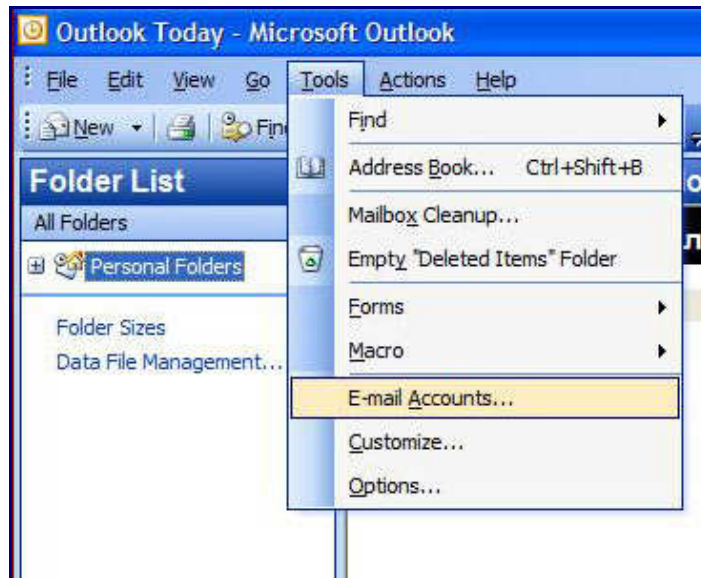


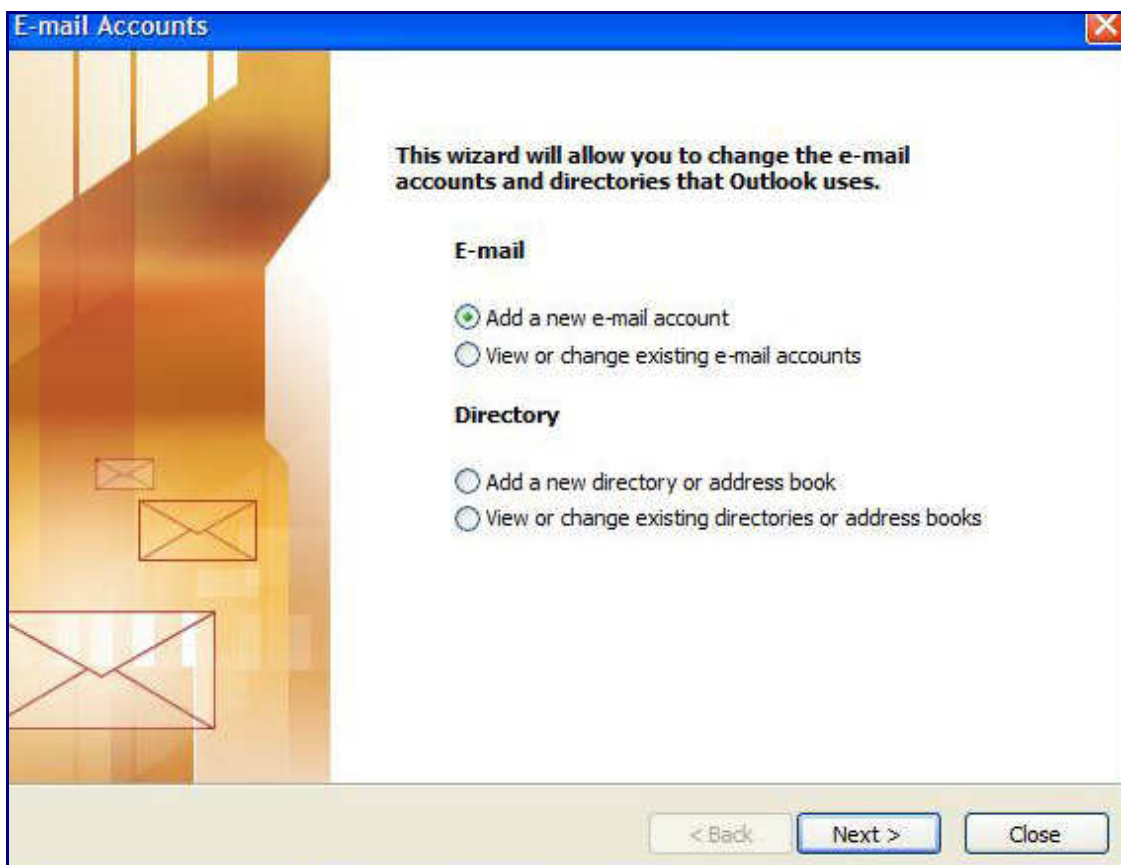
## Internet Message Access Protocol over SSL (IMAPs) for faculty, administration and students based in Sofia

