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.
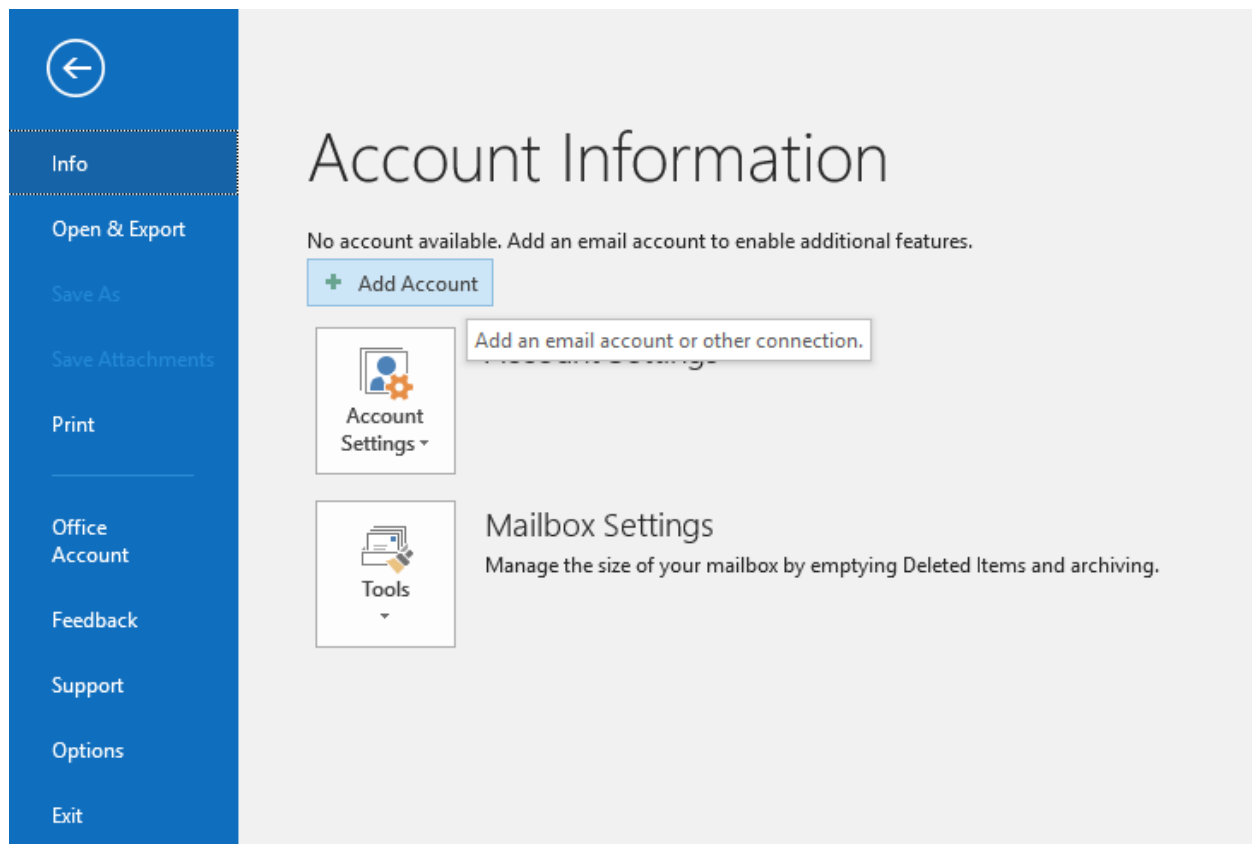
2. The Add Account window will appear. Select Let me set up my account manually under Advanced options and click Connect.
