Division
Name

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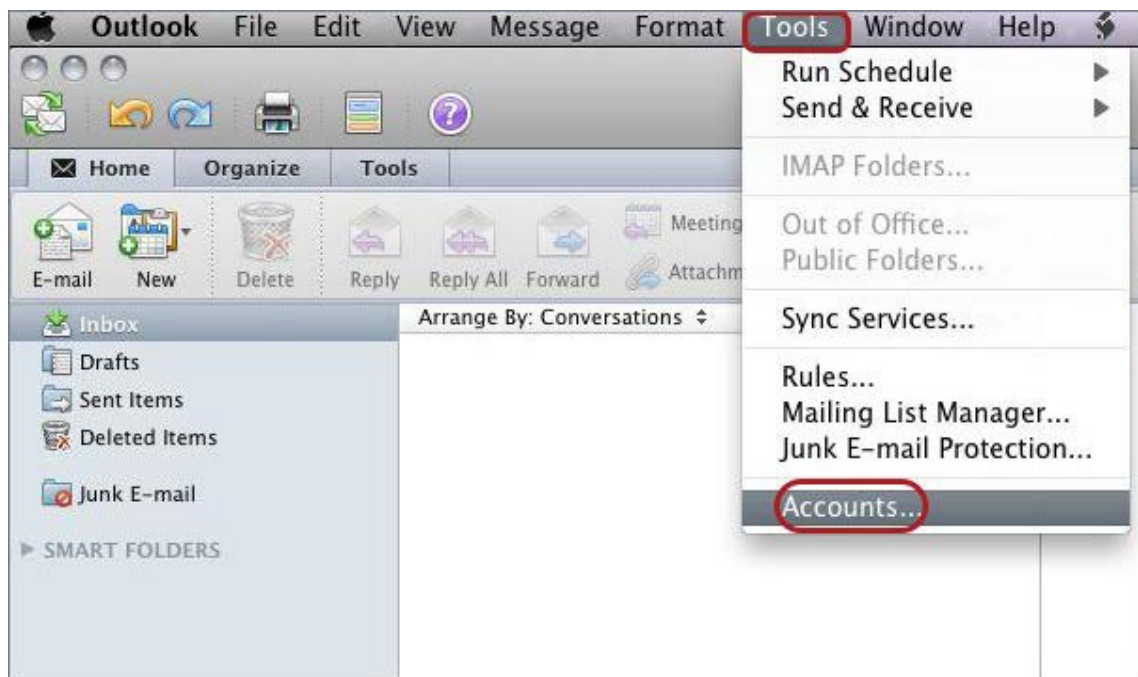
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Contents

Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook for Mac.
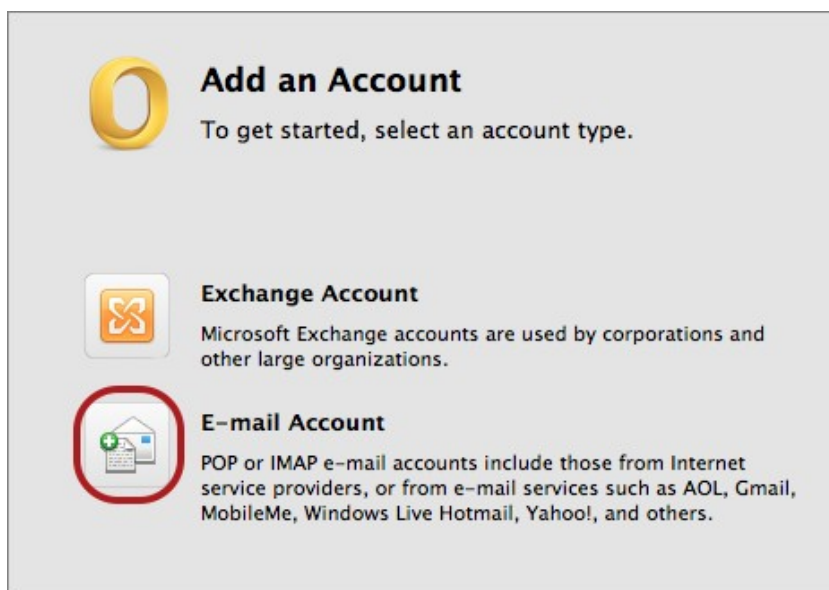
Note: This guide defaults to **IMAP** and **No SSL**.

Adding a New Account

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

3. Select E-mail Account.

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

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

Congratulations! You have completed the new email account setup.