# 5.2.1 IMAP configuration and folders

To proceed with the email configuration you need to open the module Messages:
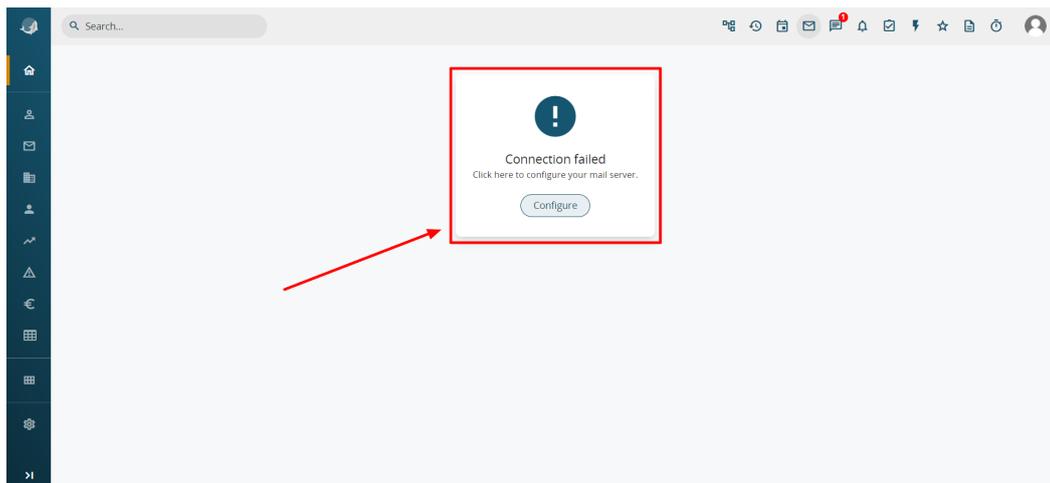
First of all you need to click the "Configure" button (only the first time). Once you have set the SMTP server (see above), the IMAP server can be set up here or directly from the Messages module of each user through the cogwheel icon > Account.

Each user will be able to manage multiple mailboxes, both on servers configured in the Admin Settings and on other servers.

Name	choose the account type from among proposed types or choose Custom
Server	mail server address for IMAP access
Port	SSL/TLS if present
Domain	specify the domain, for example company.com
Signature	selecting "Custom" makes it possible to enter text, images, and links as a personal signature at the foot of email messages, while selecting "Company Name" (Acme, in the example) allows the signature configured in settings to be used. This new function is called "Centralized signature"