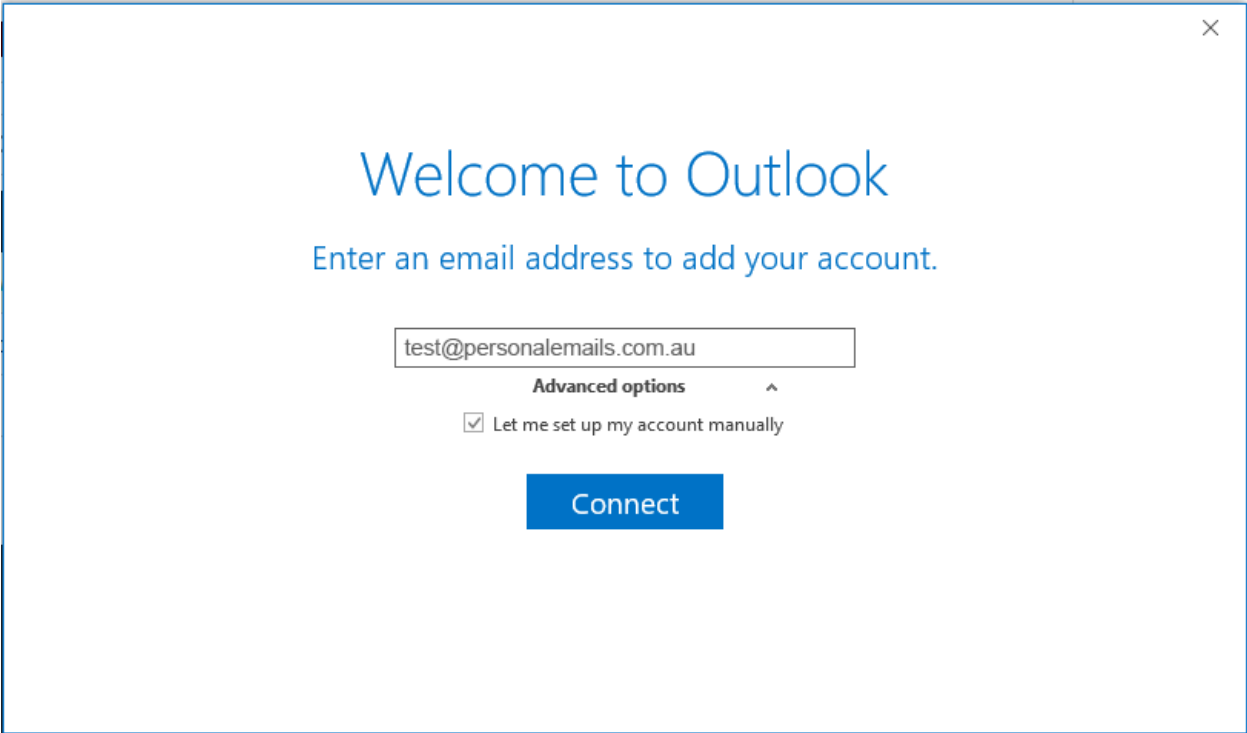
3. In the Choose account type step, select IMAP and click Next.
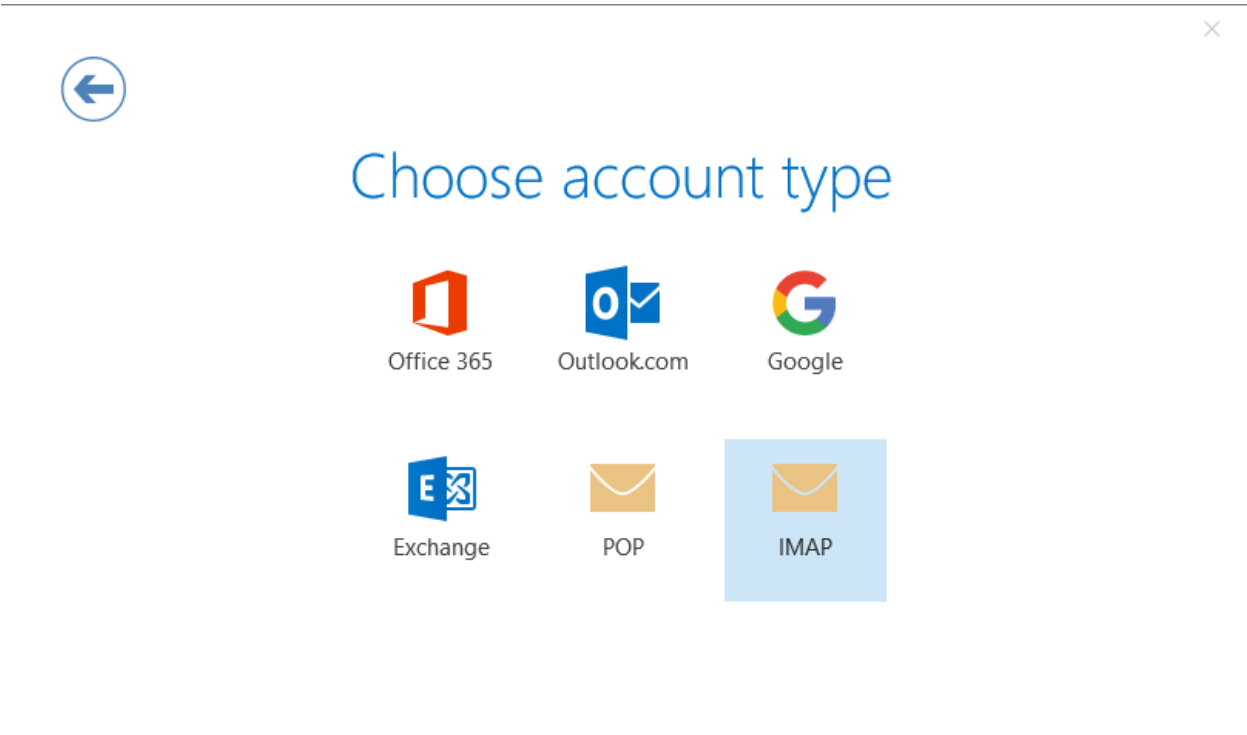
4. On the IMAP Account Settings screen, enter:

