

How To Setup IMAP Email Accounts In Outlook

This article will assist you in setting up your email accounts that you have set up within CHI.Midphase.com on your computer.

First, verify the login details are correct by logging in at <https://chimail.midphase.com>. The username is your email address. If the password you enter does not work, you will likely need to reset it through your <https://chimail.midphase.com> account under Domains -> Email. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook.

STEP 1: Open **Outlook**

STEP 2: Click on **File** then **Add Account...**

STEP 3: Select **Manually configure server settings or additional server types:**

STEP 4: Click **Next**

STEP 5: *Server Type:* Select **Internet E-mail** and click **Next:**

STEP 6: *Internet E-mail Settings*

Please replace John Doe with your name and john@yourdomain.com with your email address

User Information

Your Name: John Doe

E-mail Address: Your full email address e.g. john@yourdomain.com

Server Information

Account Type: IMAP

Incoming mail server: chimail.midphase.com

Outgoing mail server (SMTP): chimail.midphase.com

Logon Information

User Name: *Your full email address e.g. john@yourdomain.com*

Password: *The password for your email address*

Check **Remember password**

STEP 7: Click **More Settings...**

Outgoing Server tab

Check box to **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**

STEP 8: Advanced tab

Incoming server (IMAP): 143

Outgoing server (SMTP): 587

Click **OK**

STEP 9: Click **Next**

STEP 10: Click **Finish**

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.

This article is intended for clients who have ordered shared web hosting or registered a domain name through <https://chi.midphase.com>

Related articles

- [How To Add My Email Account To Entourage](#)
- [Does Spam Assassin Work On Email Accounts With Forwarding](#)
- [Why Are My Emails Not Getting To Hotmail Or Yahoo Customers](#)
- [What Should My FTP Settings Be For An Addon Domain](#)
- [What Is The Difference Between Email Protocols](#)