

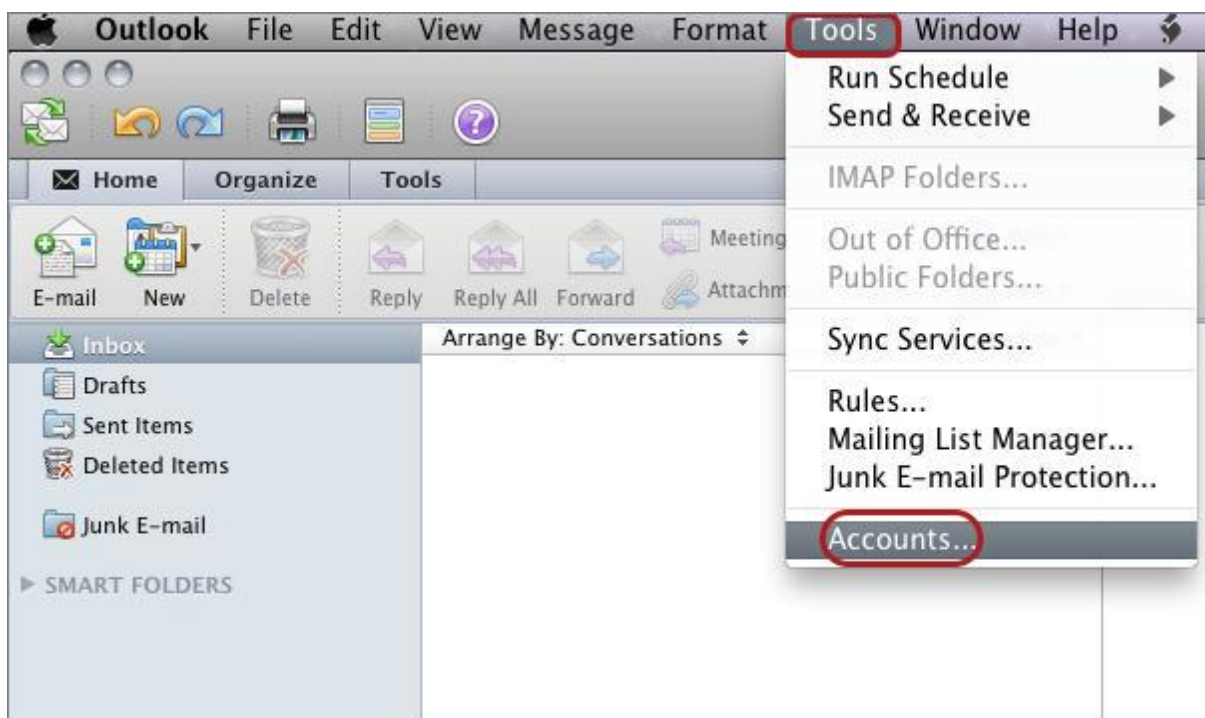
Your mailbox is also available online via [Webmail](#).



- *If the mail account is already set up in Outlook but giving errors – then rather try our [Outlook Troubleshooting](#) guide.*

1. **Launch** Outlook for Mac

2. Select **Tools** from the top menu bar and then **Accounts...**



### **Add an Account**

3. Select the **E-mail Account** option.



## 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

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.

## Enter your account information

### 4. Enter all the relevant details

- Ensure that the **User Name** is the **full email address**.
- If you don't know your password, [reset by Easy2Access](#).
- Choose [IMAP or POP](#) according to your preference.
- Select **Override default port**.

### IMAP port settings

- Default setup: incoming **143**, outgoing **587**
- If SSL is required: incoming 993, outgoing 465

### POP port settings

- Default setup: incoming **110**, outgoing **587**
- If SSL is required: incoming 995, Outgoing 465

### 5. Click **Add Account**

Accounts

**Enter your account information.**

E-mail address:

Password:

Configure automatically

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User name:

Type:

Incoming server:  :

Override default port

Use SSL to connect (recommended)

Outgoing server:  :

Override default port

Use SSL to connect (recommended)

6. All settings should be correct on this screen – choose **More Options**

**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](#)

## Settings for SMTP server

7. Select **User Name and Password** for **Authentication**

8. Enter in your **User name** (full email address) and **password** then select **OK**

**Settings for: example.com**

Authentication:

User name:

Password:

Unqualified domain:

[Learn about IMAP settings](#)

## **You have completed your account setup**

8. Your Outlook mail program should now be set up to send and receive mail.