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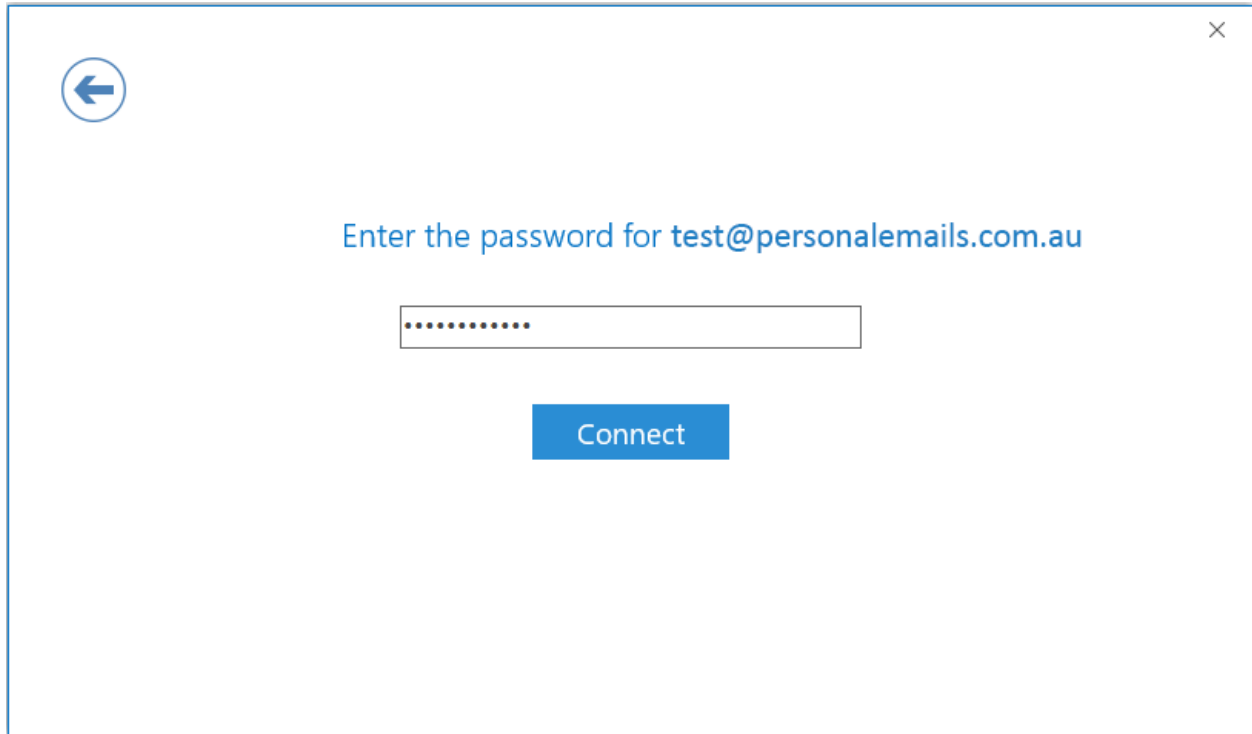