

# EMAIL SETUP FOR OUTLOOK

(Updated October, 2018)

This tutorial will show you how to set up your email in Outlook using IMAP or POP. It also explains how to configure Outlook for MAC. Click on your version of Outlook to view the instructions.

[Configuring Microsoft Outlook 2016 using IMAP](#)

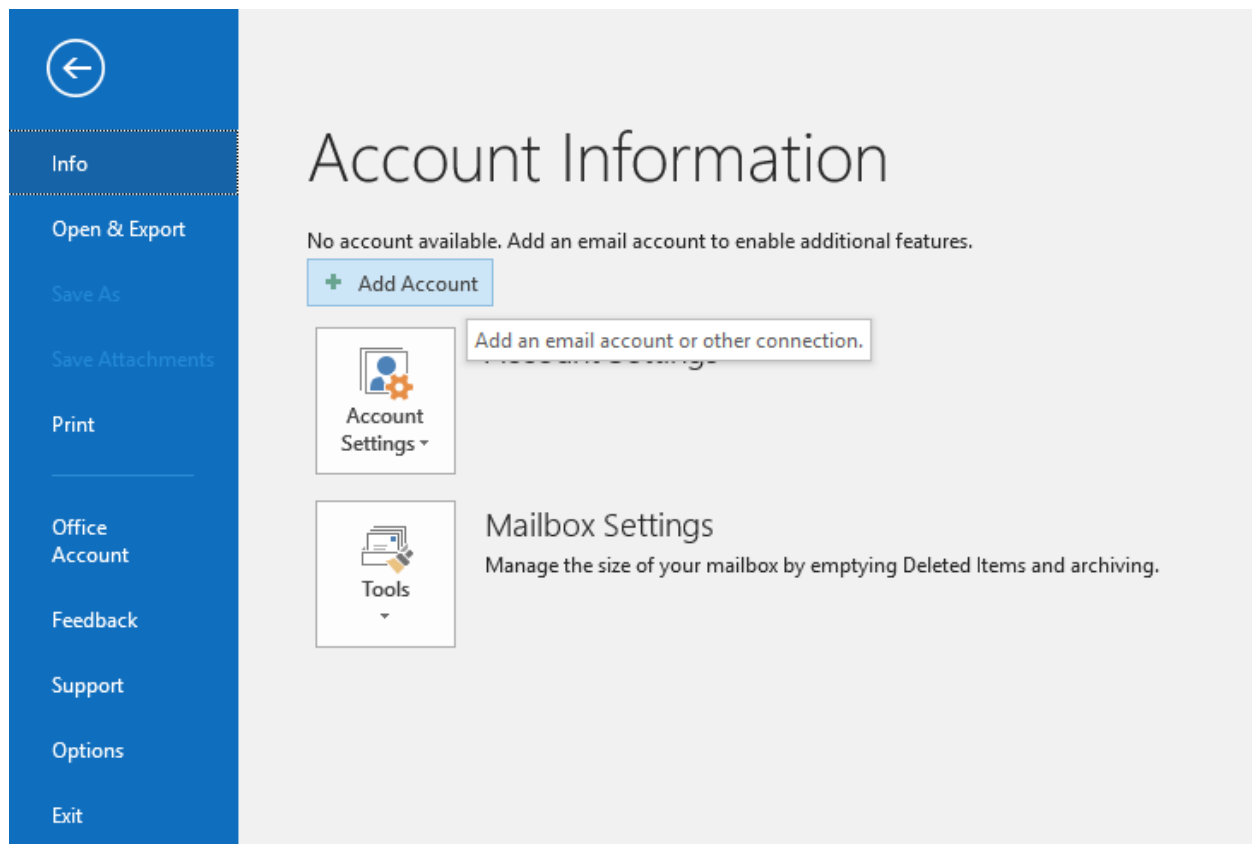
[Configuring Microsoft Outlook 2011 for Mac](#)

[Configuring Microsoft Outlook 2010 using IMAP](#)

