

Follow the directions below to configure your AKO/DKO webmail on Outlook 2007 on your personal computer.

1. Open Outlook 2007
2. Click on Tools, Account Settings....
3. Within the E-mail tab, click New.
4. Select Microsoft Exchange, POP 3, IMAP, or HTTP and click *Next*.
5. Select "Manually configure server settings or additional server types" located at the bottom of the page and click Next.
6. Select "Internet E-mail" and click Next.
7. Enter your name in the "Your Name:" field, this is what will display on your outgoing emails.
8. Enter in your AKO/DKO email address within the Email Address field.
9. Select IMAP for the account type.
10. In the field for Incoming Mail Server, enter **imap.us.army.mil**
11. In the field for Outgoing Mail Server (SMTP), enter **mailrouter.us.army.mil**
Note: Some ISPs prevent mailrouter from being set here. You may need to contact your local ISP or network administrators if you are unable to send mail.
12. You can also enter in your AKO/DKO logon information in the fields Username and Password.
13. Ensure that the box that reads Require logon using Secure Password Authentication (SPA) **NOT** checked.
14. Click the *More Settings...* button
15. Click the Outgoing Server tab.
16. Check the box next to "*My Outgoing Server (SMTP) Requires Authentication*" and then select *Use Same Settings as My Incoming Mail Server*.
17. Click the Advanced tab.
18. Select **SSL** for both fields labeled "Use the following type of encrypted connection"
For the Incoming Server (IMAP), enter **993**
For the Outgoing Server (SMTP), enter **465**
19. Click OK, then Next, then Finish.