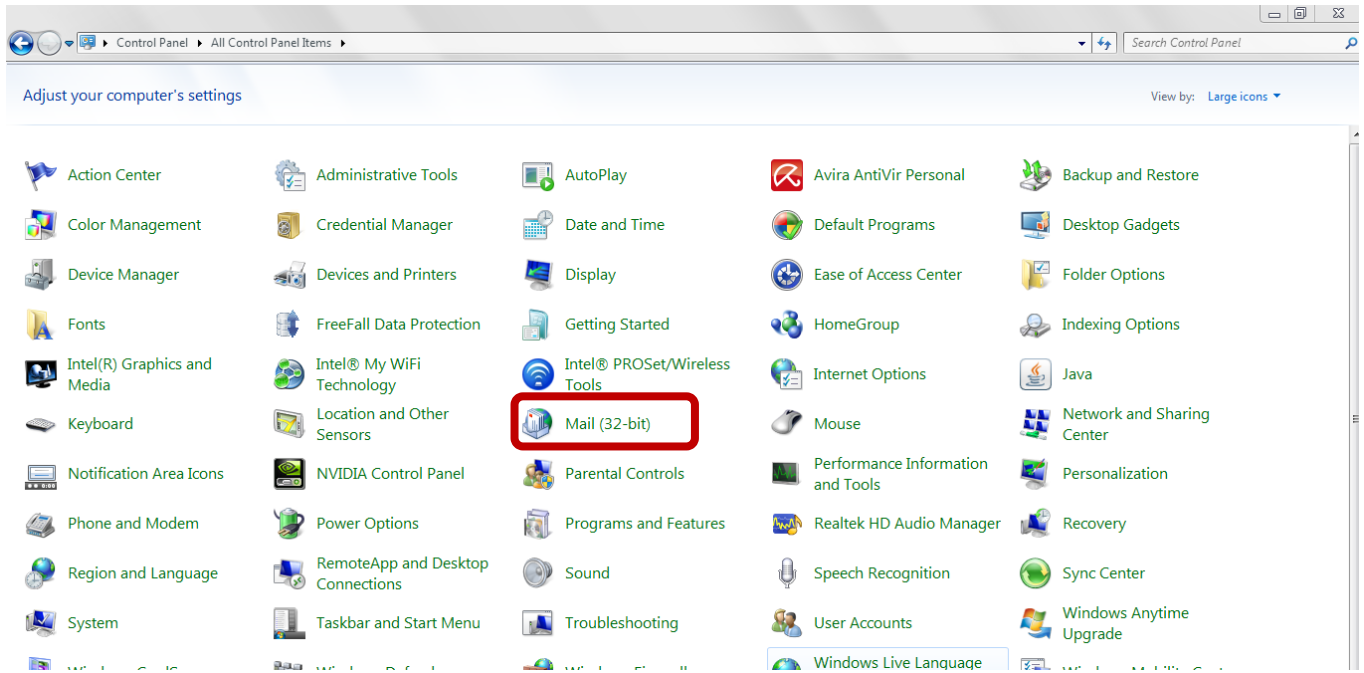
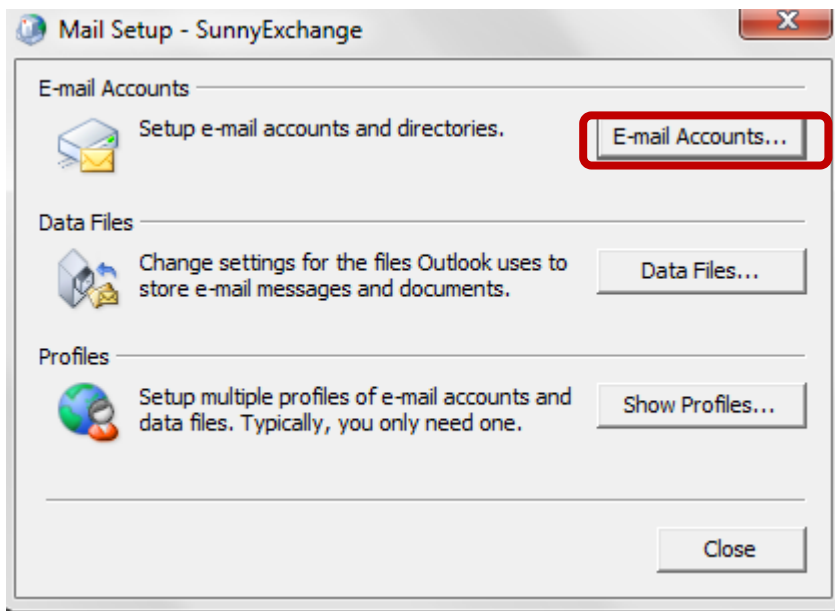


