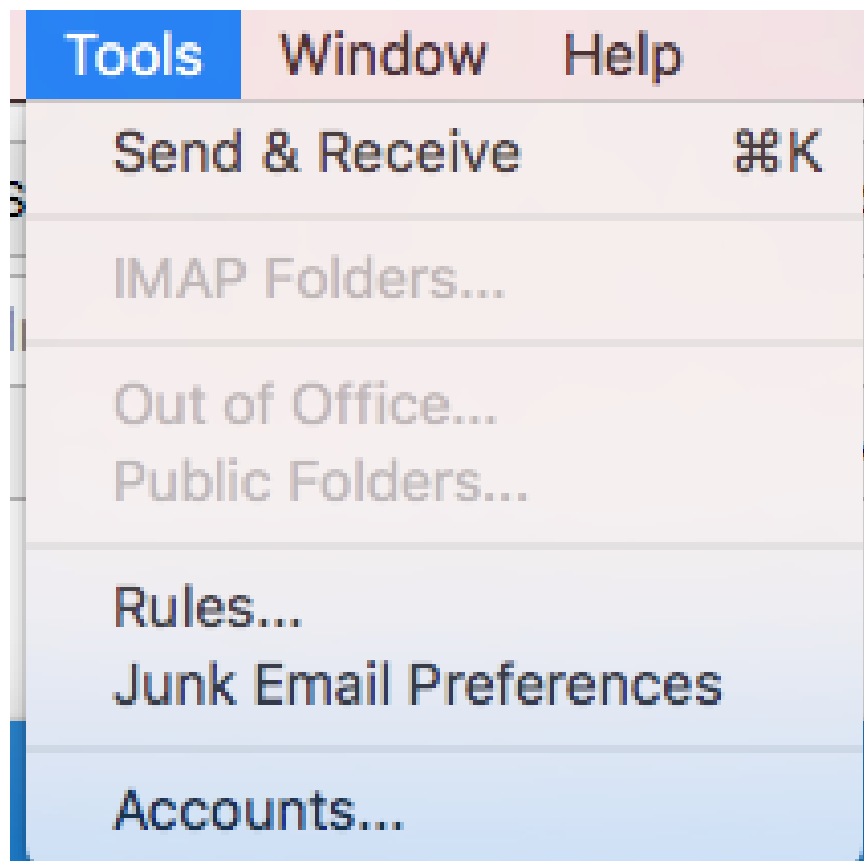


Outlook Email Setup

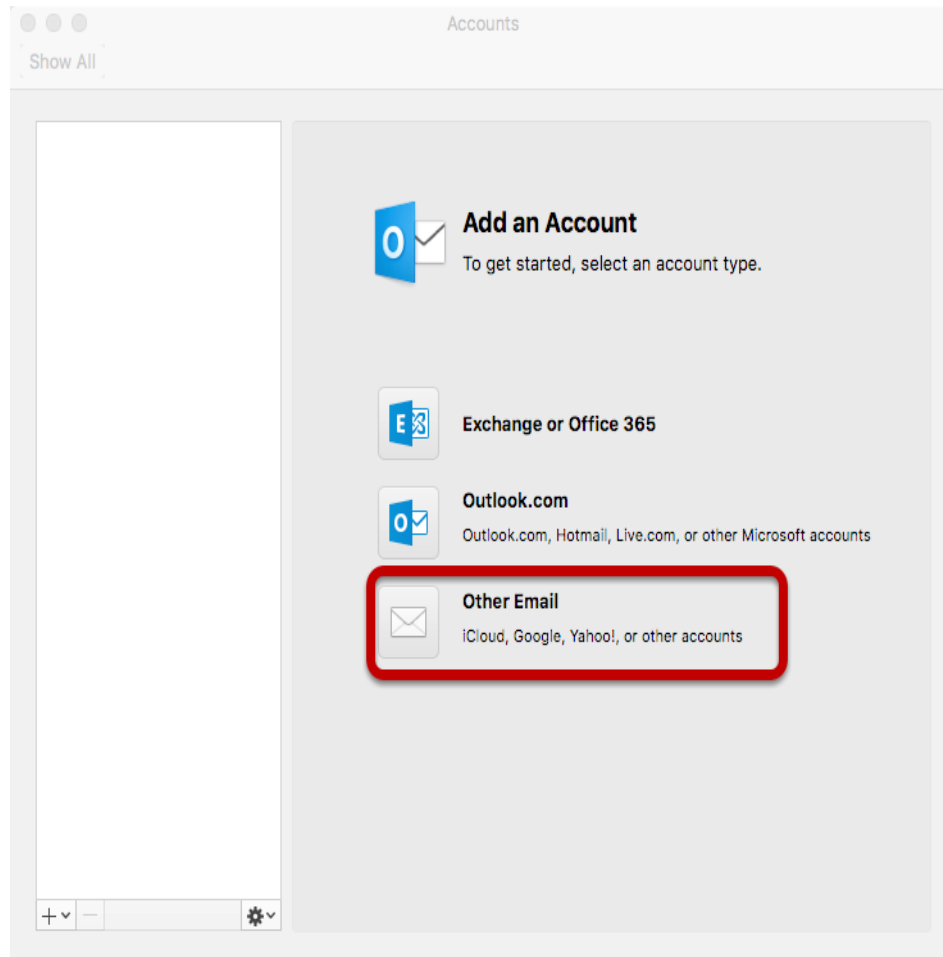
This guide will walk you through the configuration of email using Outlook. We are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.

