

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...**


Accounts Out of Office Public Folders Import Export

- > All Accounts
- > Smart Folders
- > On My Computer
 - Inbox
 - Sent
 - Trash
 - Drafts
 - Junk

Accounts

Show All

Default Account
● info@example.co.za

 **info@example.co.za**
IMAP Account

Account description: info@example.co.za

Personal information

Full name: John Smith

E-mail address: info@example.co.za

Server information

User name: info@example.co.za

Password: ●●●●●●●●●●

Incoming server: mail.example.co.za : 143

- Override default port
- Use SSL to connect (recommended)

Outgoing server: smtp.example.co.za : 25

- Override default port
- Use SSL to connect (recommended)

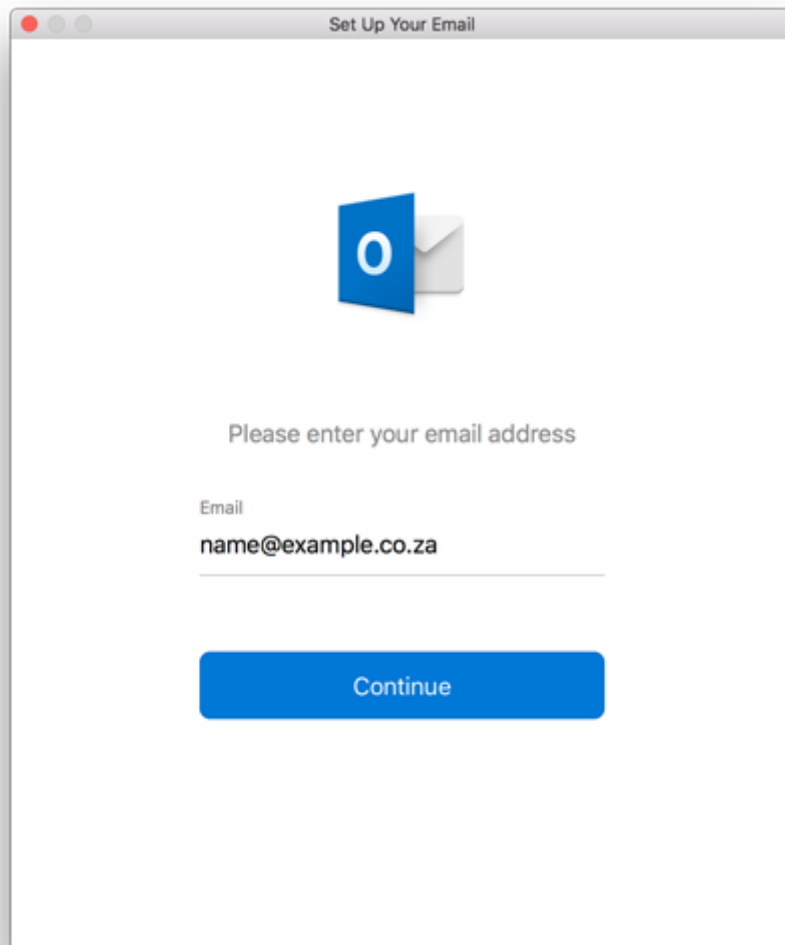
More Options...

Advanced...


+ v - [gear icon]

New Account...
Directory Service...

