

**Division
Name**

How to Set Up E-mail in
Microsoft Outlook for Mac





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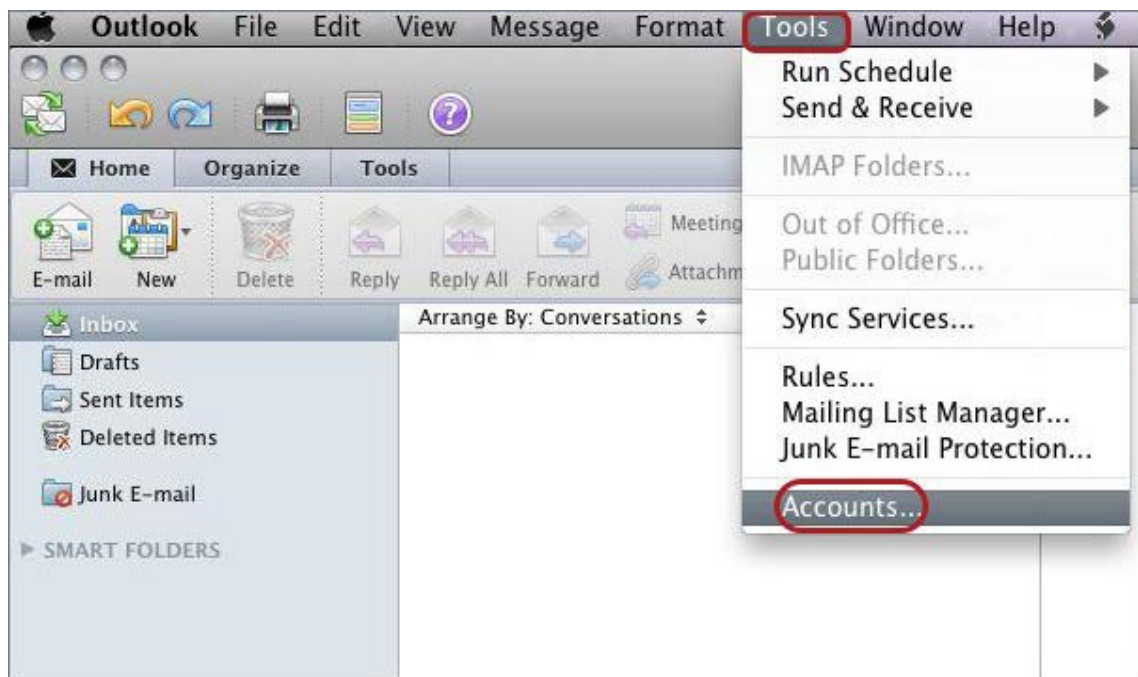
Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook for Mac.

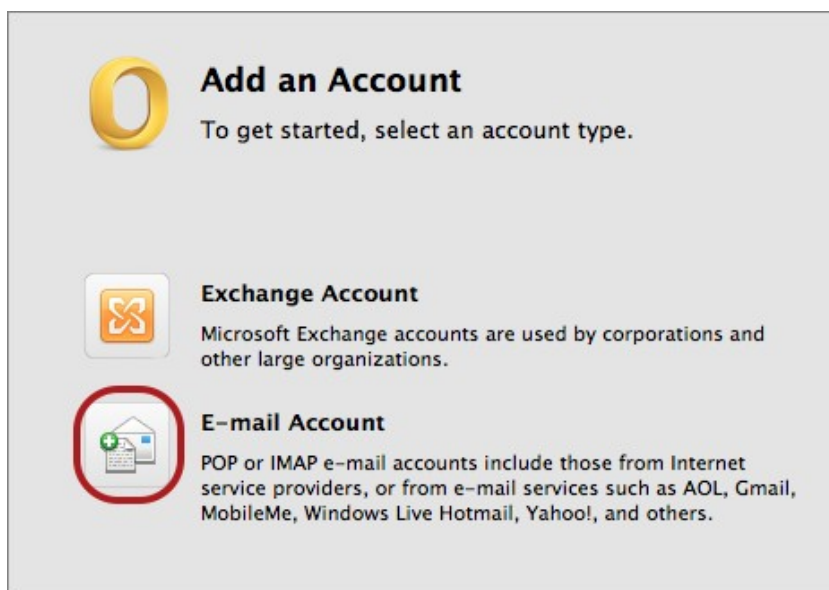
Note: This guide defaults to **IMAP** and **No SSL**.

Adding a New Account

1. Launch Microsoft Outlook for Mac.
2. From the Tools menu, select **Accounts...**



3. Select E-mail Account.





Accounts

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

4. Enter all relevant information.

- Ensure that the User Name is the **full email address**
- Choose **IMAP** or **POP** according to your preference
- Select **Override default port**

IMAP Port Settings

- **Default** setup – incoming port **110**, outgoing port **587**
 - If **SSL** is required – incoming **995**, outgoing **465**
5. Click the **Add Account** button.



SMTP Server Settings

Example
IMAP Account

Account description:

Personal information

Full name:

E-mail address:

Server information

User name:

Password:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Always use secure password

Outgoing server: :

Override default port

Use SSL to connect (recommended)

[Learn about IMAP account settings](#)

1. Click the **More Options** button.
2. Enter your user name (full email address) and password, and then click **OK**.

Settings for: example.com

Authentication:

User name:

Password:

Unqualified domain:

[Learn about IMAP settings](#)

Congratulations! You have completed the new email account setup.