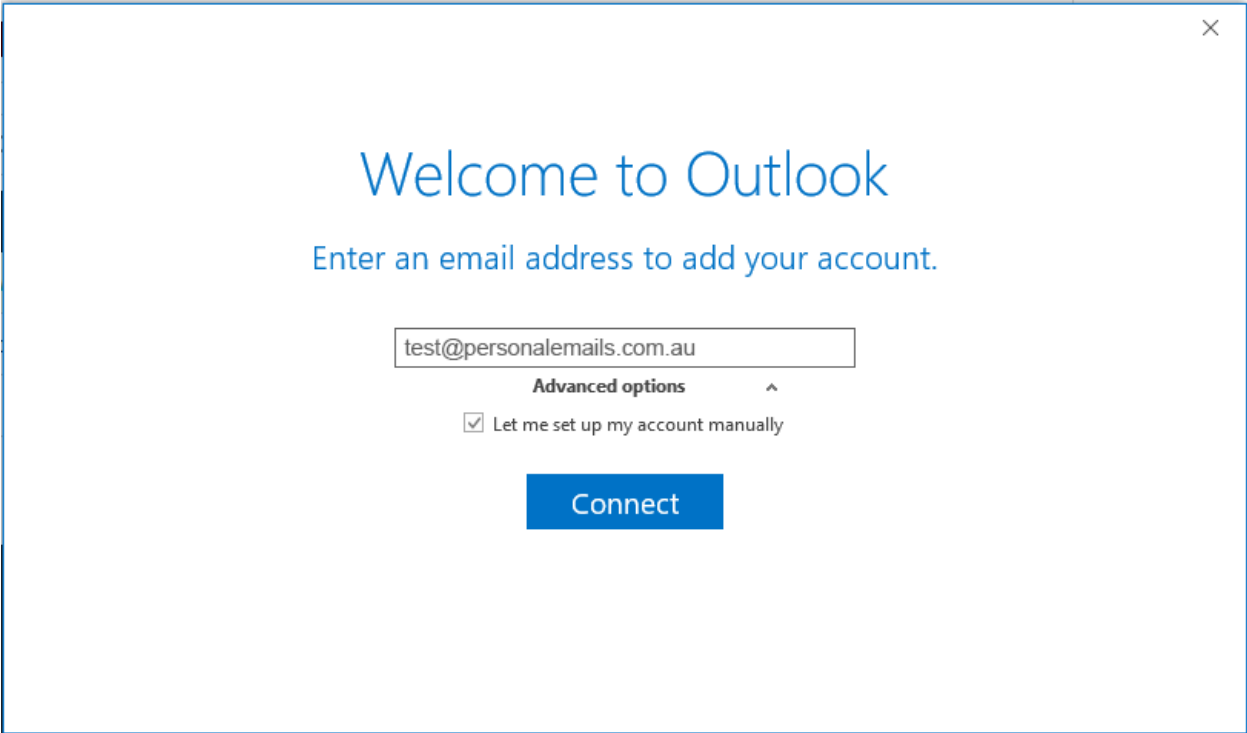
[Configuring Microsoft Outlook 2007 using IMAP](#)