5. Add your **email address** and click **Continue**



Set Up Your Email

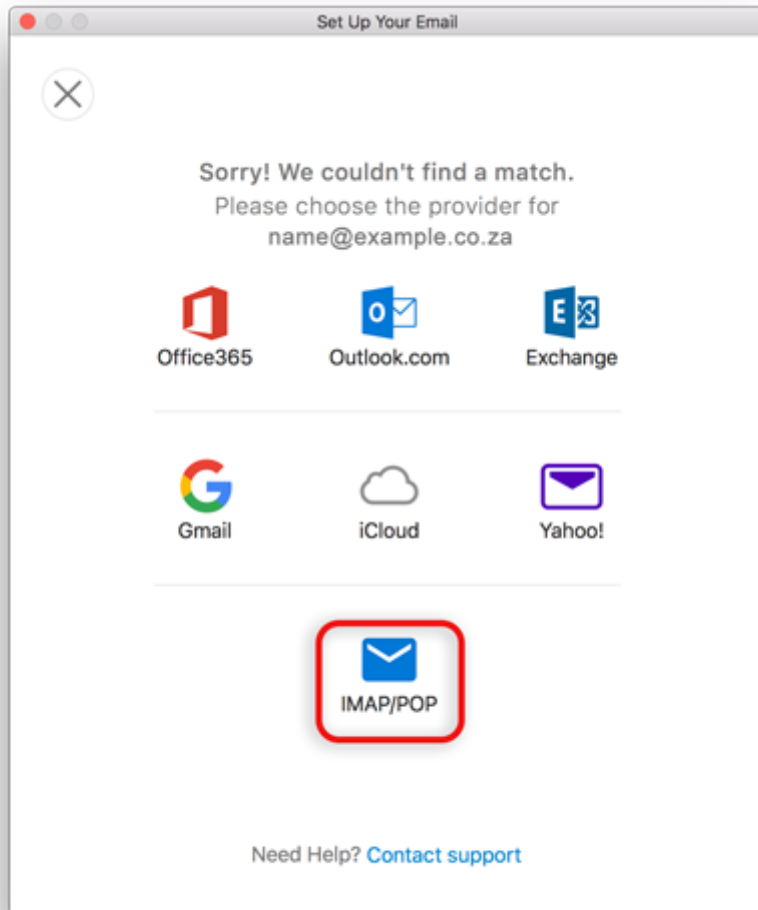


Please enter your email address

Email
name@example.co.za

Continue

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



7. Enter your account information

- Choose **IMAP** or **POP** according to your preference.
- Ensure that the **User Name** is the **full email address**.
- If you don't know your **password**, **reset it via konsoleH**.

8. Incoming server

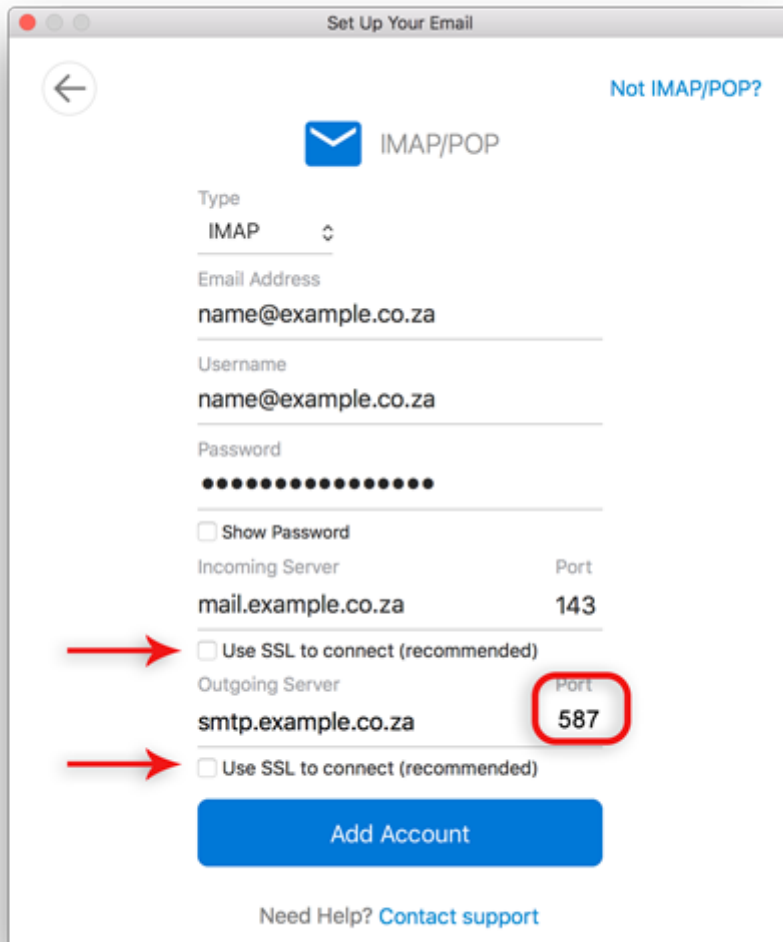
- add **mail.** before your domain name

- **Untick** Use SSL to connect (If SSL is required, see [Enable SSL for Email](#))

9. Outgoing server

- add **smtp.** before your domain name
- **Untick** Use SSL to connect (If SSL is required, see [Enable SSL for Email](#))
- Change the port number from 25 to **587**

10. Click **Add Account**



Set Up Your Email

Not IMAP/POP?

