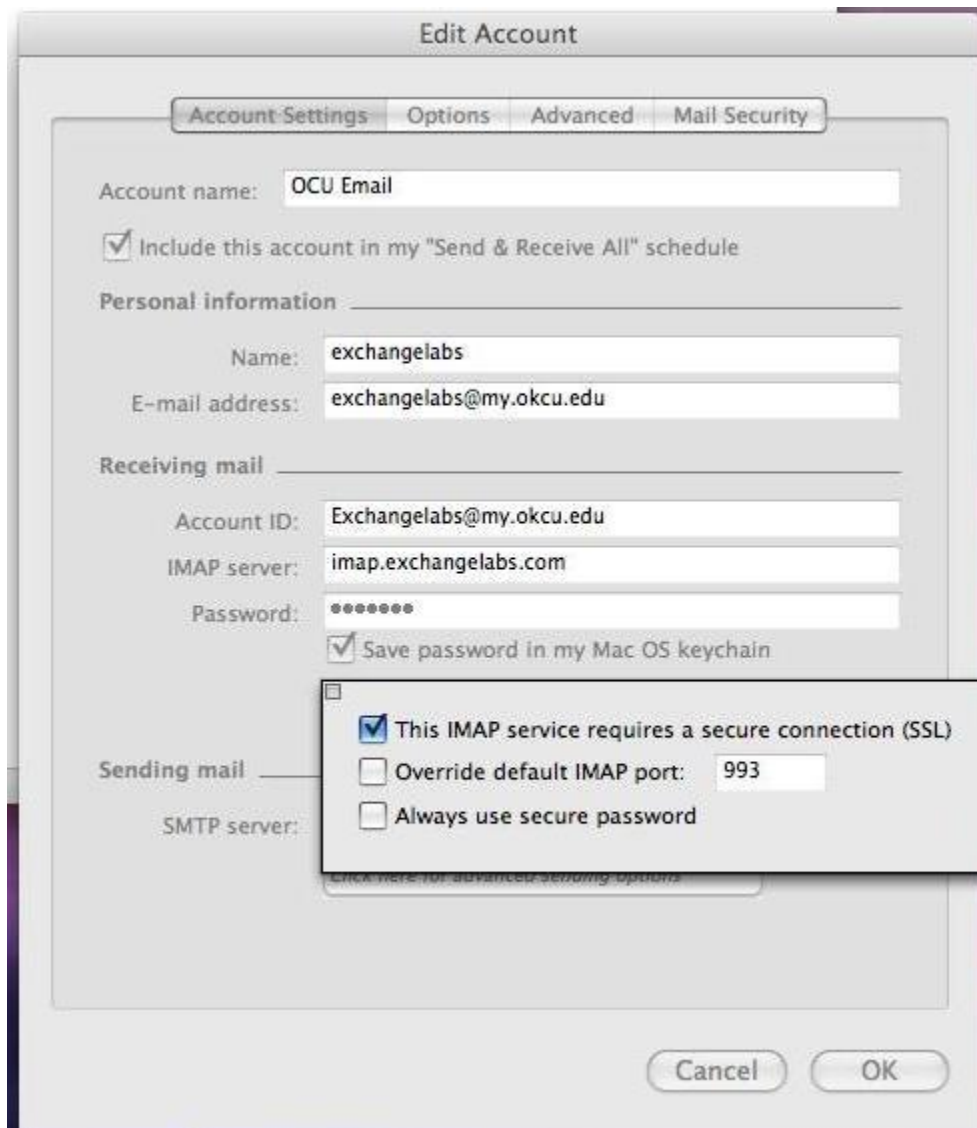
**Sending mail**

SMTP server: smtp.exchangelabs.com

[Click here for advanced sending options](#)

Cancel OK

Click on [click here](#) for advanced receiving options. In the window that pops up, click on This IMAP service requires a secure connection.



The Sending Mail server is smtp.exchangelabs.com. Click on Click here for advanced sending options.

The image shows a screenshot of the 'Edit Account' window in a mail client. The window has four tabs: 'Account Settings', 'Options', 'Advanced', and 'Mail Security'. The 'Advanced' tab is selected. The account name is 'OCU Email'. There is a checkbox for 'Include this account in my "Send & Receive All" schedule' which is checked. The 'Personal information' section includes 'Name: exchangelabs' and 'E-mail address: exchangelabs@my.okcu.edu'. The 'Receiving mail' section includes 'Account ID: Exchangelabs@my.okcu.edu', 'IMAP server: imap.exchangelabs.com', and 'Password: \*\*\*\*\*'. There is a checkbox for 'Save password in my Mac OS keychain' which is checked, and a button that says 'Click here for advanced receiving options'. The 'Sending mail' section is highlighted, and the 'SMTP server' is 'smtp.exchangelabs.com'. A sub-dialog box is open over the 'Sending mail' section, showing the following settings: 'SMTP service requires secure connection (SSL)' (checked), 'Override default SMTP port: 587' (checked), 'SMTP server requires authentication' (checked), 'Use same settings as receiving mail server' (selected radio button), 'Log on using' (unselected radio button), 'Account ID:' (empty text field), 'Password:' (empty text field), 'Save password in my Mac OS keychain' (unchecked), and 'Domain for unqualified addresses:' (empty text field).

Click the box for SMTP service requires secure connection.

Click Override default SMTP port and change it to 587.

Click the box for SMTP server requires authentication and the radio button for use same settings as receiving mail server.