Procedure:

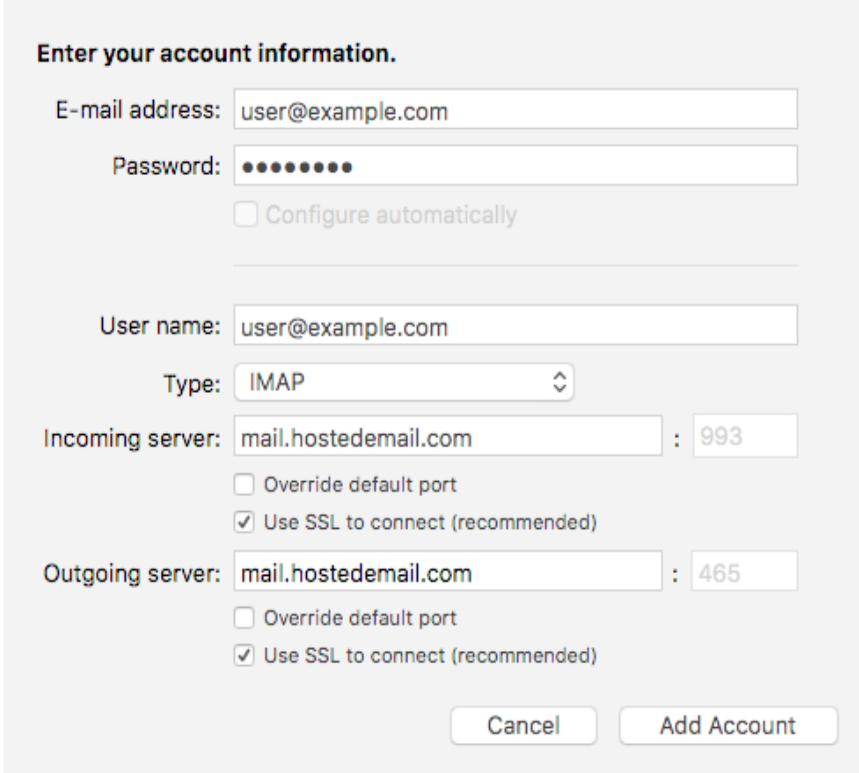
Step 1: Launch Outlook, click on Tools, and select Accounts.



Step 2: Select Other Email



Step 3: Enter Account Information



Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

Enter the following information:

Email Address: Enter your full email address.

Password: Enter the password for your email address.

User name: Enter your full email address.

Type: We recommend IMAP.

Incoming and Outgoing Server: mail.hostedemail.com

Port Use default ports

SSL: Use SSL to connect

Click **Add Account**