

Using Outlook with Integrity First Technology Solutions, Inc. Email

Section A POP3 Email – If you are using Microsoft Outlook or Mozilla Thunderbird and want a **POP3** connection to your email account

1. Create a new account using the below information:
 - a. *Account Type*: POP3
 - b. *Incoming mail server*: mail.iftstools.com
 - c. *Outgoing mail server*: mail.iftstools.com
 - d. *Username*: your email address
 - e. *Password*: your password
 - f. More Settings > My outgoing server (SMTP) requires authentication: Yes, and use the same settings as incoming mail server
 - g. Advanced Settings > Incoming Server (POP3): Port 995 and use an SSL encrypted connection.
 - h. Advanced Settings > Outgoing Server (SMTP): Port 465 and use an SSL encrypted connection.
 - i. For more help on creating your email account in Outlook, please refer to this video from Microsoft: <http://www.microsoft.com/en-us/showcase/details.aspx?uuid=7ef2bbef-531d-4165-809f-7b928486d318> Start at 2 minutes in where they review how to manually set up your account.
2. When you are finished, send a test email to yourself to make sure that the changes are correct.

Section B IMAP Email – If you are using Microsoft Outlook or Mozilla Thunderbird and want an **IMAP** connection to your email account

1. Create a new account using the below information:
 - a. *Account Type*: IMAP
 - b. *Incoming mail server*: mail.iftstools.com
 - c. *Outgoing mail server*: mail.iftstools.com
 - d. *Username*: your email address
 - e. *Password*: the new password that you set up in Section C, part 3
 - f. More Settings > My outgoing server (SMTP) requires authentication: Yes, and use the same settings as incoming mail server
 - g. Advanced Settings > Incoming Server (IMAP): Port 993 and use an SSL encrypted connection
 - h. Advanced Settings > Outgoing Server (SMTP): Port 465 and use an SSL encrypted connection
 - i. For more help on creating your email account in Outlook, please refer to this video from Microsoft: <http://www.microsoft.com/en-us/showcase/details.aspx?uuid=7ef2bbef-531d-4165-809f-7b928486d318>

[531d-4165-809f-7b928486d318](#) Start at 2 minutes in where they review how to manually set up your account

2. Select all of the emails from the folder that you created on your computer and drag and drop them into your email program. They should all copy over with the original dates and times.
3. When you are finished, send a test email to yourself to make sure that the changes are correct.