## Configuring Microsoft Outlook 2016 using IMAP

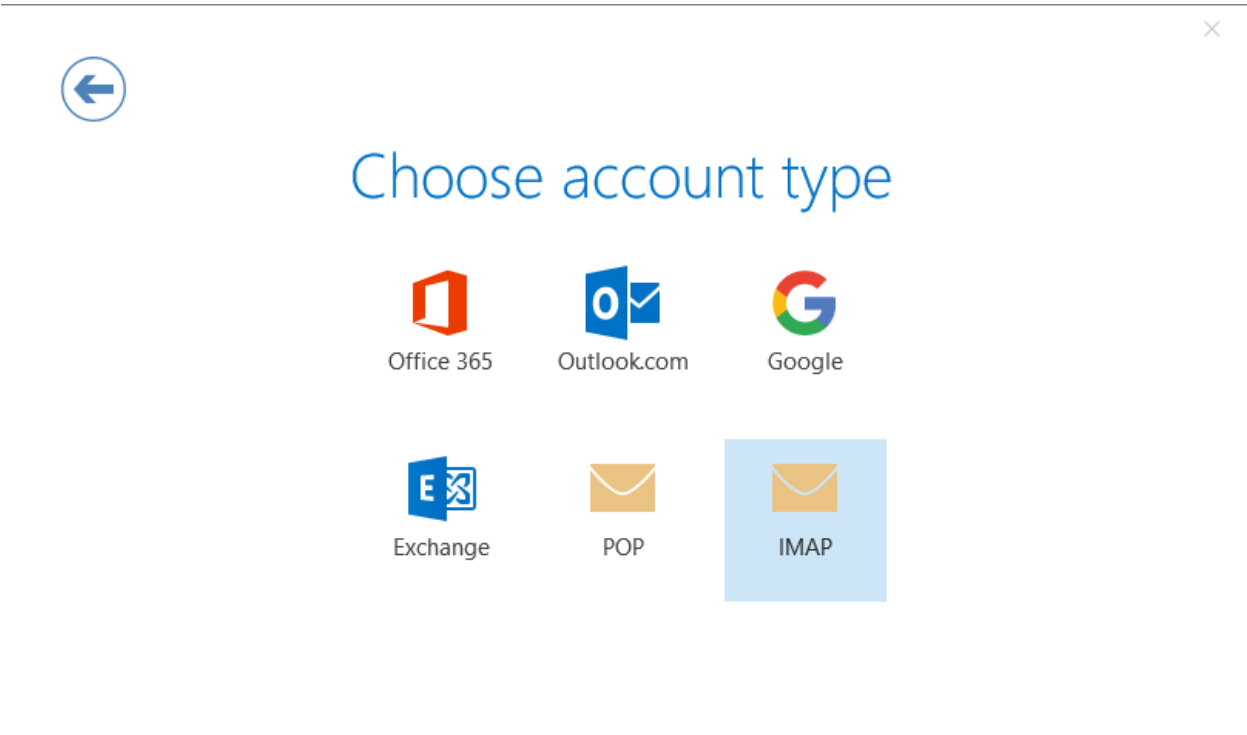
1. Launch the Outlook application. If you are setting up Outlook for the first time, you will be prompted to add an account. If you have an existing account, go to the File menu and select Add Account.



2. The Add Account window will appear. Select Let me set up my account manually under Advanced options and click Connect.



3. In the Choose account type step, select IMAP and click Next.



4. On the IMAP Account Settings screen, enter:

#### Incoming Mail

- Enter the server **my.serverhost.com.au** and port **993**
- Set the encryption method to **SSL/TLS**

#### Outgoing Mail

- Enter the server **my.serverhost.com.au** and port **465**
- Set the encryption method to **SSL/TLS**

#### Logon Information

- Your email address
- Your email password

Then, click Next to continue

IMAP Account Settings [\(Not you?\)](#)

Incoming mail

Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

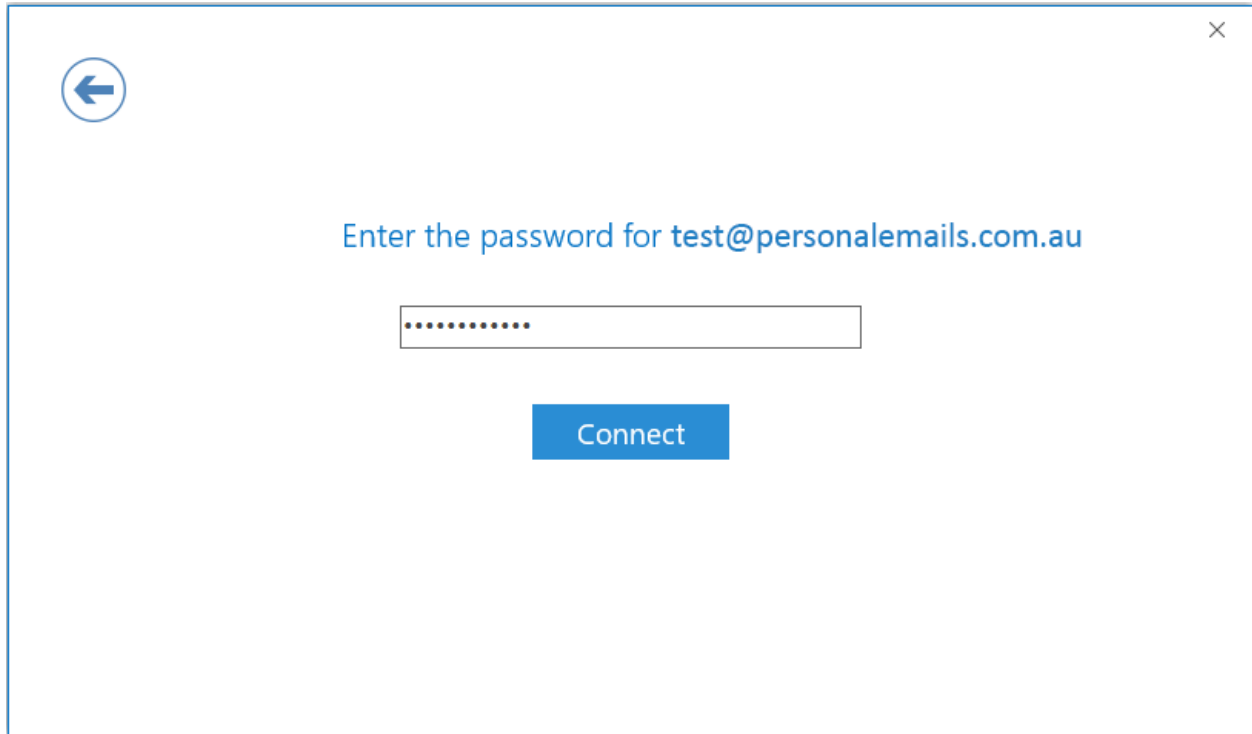
Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