### IMAP settings

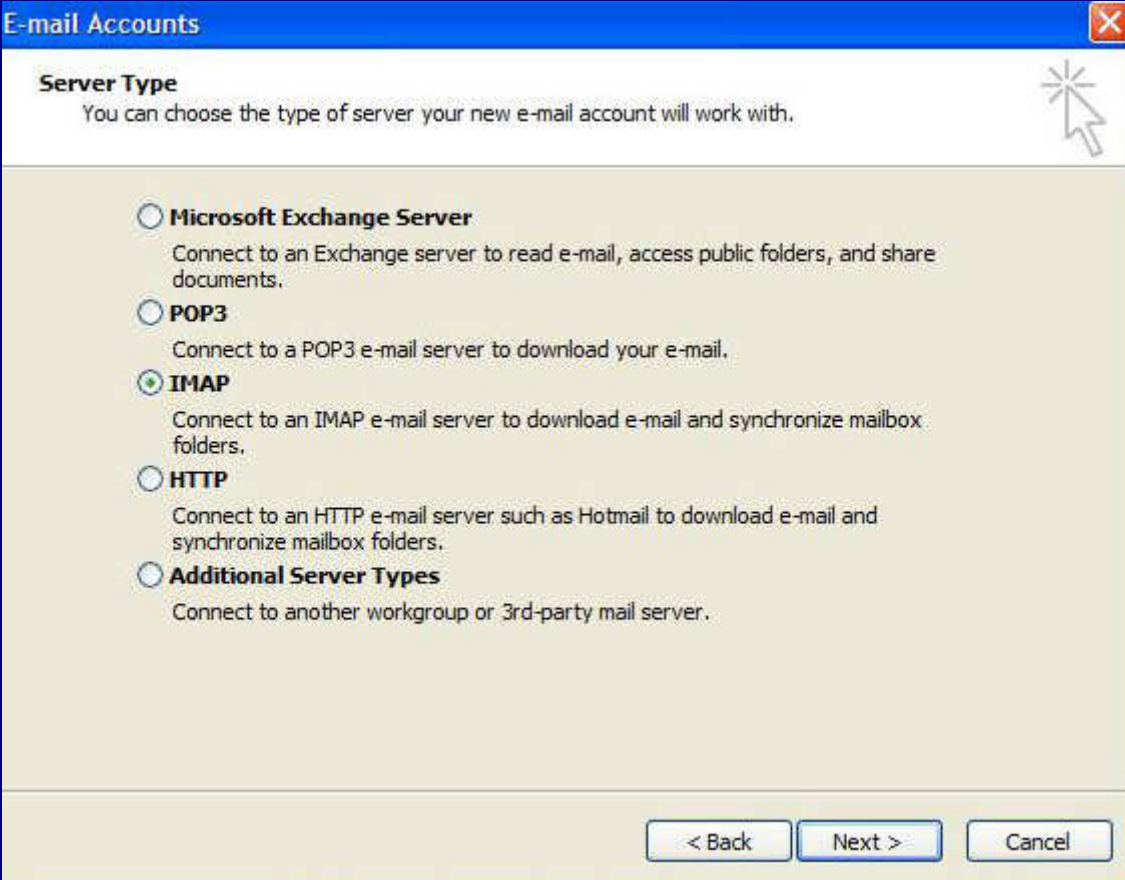
1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts**.



3. Click **Add a new e-mail account**, and click **Next**.



4. Choose **IMAP** as your server type and click **Next**.



**E-mail Accounts** [X]

**Server Type**  
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

< Back    Next >    Cancel

5. Fill the text boxes as is shown in the example of the picture below (replace E-mail Address and User Name fields with your owns) and click the **More Settings...** button.

**User Information**

**Your Name:** Enter your name

**Email Address:** Enter your full email address: **username@aubg.bg**

**Server Information**

**Incoming mail server (IMAP):** mailsf.aubg.bg

**Outgoing mail server (SMTP):** Put your local SMTP provider here

**Login Information**

**User Name:** Enter your full AUBG username including **sofia** (for example: **sofia\username**).

**Password:** Enter your password

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (IMAP)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." and a help icon. The dialog is divided into three sections: "User Information", "Server Information", and "Logon Information".