IMAP Settings for Local Outlook Client:

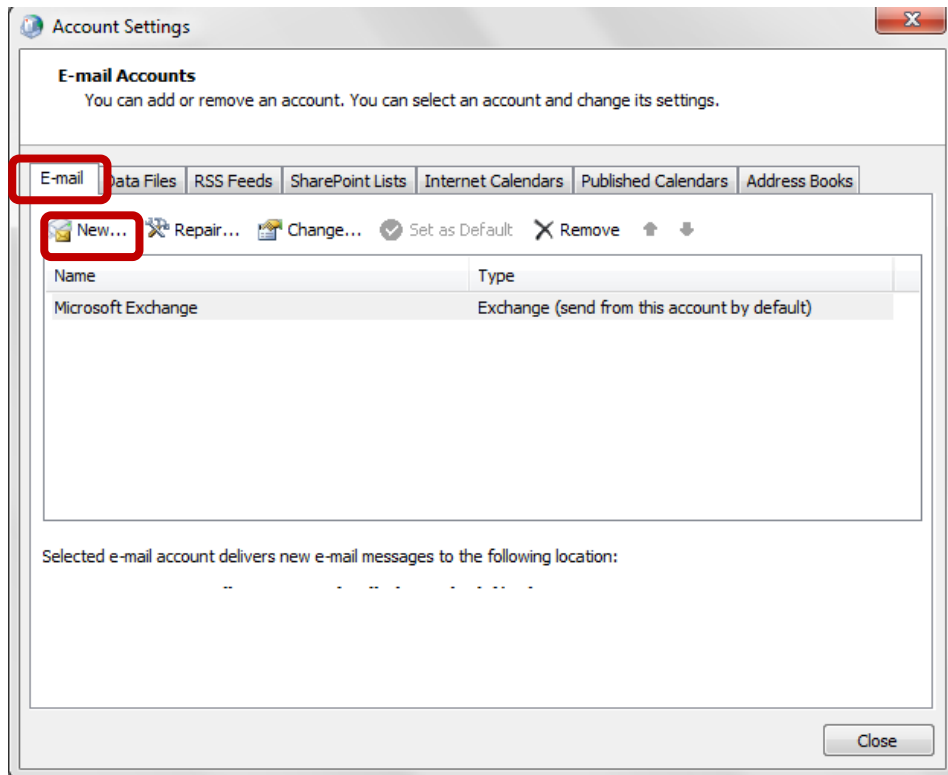
Step1) Go to Control and Select Mail(32bit)