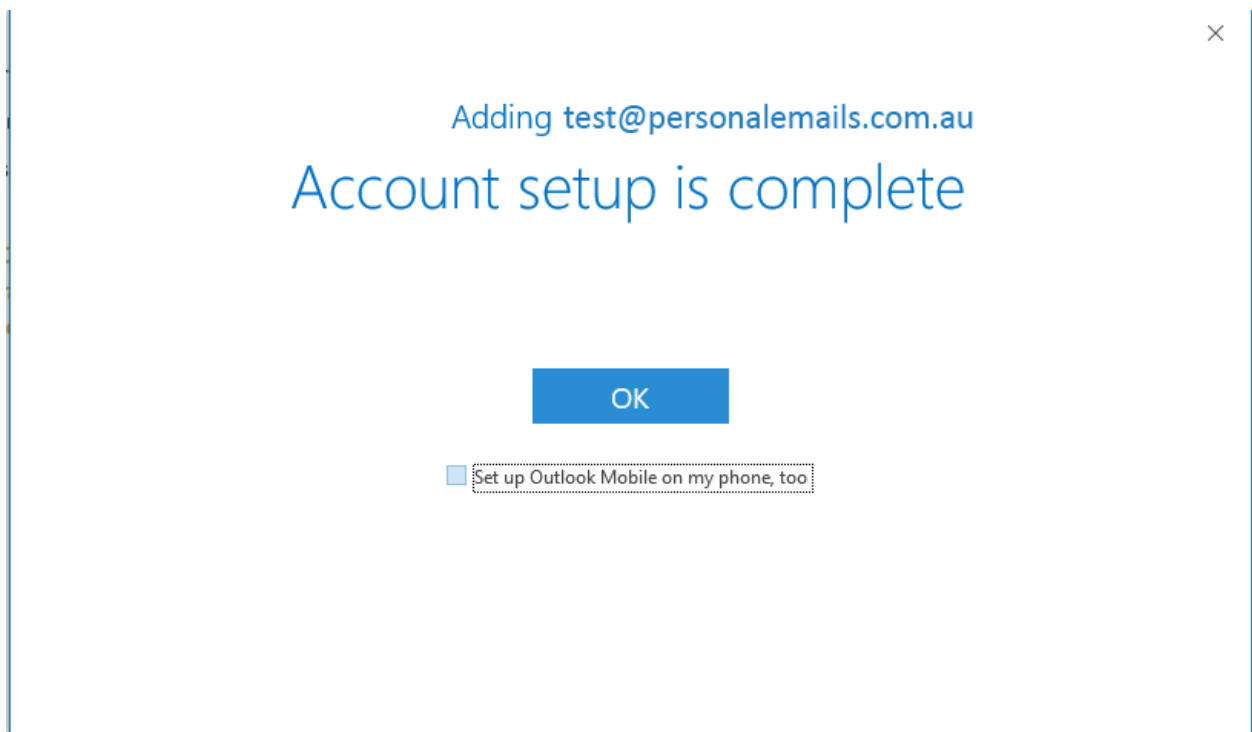
5. Click Next to proceed to entering the account password.