User Information		Server Information	
Your Name:	Philip Rusinov	Incoming mail server (IMAP):	mailsf.aubg.bg
E-mail Address:	rusinov@aubg.bg	Outgoing mail server (SMTP):	your local SMTP provider

**Logon Information**

User Name: sofia\rusinov

Password: \*\*\*\*\*

Remember password

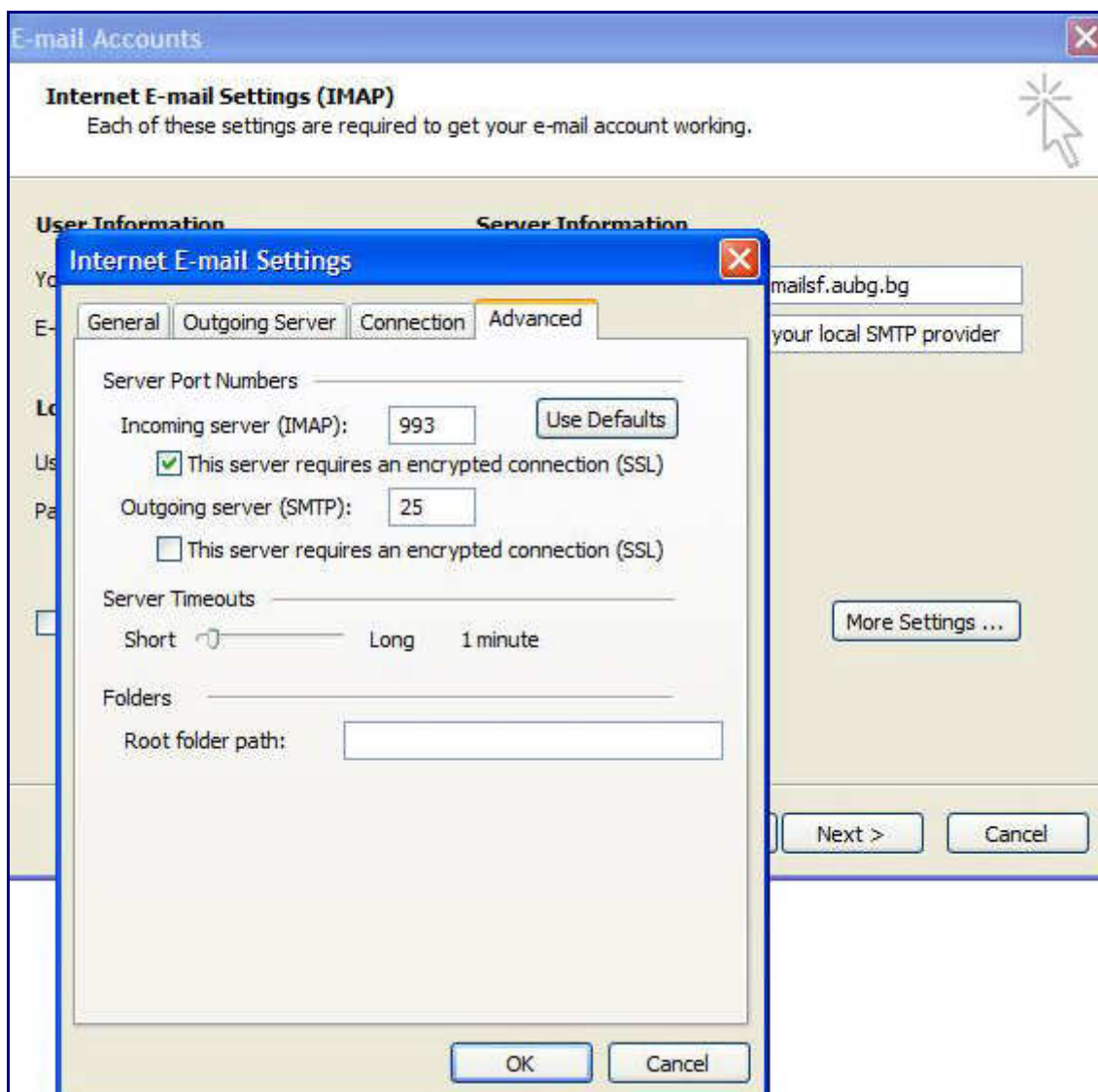
Log on using Secure Password Authentication (SPA)

More Settings ...

