This guide takes you step-by-step through the process of setting up a new email account in Outlook 2016 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.*
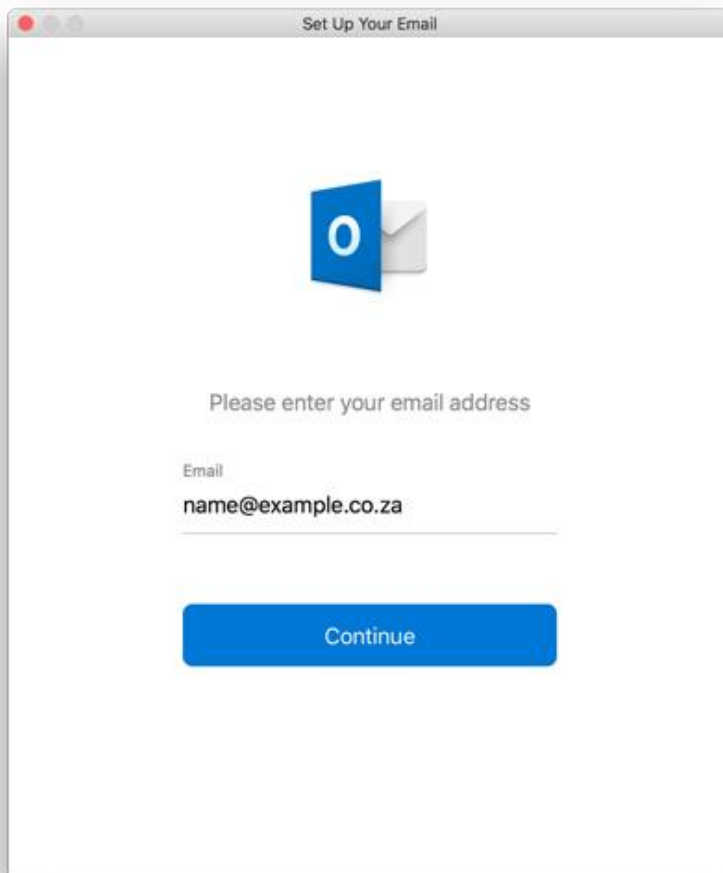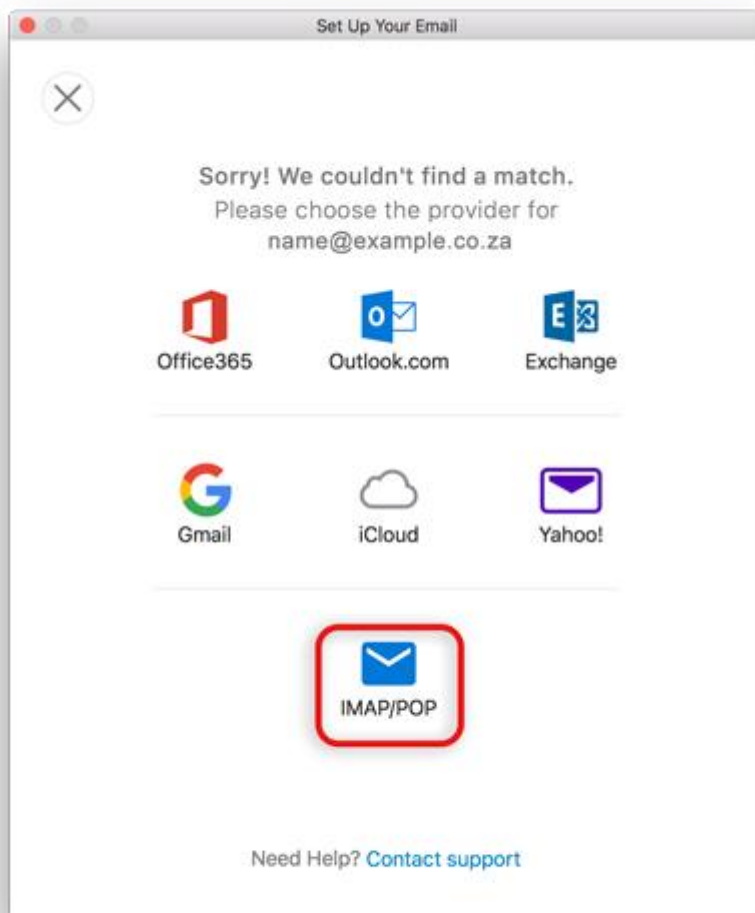
Add your mail account

1.

