Search

Outlook settings for POP and IMAP access for Office 365 for business or Microsoft Exchange accounts

Learn how to use Outlook Web App to find POP3 and IMAP4 settings for Office 365 for business and Microsoft Exchange-based email.

If you're using Office 365 for business or other Microsoft Exchange-based email, you can find your Post Office Protocol 3 (POP3) and Internet Message Access Protocol 4 (IMAP4) server settings by using Outlook Web App. Connecting to your Office 365 for business or other Microsoft Exchange-based email account using POP3 and IMAP4 only lets you send and receive email. You can't access your contacts, tasks, or calendar when you connect to your account using POP3 or IMAP4.

TIP   For the best experience, we recommend that you connect to your Office 365 for business or other Exchange email account using Outlook Web App, or through an email program that supports Exchange ActiveSync access such as Outlook 2013, Outlook 2010, and Outlook for Mac 2011, Apple Mail 10.6 Snow Leopard, Apple Mail 10.7 Lion, or Entourage 2008 Web Services Edition.

To review instructions for setting up your Office 365 for business or other Microsoft Exchange email on some of the most frequently used email programs, see Instructions for setting up email for your Office 365 for business or Microsoft Exchange account.

In this article

Find POP or IMAP server settings
POP and IMAP options
Instructions for setting up email for your Office 365 for business or Microsoft Exchange account
What else do I need to know?
What if I want to know more?

Find POP or IMAP server settings in Outlook Web App

If you're connecting to your Office 365 for business email, you don't need to look up your settings. For Office 365 for business, use the following settings.

	Server name	Port	Encryption method
POP3	outlook.office365.com	995 implicit	TLS* v1-1.2
IMAP4	outlook.office365.com	993 implicit	TLS* v1-1.2

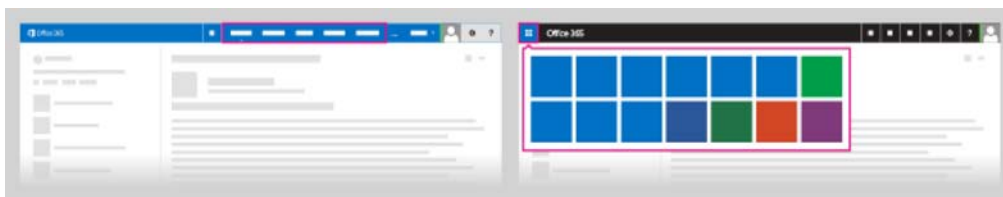|	Server name	Port	Encryption method
SMTP	smtp.office365.com	587 explicit	TLS v1-1.2

* Some clients refer to implicit TLS as SSL.

If you're using Exchange-based email, but aren't using Office 365 for business, do the following to look up your settings.

1. Sign in to Outlook Web App. For help, see Sign in to Outlook Web App.

2. On the nav bar, choose **Outlook** (or **Mail**).

   Or

   Choose **App launcher** ▦ > **Outlook**.

3. On the nav bar, click **Settings** ⚙ > **Options**.

4. Under **Options**, click **Account** > **My account**.

5. On the **My account** page, select **Settings for POP or IMAP access**

   Or

   Under **Mail** > **Accounts**, select **POP and IMAP**.

6. The POP3, IMAP4, and Simple Mail Transfer Protocol (SMTP) server name as well as other settings you may need to enter are listed on the **Settings for POP or IMAP Access** page under POP setting or IMAP setting or SMTP setting.

POP and IMAP options for Outlook Web App

Use these options to change the format of meeting invitations and read receipts. The settings you change here impact only what you see in email programs you added to your email account using POP and IMAP settings.
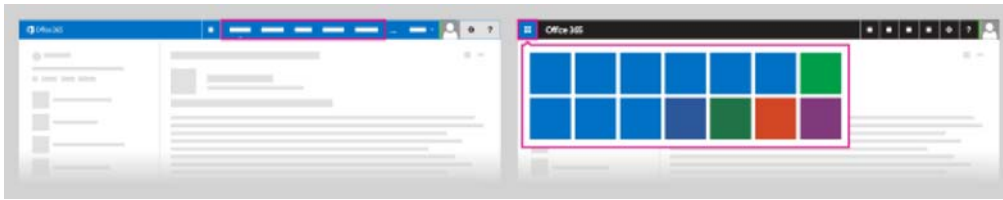
If you don't see this feature, it's not available for the service or account you're using.

NOTE You only need to change these settings if you added your mailbox to an email program using POP or IMAP. If you set up an Exchange account connection, these settings do not apply

1. Sign in to Outlook Web App. For help, see Sign in to Outlook Web App.

2. On the nav bar, choose **Outlook** (or **Mail**).

   Or

   Choose **App launcher** ▦ > **Outlook**.

3. You set the options individually for POP or IMAP. Check the settings in the email program you're using if you're not sure if you added your account using POP or IMAP. Or, if you're not sure, change settings under both **POP options** and **IMAP options**.

   Send meeting invitations in iCalendar format By default, POP or IMAP users receive meeting requests as plain text messages with Outlook Web App-based links to meeting requests. If you select this option, meeting requests are sent in iCalendar (.ics) format. Recipients can take action on the meeting request directly from their email client.

   NOTE   When you use POP or IMAP, meeting invitations are sent in a read-only copy and don't support rich collaboration. The server is not notified about the actions taken (for example, Accept or Decline actions) on the meeting invite. For rich collaboration, use Exchange to connect to your account.

   Don't send receipts for message that have been read By default, if the sender of an email requested an acknowledgment receipt, the sender receives an email notification when the recipient opens the email. Select this option if you don't want to send recipients read receipts.

4. Choose **Save**.

Instructions for setting up email for your Office 365 for business or Exchange account

Use the following resources to set up email for your Office 365 for business or Exchange account:

- To set up email on some of the most frequently used desktop email programs (for example, Outlook, Mozilla Thunderbird, Windows Mail, Apple Mail, and more), see Email program setup reference.

- To set up email on your mobile phone or tablet (for example, iPhone, iPad, Surface, Android, and Windows Phone), see Phone and tablet setup reference.

- To set up email on a desktop version of Outlook (for example, Outlook 2013, Outlook 2010, and Outlook for Mac 2011), see Connect Outlook to this account.

What else do I need to know?

- You can connect to your account using POP3 or IMAP4, but using Exchange ActiveSync to connect to your account is recommended because it supports more features. Desktop email programs that support Exchange ActiveSync include Outlook 2007, Outlook 2010, Outlook 2013, Outlook for Mac 2011, Windows 8 Mail, Apple Mail, and Entourage.

  - For desktop email program setup instructions, see Email program setup reference.

  - For mobile device and tablet setup instructions, see Office 365 mobile setup - Help.

- If the server settings for POP server, IMAP server, and SMTP server don't show in the Outlook Web App options, your account may not be set up to use POP or IMAP email programs. For more information, contact the person who manages your email account.

What if I want to know more?

Supported email programs and features

[Use IMAP or POP to connect to Office 365 for business or Microsoft Exchange accounts](#)

Applies To: Outlook Web App, Outlook Web App for Office 365 Small Business, Office 365 End User, Outlook Web App for Office 365, Outlook on the web for Office 365 Business

Was this information helpful?   YES   NO