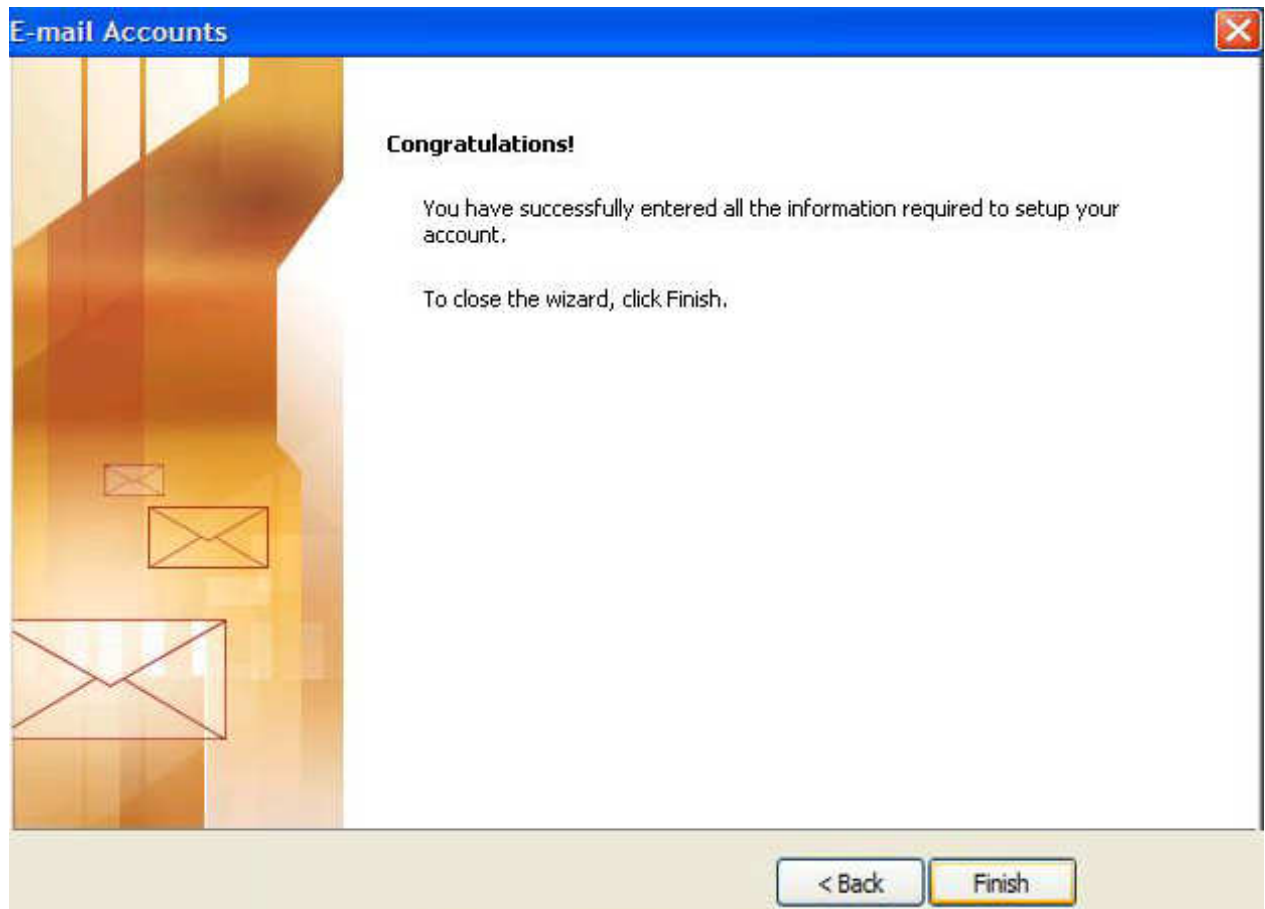
< Back    Next >    Cancel

6. Click the **Advanced** tab.

Check the box **This server requires an encrypted connection (SSL)** under **Incoming Server (IMAP)**. **Incoming IMAP** server port automatically changes to **993**.



7. Click **OK**, **Next**, **Finish** and **Close** to save your IMAP settings.



**Note:**

When you are connecting to our **IMAP** server, please click the **Yes** button to trust the certificate and continue with encrypted connection.