Enter the password for test@personalemails.com.au

••••••••••••

Connect

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

Adding test@personalemails.com.au

Account setup is complete

OK

☐ Set up Outlook Mobile on my phone, too

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.
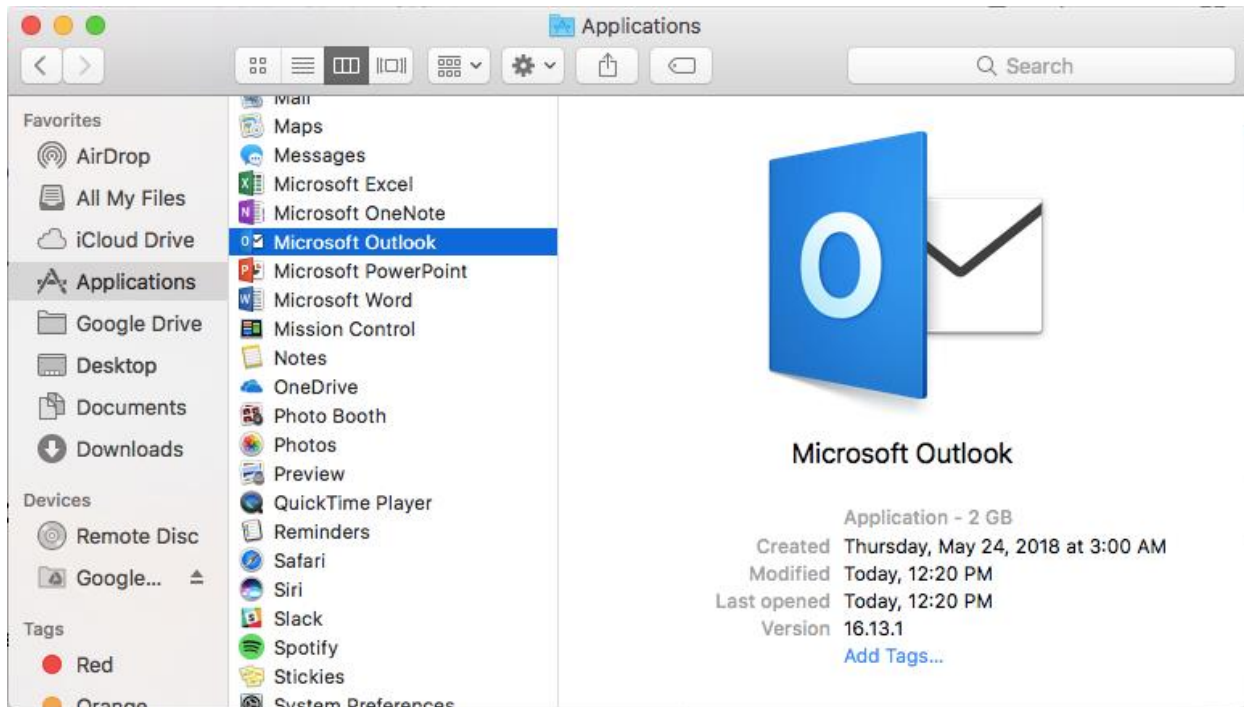
2. Click Get Started. Enter your Email Address.
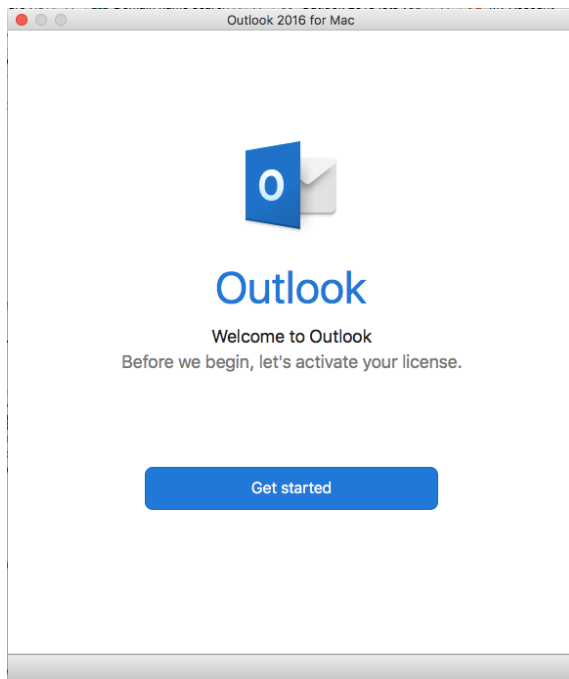
Please enter your email address