Layout	it allows to set the email layout choosing between the following configurations: - show previw description in message list; - enable thread view; - merge account folders.
Filters	it allows to create rules to move mail within folders of the selected account
POP3	it allows to manage mail coming from pop3 mailbox directly within the account created.
Out of office	it allows to apply rules to send automatically email.
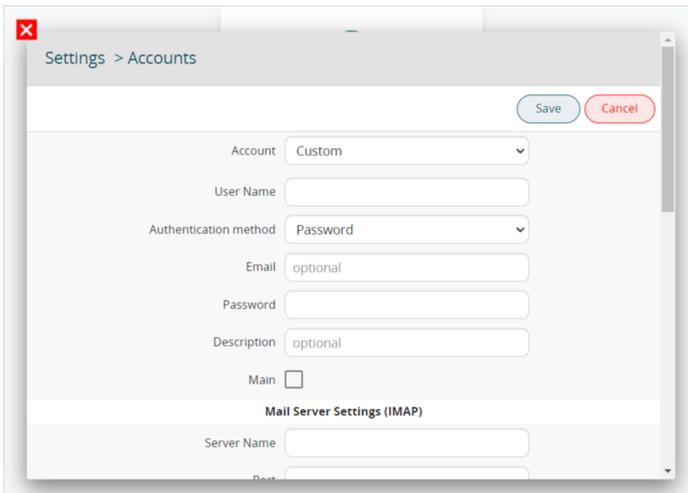
In this pop-up you can select the kind of account you are configurating. Here you can see every selectable value:
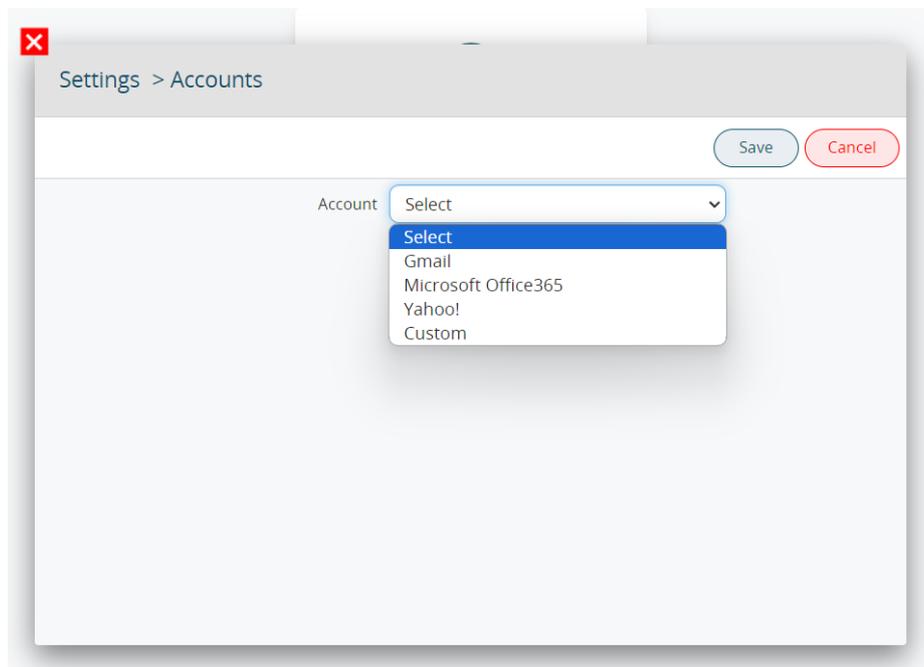
|	
Gmail	Selecting Gmail the window will be like this: As you can see right after the field: **From May 30th, 2022, it's necessary to use an App Password. Details here** This action must be done in order to complete the configuration. You can also use the **Two-factors Authentications** (OAuth2).
Microsoft Office365	Here you need to provide username and password. **PAY ATTENTION**: if the Outlook Authentication is made by OAuth2 **you must not use a custom imap account but the standard one**. We remind you that the **IMAP Office365 is listening to the port 993** (do not use the 443).
Yahoo!	You just need to type username and password.
Custom	Here you can configure completly every connection parameter (IMAP, SMTP, ports)
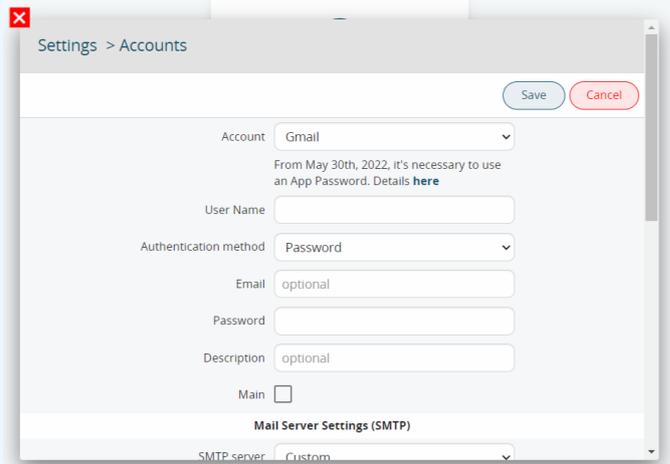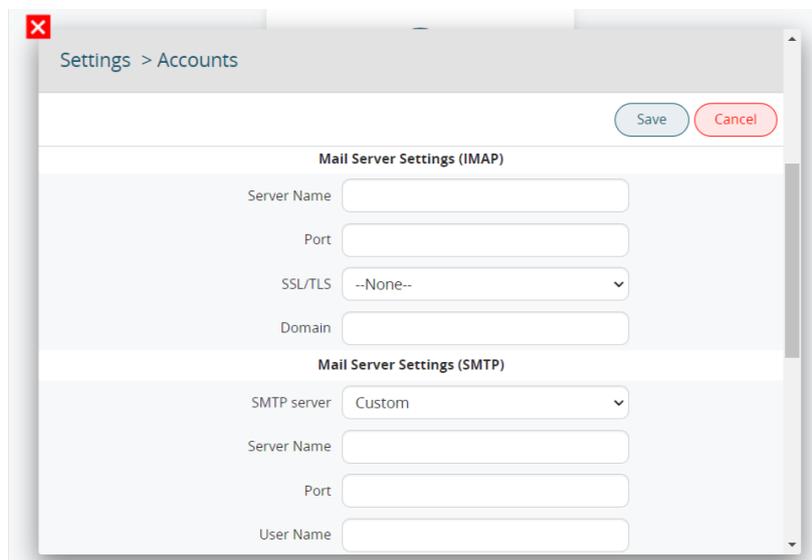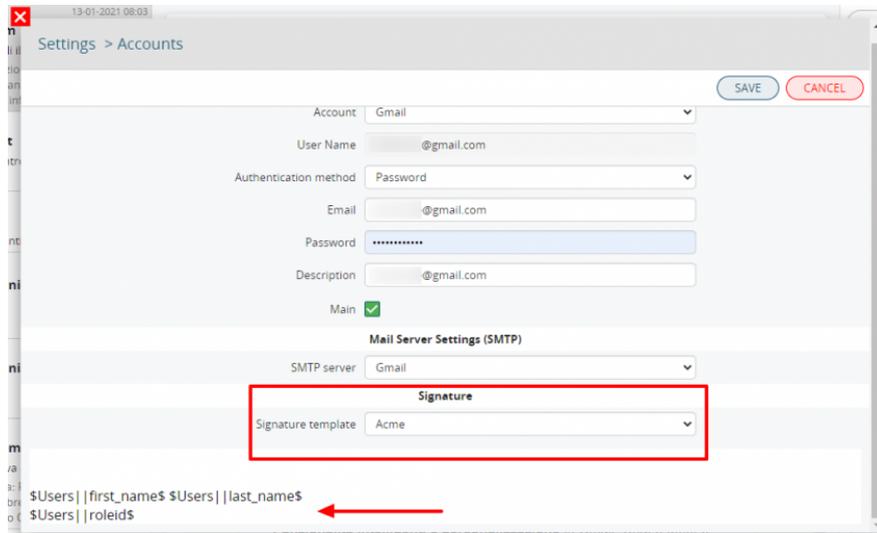
After having entered the access credentials, set up the main folders for incoming emails, sent emails, drafts, bin and spam.

