1. Go to Tools, Options and select Getting Started. Add your user information and the server information as shown below:
3. Select Incoming Mail. If you choose POP, you may set up your account as follows:
4. If you choose IMAP, you may set up your account as follows:

![Options dialog box with IMAP selected, showing server configuration, mailbox location prefix, and options for new mail download, when deleting messages, and authentication style.]
5. Go to Sending Mail, Under Secure Sockets when Sending, select Required, Alternate Port.