1. **Launch** *Outlook for Mac*

2. *Select the* **Tools** *tab and then* **Accounts**

3. *A new window will open which will list any other accounts already set up*

4. *At the bottom left, Click the '***+***' button and then* **New Account…**
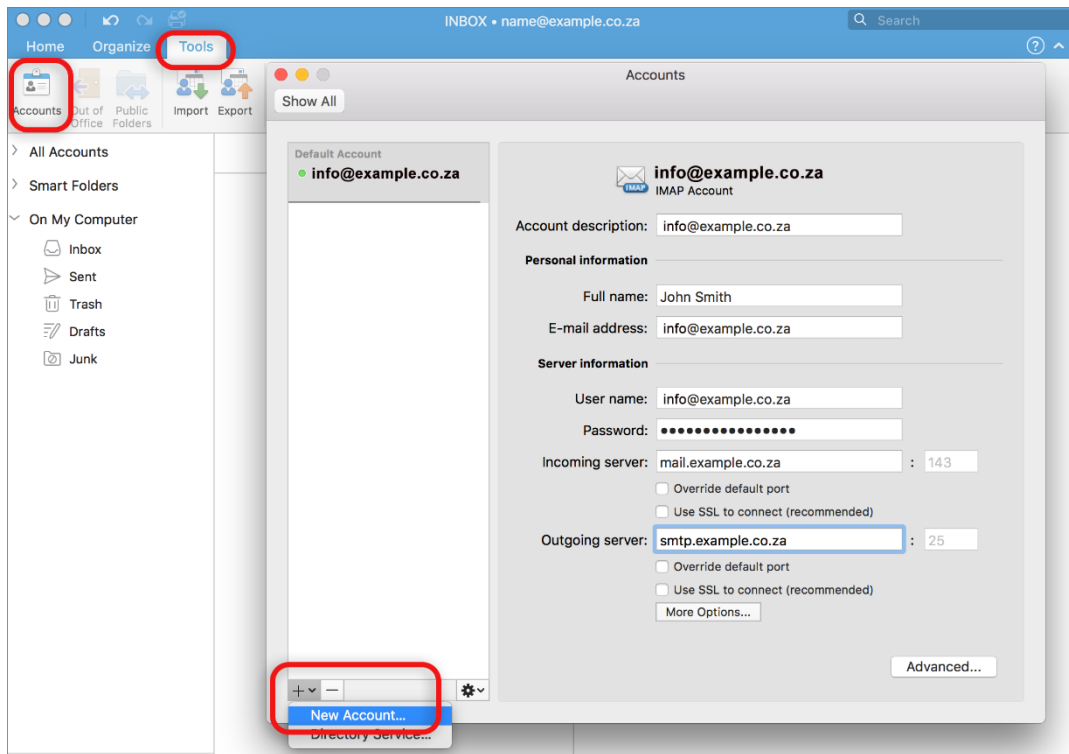
5. *Add your* **email address** *and click* **Continue**

6. *The programme will unsuccessfully search for the provider. Select* **IMAP/POP**

Enter your account information

- *Choose IMAP or POP according to your preference.*

- *Ensure that the* **User Name** *is the* **full email address** *in lower case.*

  If you don't know your **password***, you will need to get your domain or web administrator to reset it for you.*