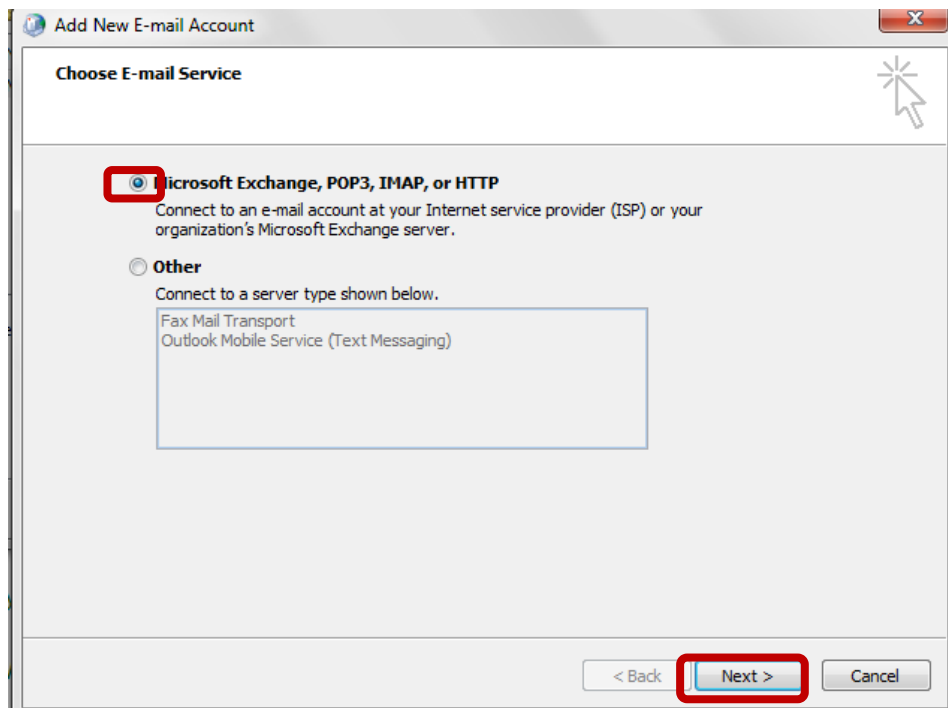
Step2) Click on E-mail Accounts .



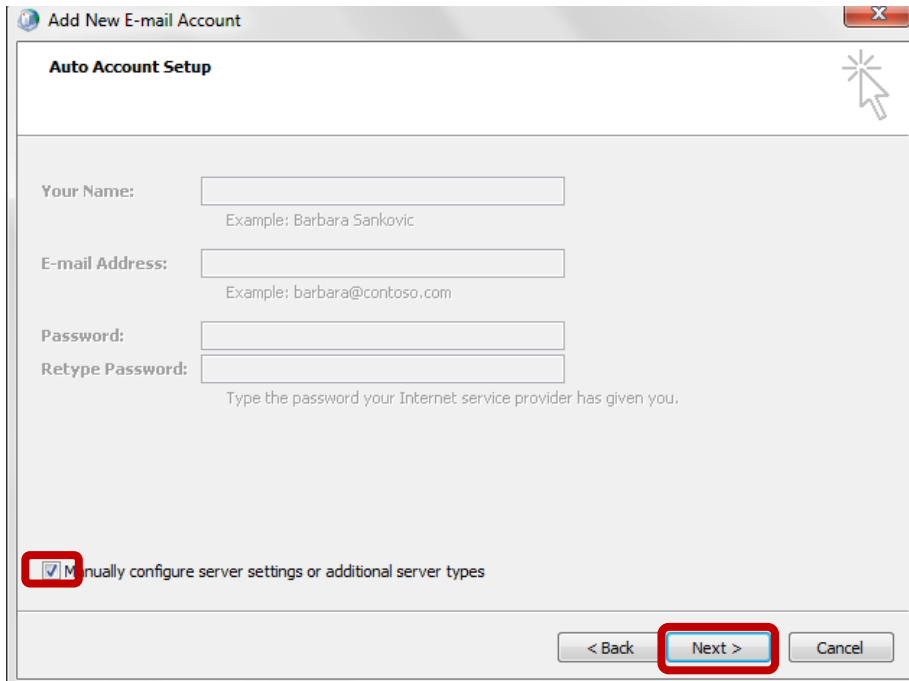
Step3) On Email Tab, Click on "New"



Step4) Select Microsoft Exchange,POP3,IMAP, OR HTTP and Click Next



Step5) Check the check box **Manually configure server settings or additional types** and Click **Next**.