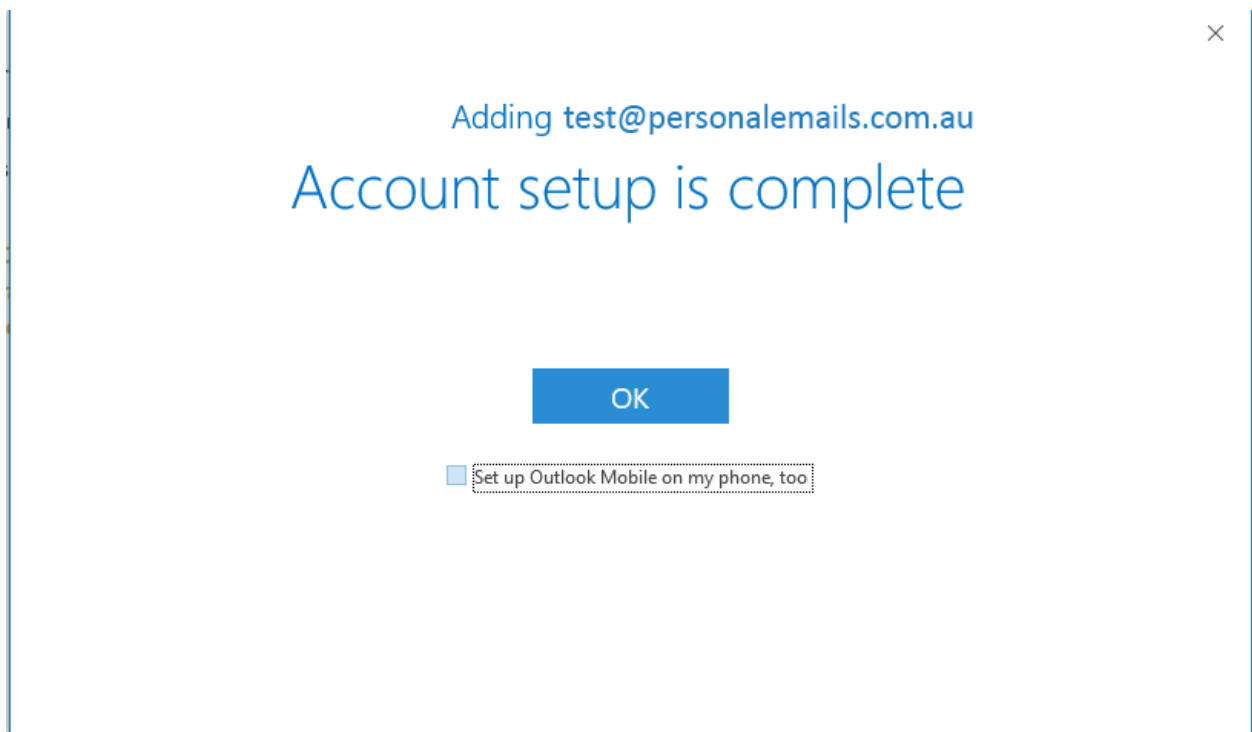
[Next](#)

5. Click Next to proceed to entering the account password.



A screenshot of a dialog box with a blue border. In the top-left corner, there is a circular icon containing a left-pointing arrow. In the top-right corner, there is a small 'x' icon. The main text in the center reads "Enter the password for test@personalemails.com.au". Below this text is a rectangular input field containing ten black dots. Underneath the input field is a blue button with the word "Connect" written in white text.