The user can change the layout at any time by accessing Folders from the Messages module ⚙
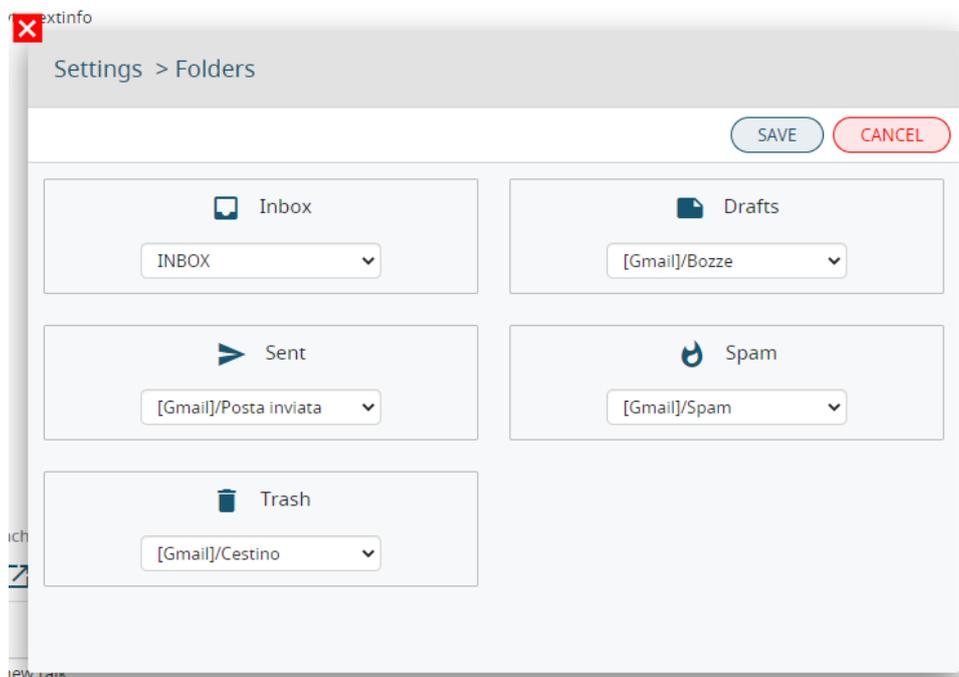
Once the configuration, of one or more accounts is ended, you can find in the Message module the list of the folders (standard and special) divided for each account or in a unified version.

This allows the user to display, for example, all the incoming emails from different addresses in one single folder.

Special folders

There are two special folders in the folders list:

- **Shared:** contains emails that other users have shared with you via a conversation (see below);

- **Imported:** contains all the Messages that are not included in any of the user's IMAP accounts for various reasons, but are linked to a vtenext record;

- **Flagged:** contains emails marked

- **Scheduled:** contains all the scheduled messages that have to be sent, according to the chosen time and date.
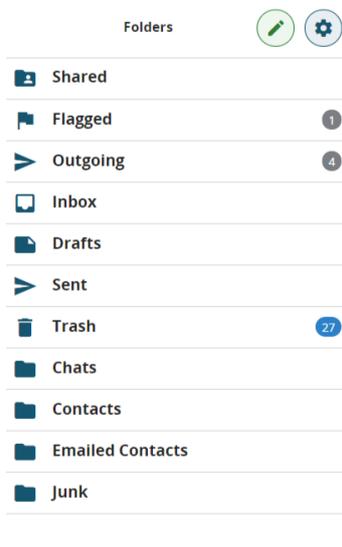
Below examples of PEC email configuration:

PEC Aruba

Name	Choose the Custom option
Server	IMAP: imaps.pec.aruba.it SMTP:smtps.pec.aruba.it
Port	IMAP: 993 SMTP: 587 SSL/TLS if present

PEC Legailmail

Name	Choose the Custom option
Server	IMAP: mbox.cert.legalmail.it SMTP: sendm.cert.legalmail.it

Port	IMAP: 993
	SMTP: 465
	SSL/TLS if present