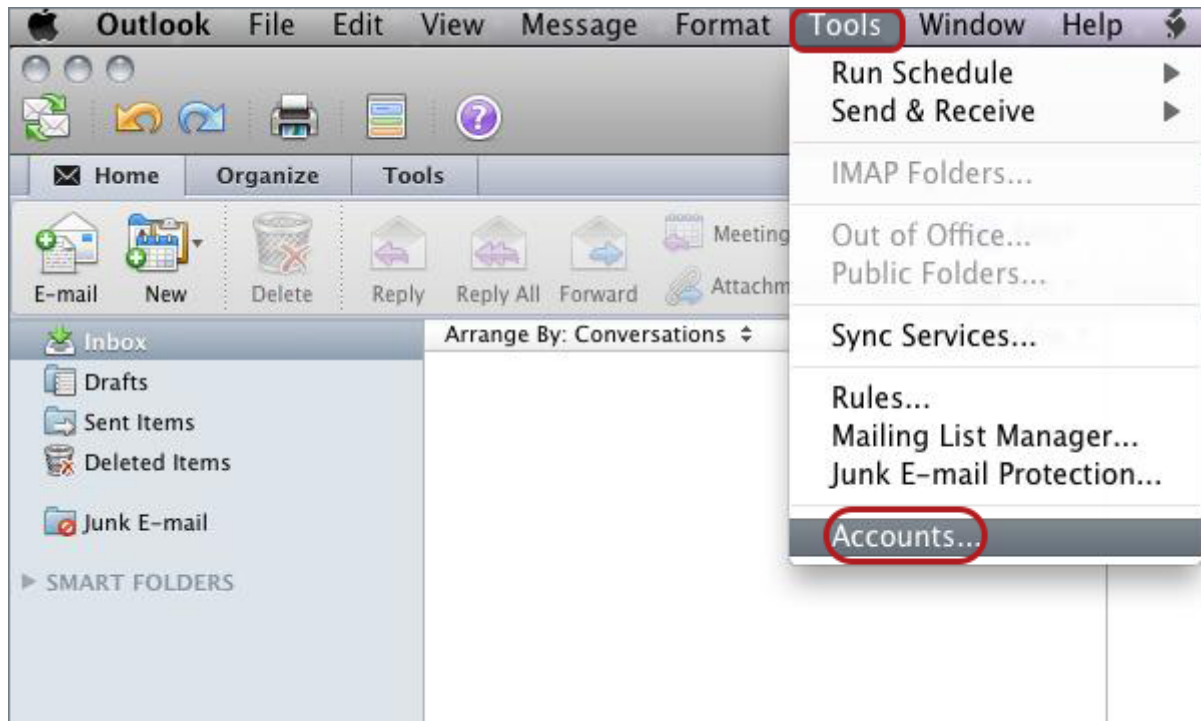


1. **Launch** Outlook for Mac
2. Select **Tools** from the top menu bar and then **Accounts...**



## 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 it via konsoleH](#).
- 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**

The screenshot shows a dialog box titled "Accounts" with the following fields and options:

- Enter your account 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)
- Buttons: Cancel, Add Account

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

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