

1. **Launch** the Outlook app
2. Choose **Settings > Add Account**
3. On the Add Email Account screen choose **IMAP**



Add Email Account

Select your email provider:

MICROSOFT



Office 365



Outlook.com



Exchange

OTHER



Yahoo! Mail



iCloud



Google

ADVANCED



IMAP

Need help? [Contact support](#)

4. Type in your **Email address**

- then click **Add Account**

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Add Email Account

Enter your work or personal email address.

Email address

name@example.com

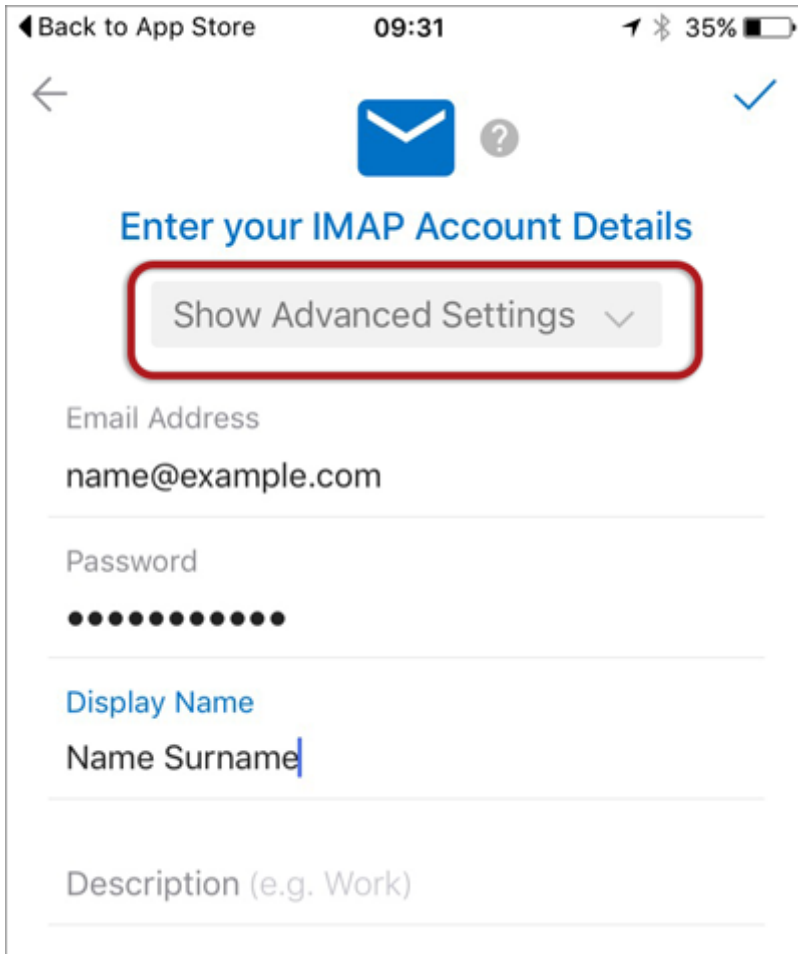
Add Account

Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.
[Privacy Statement](#)

@outlook.com @gmail.com @hotmail.com

5. Add your mailbox **Password & Display name** (*forgotten passwords can be **reset in konsoleH***)

- Click **Show Advanced Settings**



6. Complete all **Advanced Settings**

- **IMAP Incoming Mail Server** is mail.(your domain)
- **IMAP Username** is the full email address
- **IMAP Password** is the mailbox password
- **SMTP Outgoing Mail Server** is smtp.(your domain)
- **SMTP Username** is the full email address (same as IMAP)
- **SMTP Password** is the mailbox password (same as IMAP)

7. Choose the **Tick mark** when complete

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Enter your IMAP Account Details

Hide Advanced Settings ^

Description (e.g. Work)

IMAP Incoming Mail Server

mail.example.com

IMAP Username

name@example.com

IMAP Password

●●●●●●●●

SMTP Outgoing Mail Server

smtp.example.com

SMTP Username

name@example.com

SMTP Password

●●●●●●●●