7. **Incoming server**

- *add* **mail.** *before your domain name*

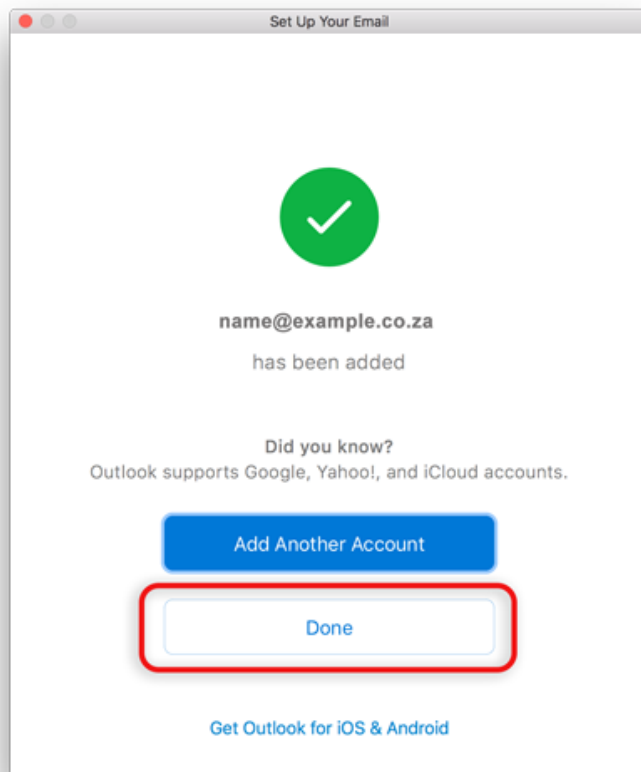- **Untick** *Use SSL to connect*

8. **Outgoing server**

- *add* **smtp.** *before your domain name*

- **Untick** *Use SSL to connect*

- *Change the port number from 25 to **587***

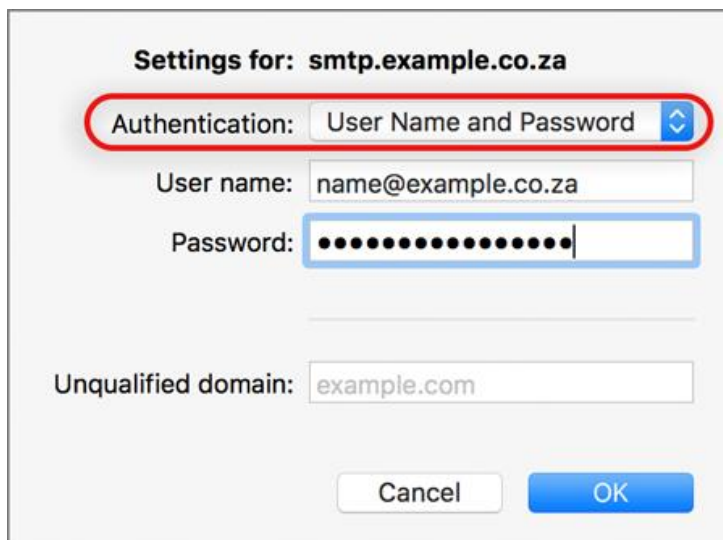*9. Click **Add Account***

*10. Click **Done***

11. You're not quite done yet:

- *All settings should be correct on this screen – now choose* **More Options**
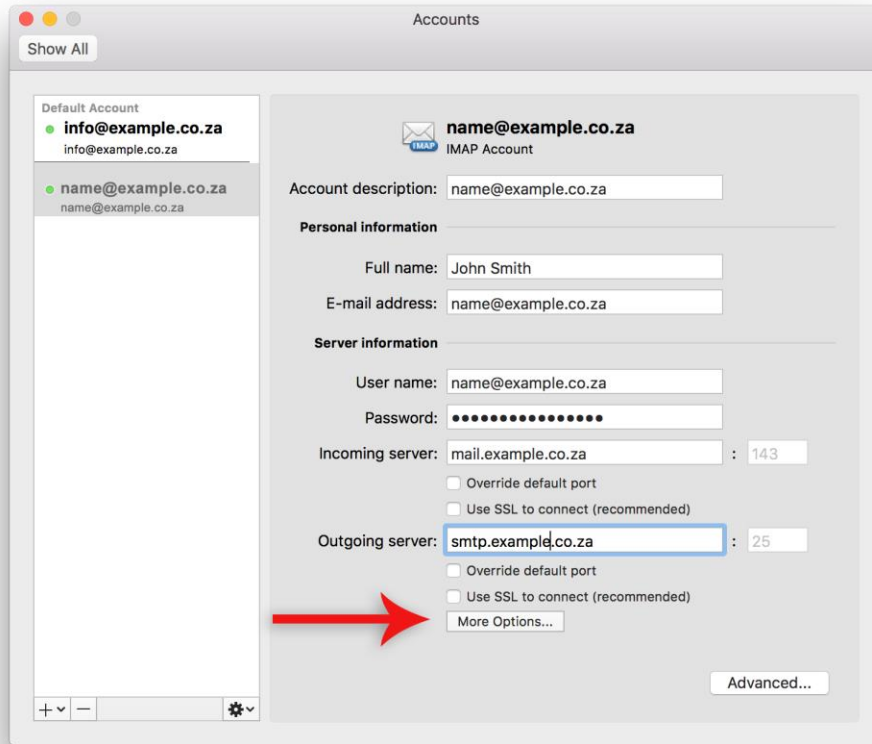
Further Outgoing server settings

- **Authentication:** *Use the dropdown arrow to select* **User Name and Password**

- *Enter in your* **User name** *(full email address) and* **Password**

- *Ignore* **Unqualified domain**

- *Click* **OK**

You have completed your account setup.