8. Press Connect, and you're all set!

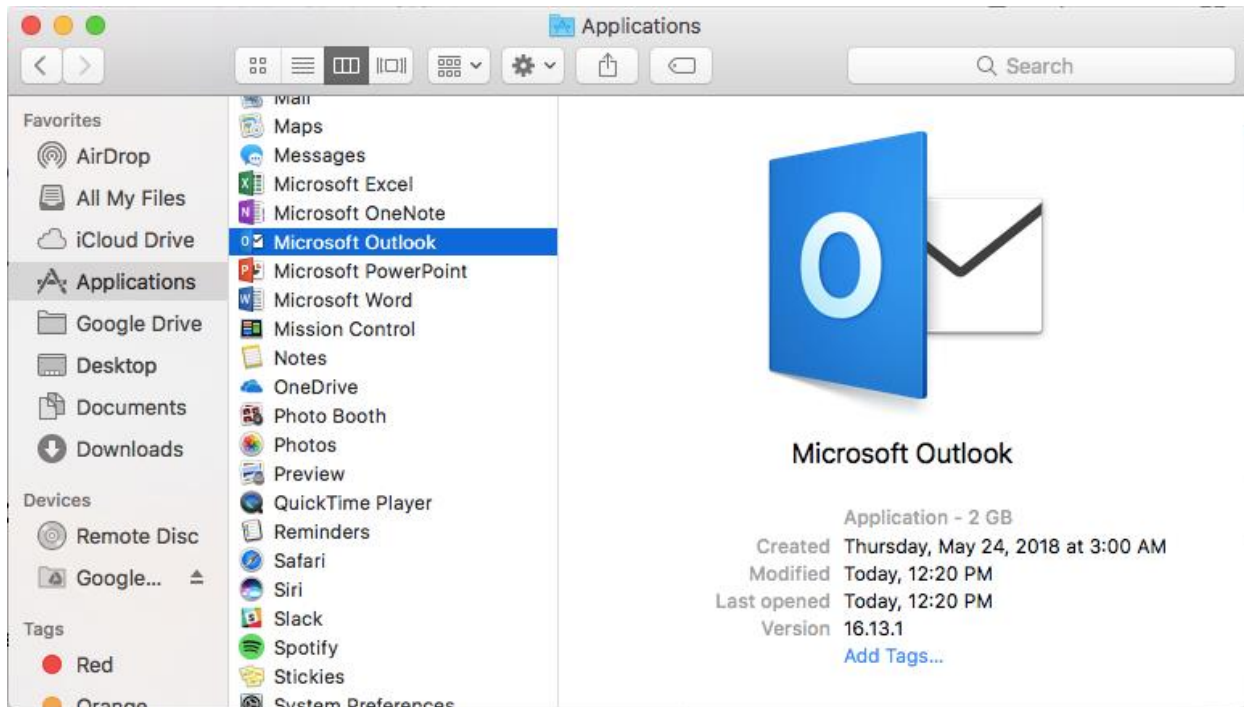


A screenshot of a dialog box with a blue border. In the top-right corner, there is a small 'x' icon. The main text in the center reads "Adding test@personalemails.com.au" followed by "Account setup is complete" in a larger font. Below this text is a blue button with the word "OK" written in white text. At the bottom of the dialog, there is a checkbox with a light blue square to its left and the text "Set up Outlook Mobile on my phone, too" to its right.

