Re-configuring Outlook 2007 for Windows – IMAP

1. Start Outlook 2007
2. From the Tools Menu select Account Settings
3. Double Click your e-mail account verifying the account is IMAP/SMTP
4. Make sure your e-mail address includes @iwu.edu
   a. Enter the Incoming and Outgoing mail server information as displayed below, then click on More Settings.

![Change E-mail Account](image1.png)

5. Click on the Outgoing Server Tab and verify settings

![Internet E-mail Settings](image2.png)
6. Click on Advanced Tab and enter the following – Click OK when finished.

7. Click on Test Account Settings to verify your account is working properly.

8. After successful Test you are all done!
   a. Go back and verify settings if test fails.