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**

Set Up Your Email

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   993

☑ Use SSL to connect (recommended)

Outgoing Server   Port

my.serverhost.com.au   465

☑ Use SSL to connect (recommended)

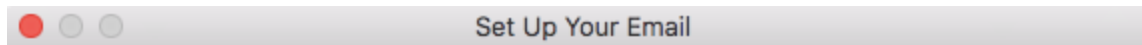**Add Account**

Need Help? Contact support

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

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**
  - o **Your Name: How you would like your name to be displayed when your emails are received**
  - o **E-mail Address: The e-mail address you are configuring**
- ➢ **Server Information**
  - o **Account Type: IMAP (preferred)**
  - o **Incoming mail server: my.serverhost.com.au**
  - o **Outgoing mail server (SMTP): my.serverhost.com.au**
- ➢ **Logon Information**
  - o **User Name: Your full e-mail address**
  - o **Password: Your email account password**
  - o **Remember password: Check ON**

6. Select the More Settings... button

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

Internet E-mail Settings

| General | Outgoing Server | Advanced |

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short ⎯⎯⎯⎯⎯ Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically

Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☐ Purge items when switching folders while online

OK   Cancel
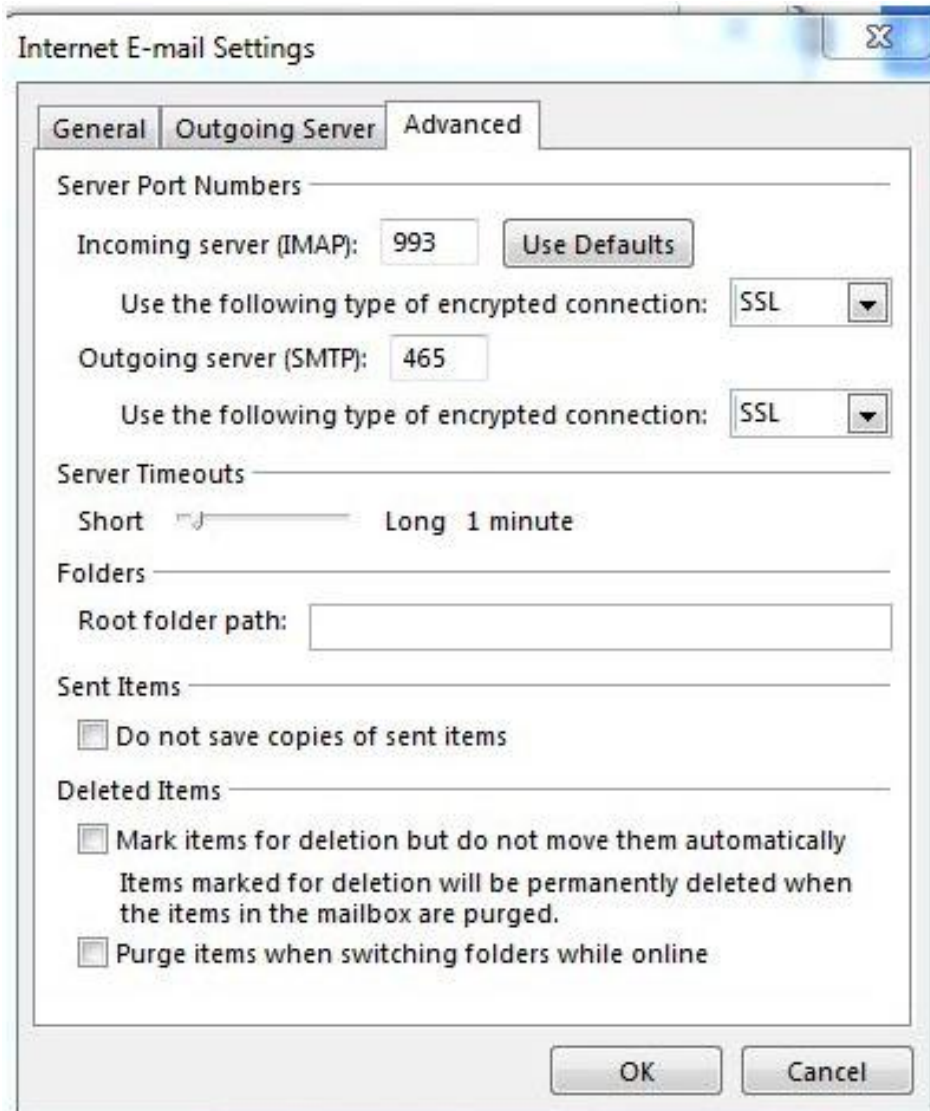
9. Select OK

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**
    - o **Your Name: How you would like your name to be displayed when your emails are received**
    - o **E-mail Address: The e-mail address you are configuring**
- ➢ **Server Information**
    - o **Account Type: IMAP (preferred)**
    - o **Incoming mail server: my.serverhost.com.au**
    - o **Outgoing mail server (SMTP): my.serverhost.com.au**
- ➢ **Logon Information**
    - o **User Name: Your full e-mail address**
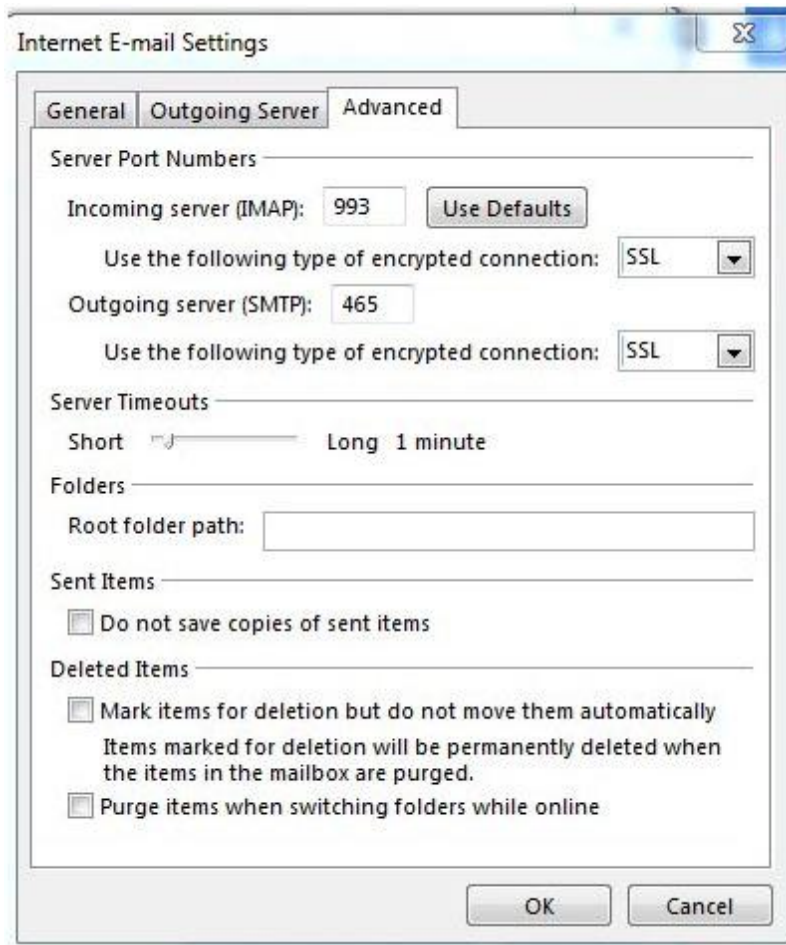   - o **Password: Your email account password**
    - o **Remember password: Check ON**

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

Internet E-mail Settings ⊠

General | Outgoing Server | Advanced

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults

Use the following type of encrypted connection: SSL ▼

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL ▼

Server Timeouts

Short ⌐⌐⌐⌐⌐⌐⌐⌐⌐ Long 1 minute

Folders

Root folder path: _____

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically

Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☐ Purge items when switching folders while online

OK   Cancel

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!