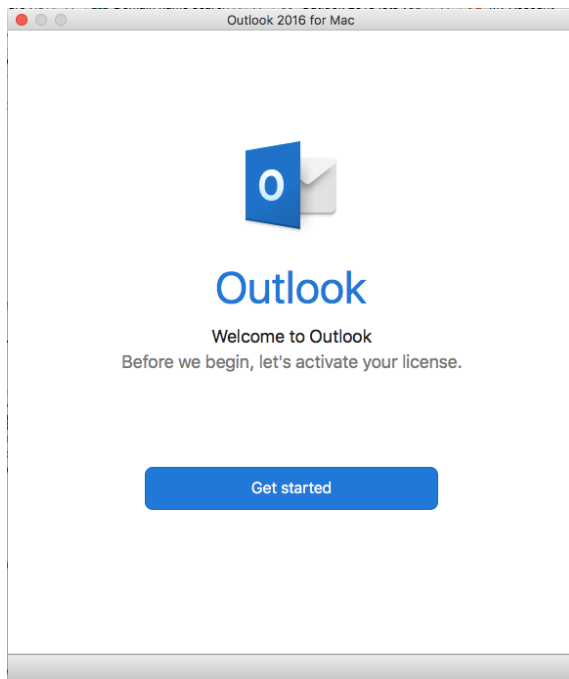
# Configuring Microsoft Outlook 2011 for Mac

To configure email in Outlook 2011 for Mac, follow these steps:

1. Open Outlook. From the Applications menu in Finder, choose Get Started.



2. Click Get Started. Enter your Email Address.





Please enter your email address

|yourname@provider.com

Continue

**3. Enter your email settings as follows, and then click Add Account.**

- **Type: IMAP**
- **Email Address: Enter your email address**
- **User name: enter your email address**
- **Password: enter your email password**
- **Type: IMAP (Note: POP3 is also supported by our mail server. We recommend IMAP but you can select POP3 if you prefer.)**
- **Incoming server: my.serverhost.com.au**
- **Port: 993**
- **Use SSL to connect (recommended) needs to be checked**
- **Outgoing server: my.serverhost.com.au**
- **Port: 465**
- **Use SSL to connect (recommended) needs to be checked**



[Not IMAP/POP?](#)

 IMAP/POP

Type

IMAP 

Email Address

test@personalemails.com.au

Username

test@personalemails.com.au

Password

●●●●●●●●●●

Show Password

Incoming Server	Port
my.serverhost.com.au	<b>993</b>

Use SSL to connect (recommended)

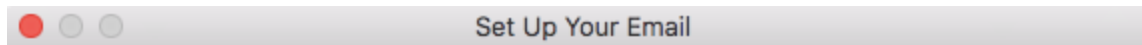
Outgoing Server	Port
my.serverhost.com.au	<b>465</b>

Use SSL to connect (recommended)

[Add Account](#)

Need Help? [Contact support](#)

4. Your account has now been added, click Done.



test@personalemails.com.au

has been added

**Did you know?**

Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

[Get Outlook for iOS & Android](#)



# Configuring Microsoft Outlook 2010

To configure email in Outlook 2010, follow these steps:

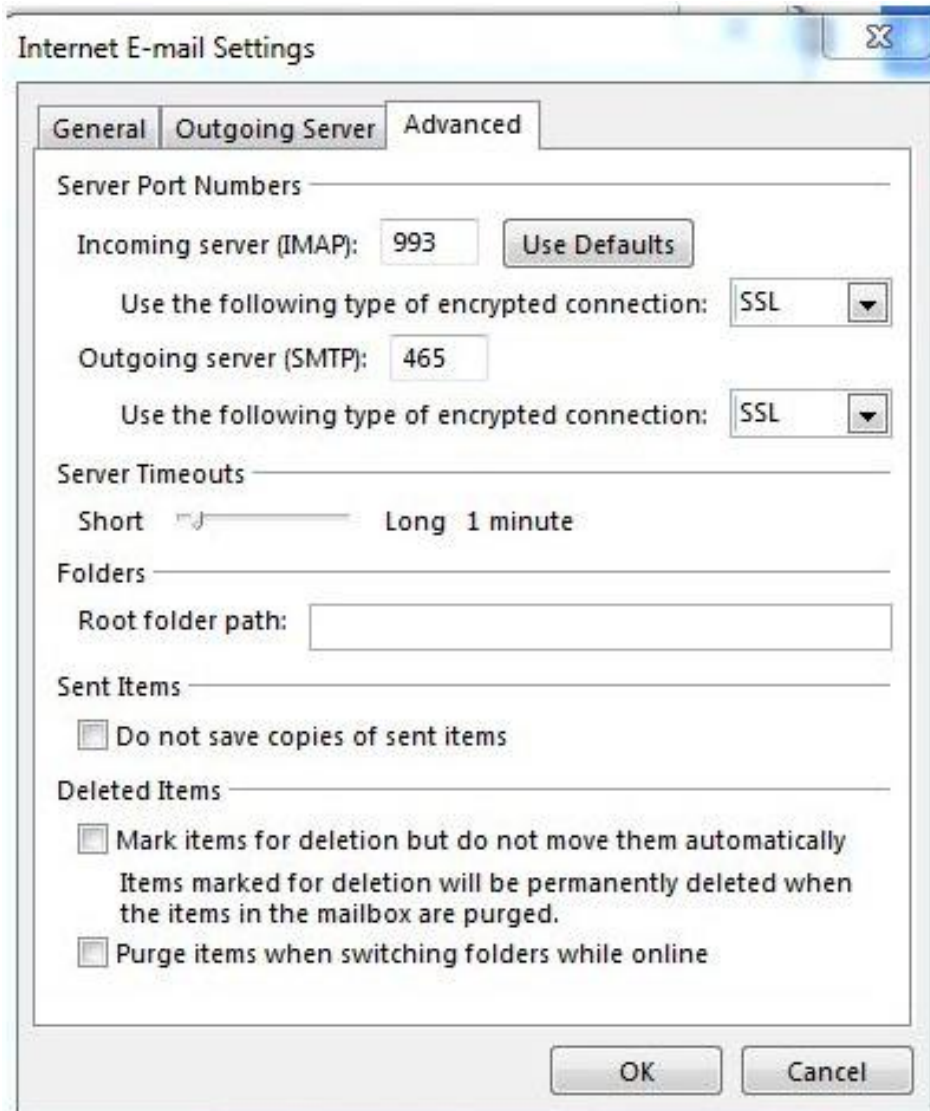
1. Open Outlook 2010
2. Select File, and then select Add Account
3. Check the option to manually configure server settings or additional server types, then click Next
4. On the Choose Service page, select Internet E-mail, then click Next
5. On the Internet E-mail Settings page, complete it as follows...
  - User Information
    - Your Name: How you would like your name to be displayed when your emails are received
    - E-mail Address: The e-mail address you are configuring
  - Server Information
    - Account Type: IMAP (preferred)
    - Incoming mail server: my.serverhost.com.au
    - Outgoing mail server (SMTP): my.serverhost.com.au
  - Logon Information
    - User Name: Your full e-mail address
    - Password: Your email account password
    - Remember password: Check ON
6. Select the More Settings... button

The screenshot shows the 'Add Account' dialog box in Outlook 2010. The title bar reads 'Add Account'. Below the title bar, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' The dialog is divided into three main sections: 'User Information', 'Server Information', and 'Logon Information'. In the 'User Information' section, 'Your Name' is 'John Smith' and 'Email Address' is 'test@personalemails.com.au'. In the 'Server Information' section, 'Account Type' is 'IMAP', 'Incoming mail server' is 'my.serverhost.com.au', and 'Outgoing mail server (SMTP)' is 'my.serverhost.com.au'. In the 'Logon Information' section, 'User Name' is 'test@personalemails.com.au', 'Password' is masked with asterisks, and the 'Remember password' checkbox is checked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to a 'More Settings ...' button located in the bottom right area of the dialog.

7. Select the **Outgoing Server** tab and check **ON** the option for **My outgoing server (SMTP) requires authentication**. Then leave on the option to **Use same settings as my incoming mail server**.

8. Select the **Advanced** tab and adjust the following settings

- **Server Port Numbers**
  - Incoming server (IMAP): 993 - or 995 if you are creating a POP account
  - Use the following type of encrypted connection: SSL
  - Outgoing server (SMTP): 465
  - Use the following type of encrypted connection: SSL



9. Select **OK**

10. Select **Next** after returning to the **Internet E-mail Settings** page

11. With all of the correct settings the account will be added, and you can click **Finish** to start using Outlook with this e-mail address!

