**Setting Up an Office 365 Account Using IMAP**

Below you will find information on configuring ITS-supported email clients to access your Office 365 account using IMAP. You will need to know your Office 365 email address, password, and the Office 365 server settings in order to successfully set up your email client.

**IMAP Server Settings**

The following are the incoming and outgoing IMAP server settings for Office 365.

|  |  |  |
| --- | --- | --- |
| **Setting** | IMAP (incoming) | SMTP (outgoing) |
| **Server Name** | outlook.office365.com | smtp.office365.com |
| **Port Number** | 993 | 587 |
| **Encryption Method** | SSL | TLS |

The following Microsoft links provide step-by-step information on how to connect your email client to Office 365 using the IMAP protocol.