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

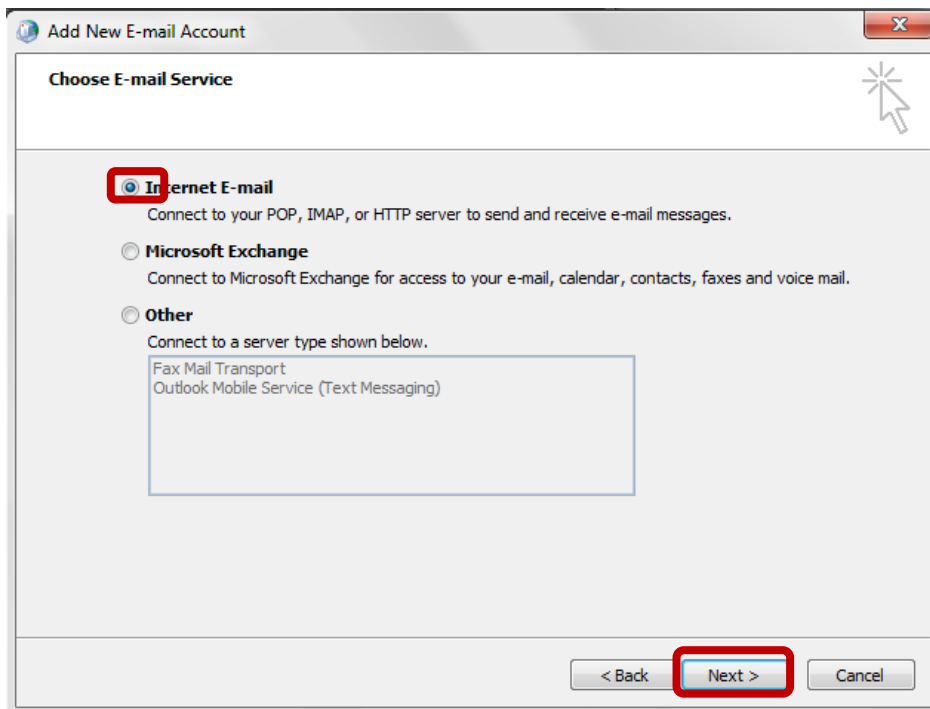
E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Step6) Select **Internet E-mail** then click **Next**



Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

Step7) Fill the information According to Respective Fields.

Note: Information filled below belongs to test user .so, please fill the fields according to your account details.

Your Name: your logon name (example as Jamesbond)

Email Address: your email address(jamesbond@allcatclaims.com)

Account Type: Select IMAP from the drop down list.

Incoming Mail Server: 204.153.222.230

Outgoing mail Server: mail.allcatclaims.com

User Name: your logon name

Password: your logon password.

After entering the details please click on **More Settings...**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: jamesbond
E-mail Address: jamesbond@allcatclaims.com

Server Information
Account Type: IMAP
Incoming mail server: 204.153.222.230
Outgoing mail server (SMTP): mail.allcatclaims.com

Logon Information
User Name: jamesbond
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

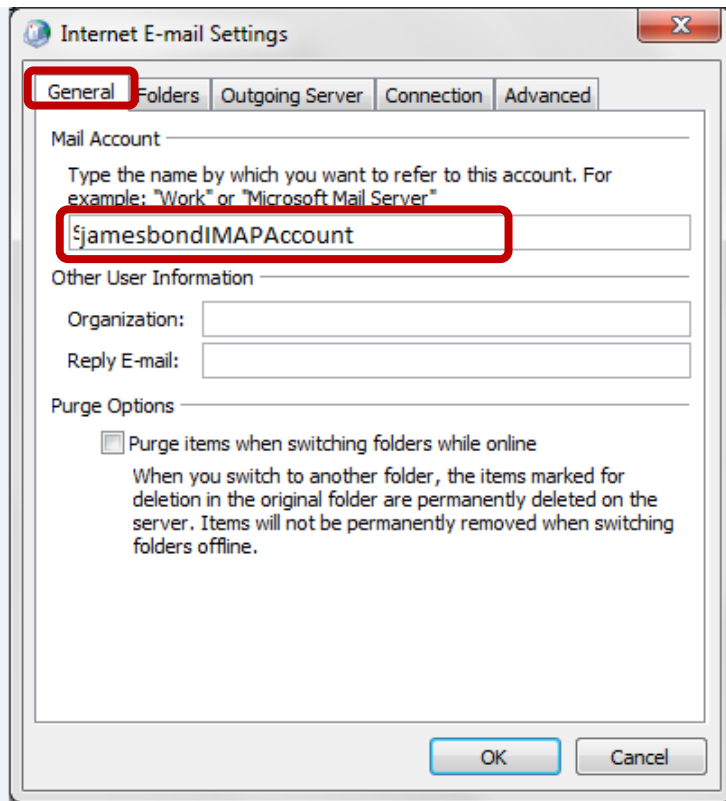
More Settings ...

