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.

0	Add an Account
	To get started, select an account type.
	Exchange Account
	Microsoft Exchange accounts are used by corporations and other large organizations.
	E-mail Account
U	POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.
9	service providers, or from e-mail services such as AOL, G MobileMe, Windows Live Hotmail, Yahoo!, and others.



Enter your accou	nt information.		
E-mail address:	name@example.com		
Password:	****		
	Configure automatically		
User name:	name@example.com		
Type:	IMAP 🛟		
Incoming server:	mail.example.com	:	143
	Override default port Use SSL to connect (recommended)		
Outgoing server:	smtp.example.com	:	587
	 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:	Example		
Personal information			
Full name:	Your Name		
E-mail address:	name@example.com		
Server information			
User name:	name@example.com		
Password:	•••••		
Incoming server:	mail.example.com	:	143
	 Override default port Use SSL to connect (recommended) Always use secure password 		
Outgoing server:	smtp.example.com	:	587
C	Override default port Use SSL to connect (recommended) More Options		
Learn about IMAP acco	unt settings	Ad	lvanced)

- 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 and Password
User name:	name@example.com
Password:	
Unqualified domain:	example.com
Learn about IMAP settings	Cancel OK

Congratulations! You have completed the new email account setup.