

## Outlook 2007 IMAP set up

What settings do I need to configure Outlook 2007 with my AKO/DKO **webmail**?

Follow the directions below to configure your AKO/DKO **webmail** to Outlook 2007 on your local machine.

1. Open Outlook 2007.
2. Click on 'Tools'
3. Click on 'Account Settings...'
4. Within the "E-mail" tab, click on 'New'.
5. Select "Microsoft Exchange, POP 3, IMAP, or HTTP".
6. Click on 'Next'.
7. Select 'Manually configure server settings or additional server types' located at the bottom of the page.
8. Click on 'Next'.
9. Select 'Internet E-mail'.
10. Click on 'Next'.
11. Enter your name in the "Your Name" field, this is what will display on your outgoing emails.
12. Enter in your AKO/DKO email address within the "Email Address" field.
13. Select "IMAP" for the account type within the drop down box.\*
14. In the field for "Incoming mail server", enter `imap.us.army.mil` .
15. In the field for "Outgoing mail server (SMTP)", enter `mailrouter.us.army.mil` .
  - **Note:** Some ISP's prevent "mailrouter" from being set here. You may need to contact your local ISP or network administrators if you are unable to send mail.
16. Ensure that the box that reads "Require logon using Secure Password Authentication (SPA)" is unchecked.
17. You can also enter in your AKO/DKO logon information in the fields "Username" and "Password". Note: you will need to update this any time you change your AKO password.
18. Click the 'More Settings' button.
19. Click on the 'Outgoing Server' tab.
20. Check the box next to "My outgoing server (SMTP) requires authentication".
21. Select "Use same settings as my incoming mail server".
22. Click on the 'Advanced' tab.
23. Select SSL for both fields labeled "Use the following type of encrypted connection"
24. Enter in 993 for the "Incoming Server (IMAP)".
25. Enter 465 for the "Outgoing Server (SMTP)".
26. Click the 'OK' button to save your settings.
27. Click 'Next'.
28. Click 'Finish'.

**Note:** You may need to download the latest DoD Root Certificates before your email client will function correctly. For more information about downloading and installing the DoD Root

## Enterprise Email

Army Email Login Information  
<http://enterprise-email.org>

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Certificates, [Click Here](#).

**\*AKO supports the use of IMAP, because IMAP keeps a copy of the email in your portal mailbox. This means you can retrieve email from the server. POP, by default, downloads the mail to the external mail client (removes the mail from your portal mailbox) which means there is no backup of your email in your portal account. NOTE: Some Army Installations block the use of IMAP. If you experience difficulty setting up IMAP you may want to consult the Network Enterprise Center (NEC), formerly known as Director of Information Management (DOIM), at your military installation to confirm the use of IMAP is blocked.**

The usage of Outlook versus AKO **webmail**, or the Outlook Connector, could result in the inability to sign and encrypt. Your AKO calendar will not sync with Outlook using the above process.

Outlook Connector will disable some features of Outlook and installation of Outlook Connector may prevent email syncing properly with Outlook.

AKO does not support Outlook and can only provide the settings for creating the IMAP account. For questions related to Outlook, please contact your local IT branch, or Microsoft.

**Note for CAC users:** If you have recently registered your CAC with your AKO account, you may need to reboot your system before you are able to access your email from a third-party client.

Setting up your AKO/DKO **webmail** with Outlook 2007 will allow you to view and use your AKO/DKO **webmail** from your local machine.