< Back Next > Cancel

Step8) Go to **General** Tab then type the Account Name. It should be somewhat meaningful.

Example: jamesbondIMAPAccount.

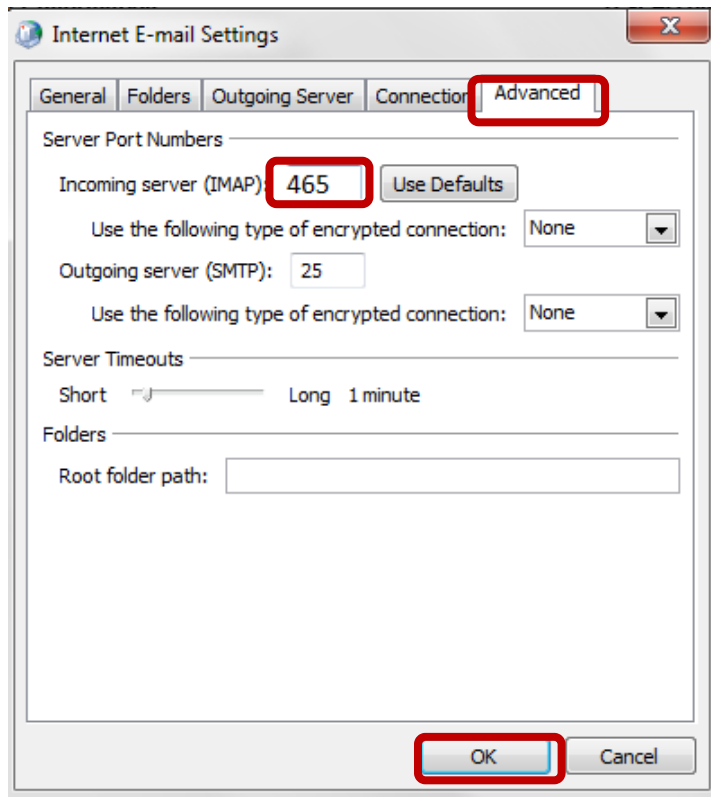
Then Click on **Advanced** Tab



Step9) In Advanced Tab Enter the Incoming Server(IMAP) field as 465

and Make sure that every field is filled as Below.

Then Click On **OK**



Step10) Click on **Test Account Settings...**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: jamesbond
E-mail Address: jamesbond@allcatclaims.com

Server Information
Account Type: IMAP
Incoming mail server: **204.153.222.230**
Outgoing mail server (SMTP): mail.allcatclaims.com

Logon Information
User Name: jamesbond
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step11) You might see the messages as below. Please Click **Close**

Test Account Settings

Some errors occurred while processing the tests. Review the list of errors below for more details. If the problem persist after taking the suggested actions, contact your Internet Service Provider.

