IMAP Settings for Faculty/Staff email

**Scope:** IMAP access is available for faculty & staff email. This document describes the generic setup instructions for IMAP.

I. **Enable the SMTP-AUTH service in MIDAS**

1. In order to be able to send out emails from an IMAP client, you will need to enable the SMTP-AUTH service in MIDAS. To activate this service, go to the MIDAS website and log in with your MIDAS ID & password: [https://midas.odu.edu](https://midas.odu.edu)
2. Click on Inactive Services
3. Click on link for SMTP-AUTH service.
4. Then click on the button that says “Click to Activate Service”.
5. Wait about 10 minutes, and then you should be able to use the smtp-auth.odu.edu server to send out email using your MIDAS ID & password.

II. **IMAP server settings**

Here are the generic IMAP server settings for those using other IMAP clients.

**Incoming:**

- **webmail.odu.edu** using SSL over port **993**

**Outgoing:**

- **smtp-auth.odu.edu** using SSL over port **465** Make sure that “authentication required” is enabled.

You will also need to subscribe to your folders in order to see anything other than the Inbox, and how to do this is different in every client.