



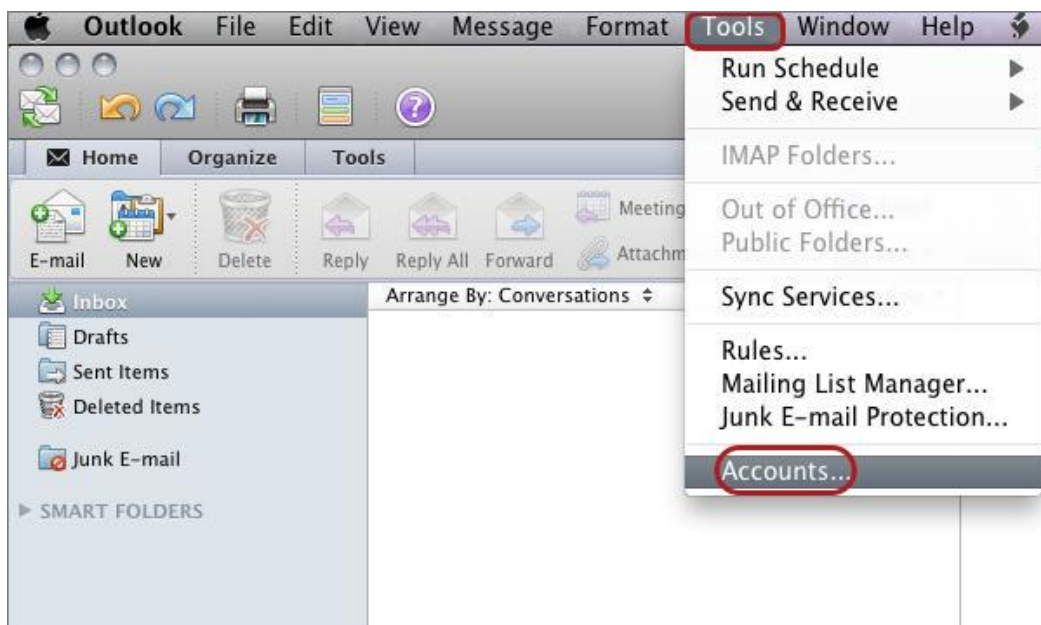
This guide takes you step-by-step through the process of setting up a new email account in Outlook for Mac.

Check your password

- *First, check your password by browsing to [Webmail](#) and trying to log in. If you aren't able to log in, then you have the incorrect password. Forgotten passwords can be reset – you will need to get your domain or web administrator to update it for you.*

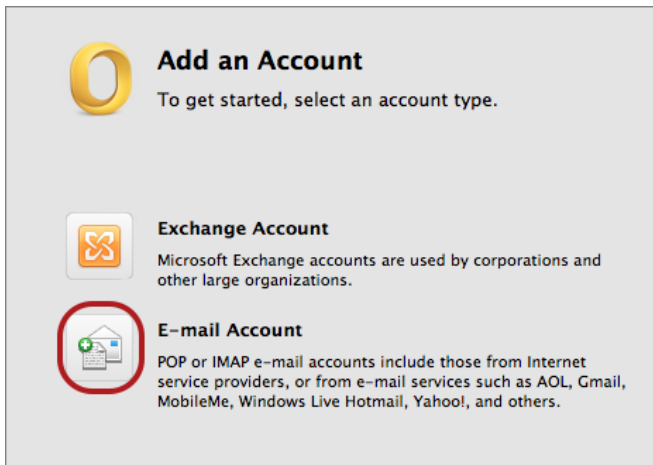
Add Account

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



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, *you will need to get your domain or web administrator to reset it for you.*
- 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

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: :

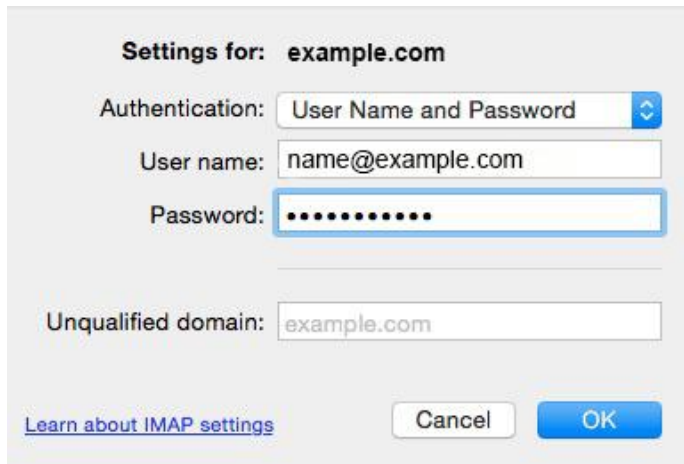
Override default port

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**



The screenshot shows a dialog box titled "Settings for: example.com". It contains the following fields and controls:

- Authentication:** A dropdown menu with "User Name and Password" selected.
- User name:** A text input field containing "name@example.com".
- Password:** A text input field containing ten black dots, indicating a masked password.
- Unqualified domain:** A text input field containing "example.com".
- At the bottom left, there is a blue hyperlink: [Learn about IMAP settings](#).
- At the bottom right, there are two buttons: a white "Cancel" button and a blue "OK" button.

You have completed your account setup

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