Stop

Close

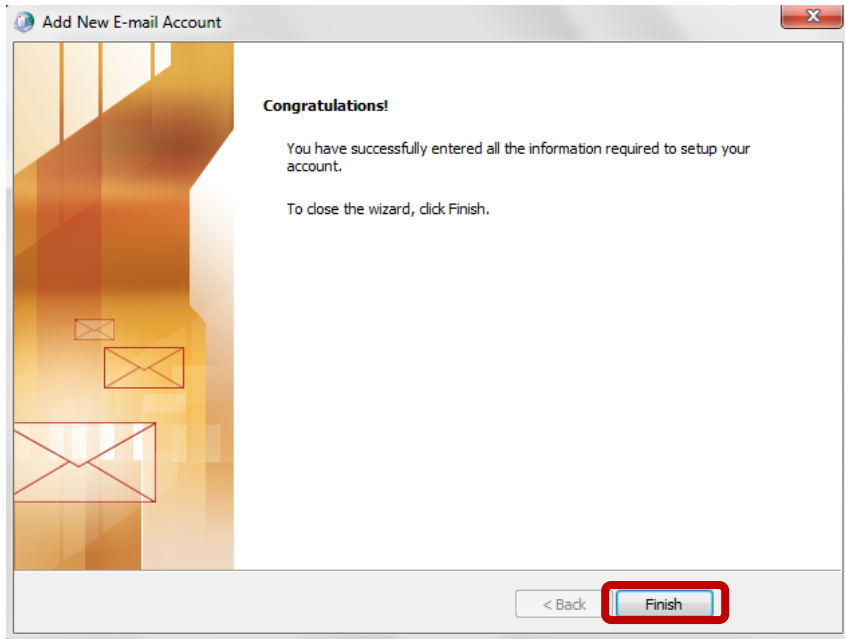
Tasks Errors

- Send test e-mail message: Outlook cannot connect to your outgoing (SMTP) e-mail server. If you continue to receive this message, contact your server administrator or Internet service provider (ISP).

Then Click **Next**

The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". At the top, it says "Internet E-mail Settings" and "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections: "User Information" with fields for "Your Name" (jamesbond) and "E-mail Address" (jamesbond@allcatclaims.com); "Server Information" with a dropdown for "Account Type" (IMAP), "Incoming mail server" (204.153.222.230), and "Outgoing mail server (SMTP)" (mail.allcatclaims.com); and "Logon Information" with fields for "User Name" (jamesbond) and "Password" (masked with asterisks). There are also checkboxes for "Remember password" (checked) and "Require logon using Secure Password Authentication (SPA)" (unchecked). On the right side, there is a "Test Account Settings ..." button and a "More Settings ..." button. At the bottom, there are three buttons: "< Back", "Next >" (highlighted with a red rectangle), and "Cancel".

Step12) Click **Finish**



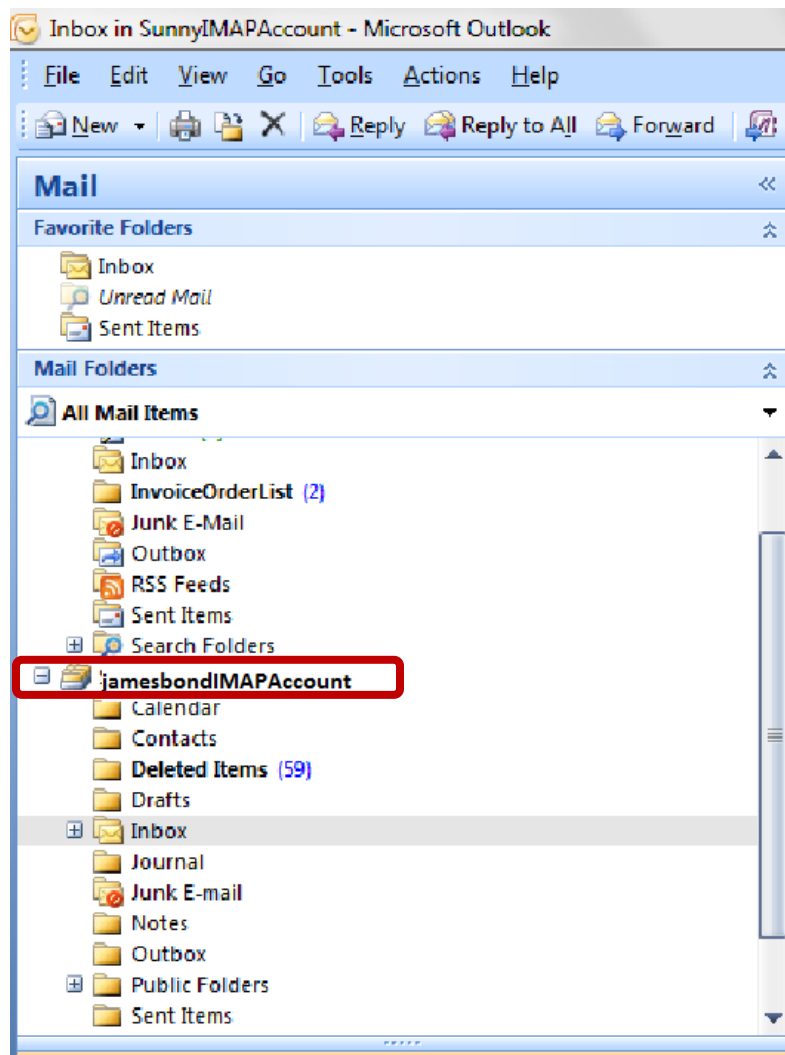
Step13) Open your local outlook client and you see a new email Account as "the name specified for this email account" (In example the email account Name is : jamesbondIMAPAccount).