# Configuring Microsoft Outlook 2007

To configure email in Outlook 2007, follow these steps:

1. Open Outlook 2007
2. Select the Tools menu, and then the Account Settings... option
3. Select New... to add a new account to Outlook 2007
4. On the Choose E-mail service page select the option for Microsoft Exchange, POP3, IMAP, or HTTP, then select Next
5. Check the option to Manually configure server settings or additional server types, then select Next
6. Choose the option for Internet E-mail, then select Next
7. On the Internet E-mail Settings page, complete it as follows...
  - **User Information**
    - **Your Name:** How you would like your name to be displayed when your emails are received
    - **E-mail Address:** The e-mail address you are configuring
  - **Server Information**
    - **Account Type:** IMAP (preferred)
    - **Incoming mail server:** my.serverhost.com.au
    - **Outgoing mail server (SMTP):** my.serverhost.com.au
  - **Logon Information**
    - **User Name:** Your full e-mail address
    - **Password:** Your email account password
    - **Remember password:** Check ON

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: John Smith  
Email Address: test@personalemails.com.au

**Server Information**

Account Type: IMAP  
Incoming mail server: my.serverhost.com.au  
Outgoing mail server (SMTP): my.serverhost.com.au

**Logon Information**

User Name: test@personalemails.com.au  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

More Settings ...

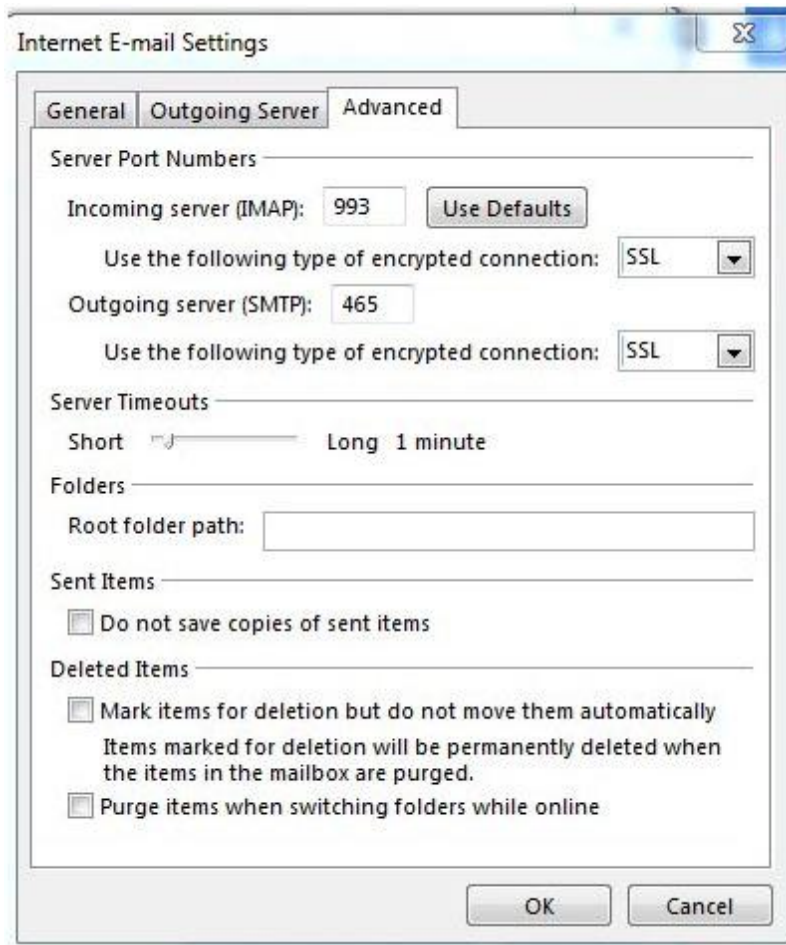
< Back Next > Cancel

8. Select the **More Settings...** button

9. Select the **Outgoing Server** tab and check **ON** the option for **My outgoing server (SMTP) requires authentication**. Then leave on the option to **Use same settings as my incoming mail server**.

10. Select the **Advanced** tab and adjust the following settings

- **Server Port Numbers**
  - **Incoming server (IMAP): 993** - or 995 if you are creating a POP account
  - **This server requires an encrypted connection (SSL): Check ON**
  - **Outgoing server (SMTP): 465**
  - **Use the following type of encrypted connection: SSL**



11. Select **OK**

12. Select **Next** after returning to the **Internet E-mail Settings** page

13. With all of the correct settings the account will be added, and you can click **Finish** to start using Outlook with this e-mail address!