

[Show All](#)**Personal Settings**

General



Accounts

Notifications &
Sounds

Categories



Fonts



AutoCorrect

E-mail

Reading



Composing



Signatures



Rules



Schedules

Other

Calendar



Contacts



Sync Services



Feedback

From the top menu, click Outlook > Preferences to open this popup, then click on Accounts.

Show All

Default Account

**Silverbarrel**

scottm@silverbarrel.com

**Silverbarrel**

IMAP Account

Account description: Silverbarrel

Personal information

Full name: Scott Morrish

E-mail address: scottm@silverbarrel.com

Server information

User name: scottm@silverbarrel.com

Password:

Incoming server: mail.silverbarrel.com : 143

- Override default port
- Use SSL to connect (recommended)
- Always use secure password

Outgoing server: mail.silverbarrel.com : 587

- Override default port
- Use SSL to connect (recommended)

[More Options...](#)[Learn about IMAP account settings](#)[Advanced...](#)

Click + then select
Other Mail... from
the drop down
menu.

+ v -



Exchange...

Other Email...

Directory Service...

Show All

Default Account

Silverbarrel
scottm@silverba**Enter your account information.**

E-mail address: test@silverbarrel.com

Password: ●●●●●●

 Configure automatically

User name: test@silverbarrel.com

Type: IMAP

Incoming server: mail.silverbarrel.com : 143

 Override default port Use SSL to connect (recommended)

Outgoing server: mail.silverbarrel.com : 587

 Override default port Use SSL to connect (recommended)

Cancel

Add Account

Complete the fields on this screen
paying close attention to the marked
items.

[Learn about IMAP account settings](#)

Advanced...

Show All

Default Account

**Silverbarrel**

scottm@silverbarrel.com

**Silverbarrel 1**

test@silverbarrel.com

Settings for: mail.silverbarrel.com

Authentication: Use Incoming Server Info

User name: Password: Unqualified domain: [Learn about IMAP settings](#)

Cancel

OK

Select Use Incoming Server Info from the drop down menu then click OK.

Password: Incoming server: :

- Override default port
- Use SSL to connect (recommended)
- Always use secure password


Outgoing server: :


- Override default port
- Use SSL to connect (recommended)

[Learn about IMAP account settings](#)

Show All

Default Account

 **Silverbarrel**
scottm@silverbarrel.com

 **Silverbarrel 1**
test@silverbarrel.com

Once complete, you'll notice the green dot next to your new account indicating that it's connected to the mail server.

**Silverbarrel 1**

IMAP Account

Account description: Silverbarrel 1

Personal information

Name: Scott Morrish

test@silverbarrel.com

Name: test@silverbarrel.com

Password:


Incoming server: mail.silverbarrel.com : 143

 Override default port Use SSL to connect (recommended) Always use secure password

Outgoing server: mail.silverbarrel.com : 587

 Override default port Use SSL to connect (recommended)[More Options...](#)[Learn about IMAP account settings](#)[Advanced...](#)

▼ SILVERBARREL

▼  **INBOX**






- Archive
- Drafts** 39
- File Locally
- ▶ INBOX
- Notes
- Personal
- Requires Action
- Sent
- Spam** 5
- Trash** 1

▼ SILVERBARREL 1

▼  **INBOX**

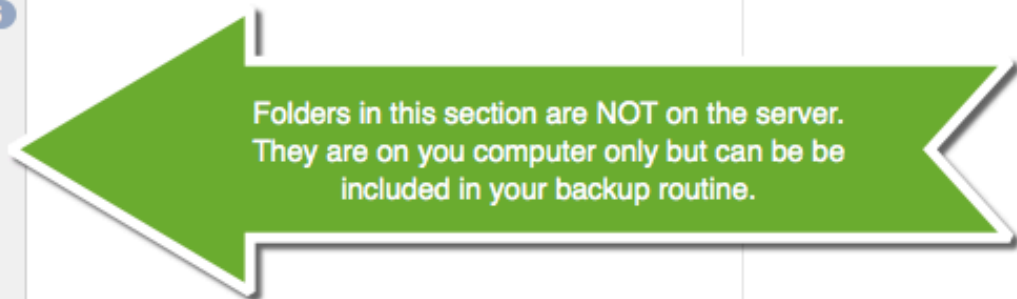
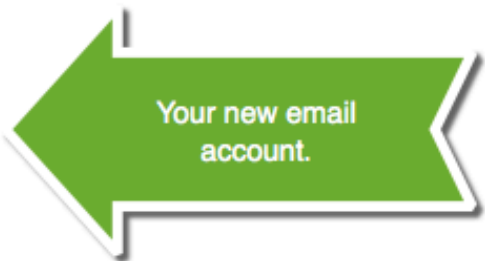
- Drafts 17
- ▶ Senior Living Magazine
- Sent
- Spam**
- Trash** 5

▼ ON MY COMPUTER

-  Inbox
-  Drafts
-  Sent Items
- ▶  Deleted Items
-  Junk E-mail

Arrange By: Date Received ↕

Newest on Top ▾



Folders below your email account are ON the server. Deleting email from here will remove it on all devices.