Once you go into your Email Account, you can see all the folders and contacts.

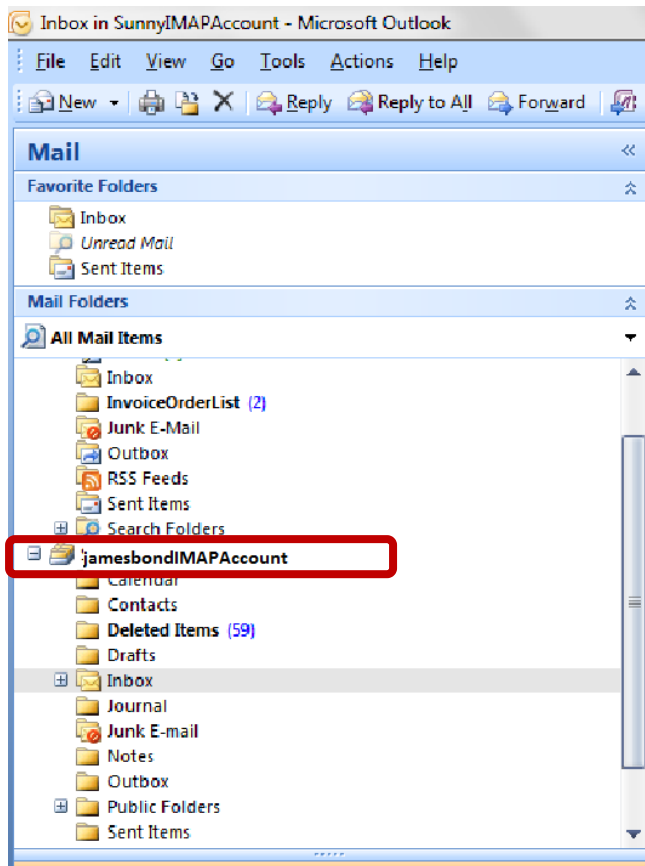
* Please double check the **Inbox Subfolders** to make sure all your Inbox Subfolders emails are present in it.

If not please follow Steps 14, 15 and 16

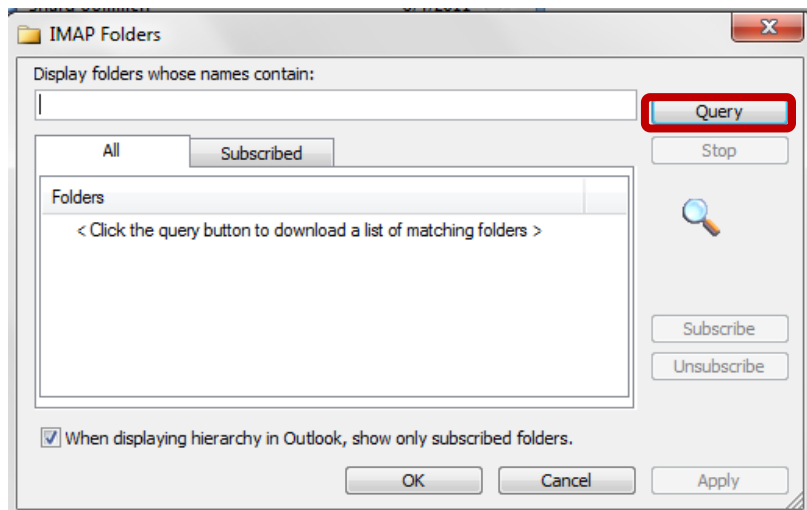
* Please skip step 14, 15 and 16 if you can see all the folders and the information in it.



Step14) For importing Inbox Subfolders, emails present in the subfolders, missing contacts, tasks etc., Right Click on the Email Account (jamesbondIMAPAccount) and select **IMAP Folders...**



Step15) Click On Query



Step16) Please select your missing folders then click on **Subscribe.**

Once you finish Subscribing click **Ok**

After that you can see all the missing folders in your email account.