IMAP/POP

Type
IMAP

Email Address
name@example.co.za

Username
name@example.co.za

Password
●●●●●●●●●●

Show Password

Incoming Server	Port
mail.example.co.za	143

Use SSL to connect (recommended)

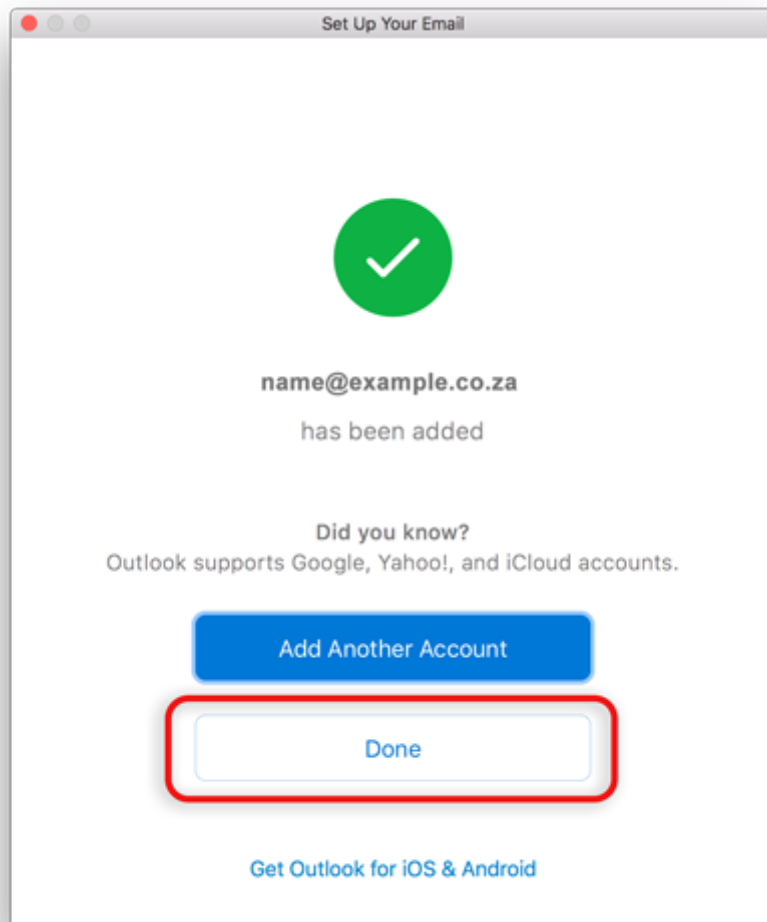
Outgoing Server	Port
smtp.example.co.za	587

Use SSL to connect (recommended)

Add Account

Need Help? [Contact support](#)

11. Click **Done**



12. You're not quite done yet:

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

Accounts

Show All

Default Account

● **info@example.co.za**
info@example.co.za

● **name@example.co.za**
name@example.co.za



name@example.co.za

IMAP Account

Account description: name@example.co.za

Personal information

Full name: John Smith

E-mail address: name@example.co.za

Server information

User name: name@example.co.za

Password: ●●●●●●●●●●●●●●●●

Incoming server: mail.example.co.za : 143

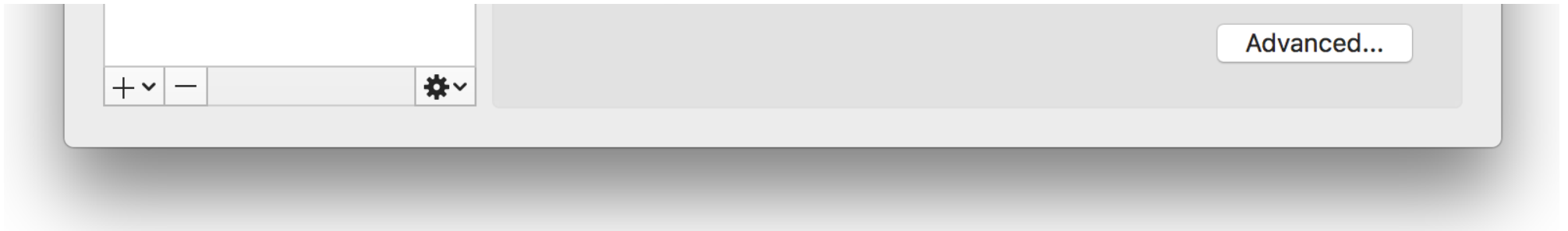
- Override default port
- Use SSL to connect (recommended)

Outgoing server: smtp.example.co.za : 25

- Override default port
- Use SSL to connect (recommended)

More Options...





11. 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**

A screenshot of a dialog box titled "Settings for: smtp.example.co.za". The "Authentication:" dropdown menu is highlighted with a red circle and shows "User Name and Password" selected. Below it, the "User name:" field contains "name@example.co.za" and the "Password:" field is filled with dots. The "Unqualified domain:" field contains "example.com". At the bottom, there are "Cancel" and "OK" buttons.

You have completed your account setup.

