

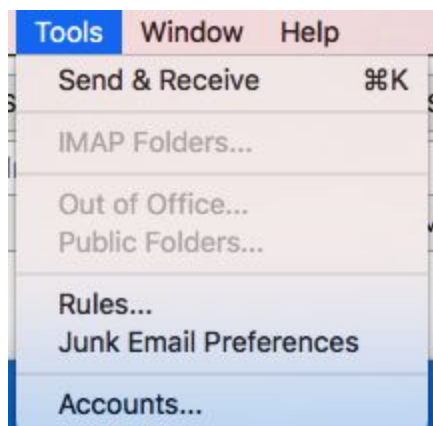


## Outlook Email Setup

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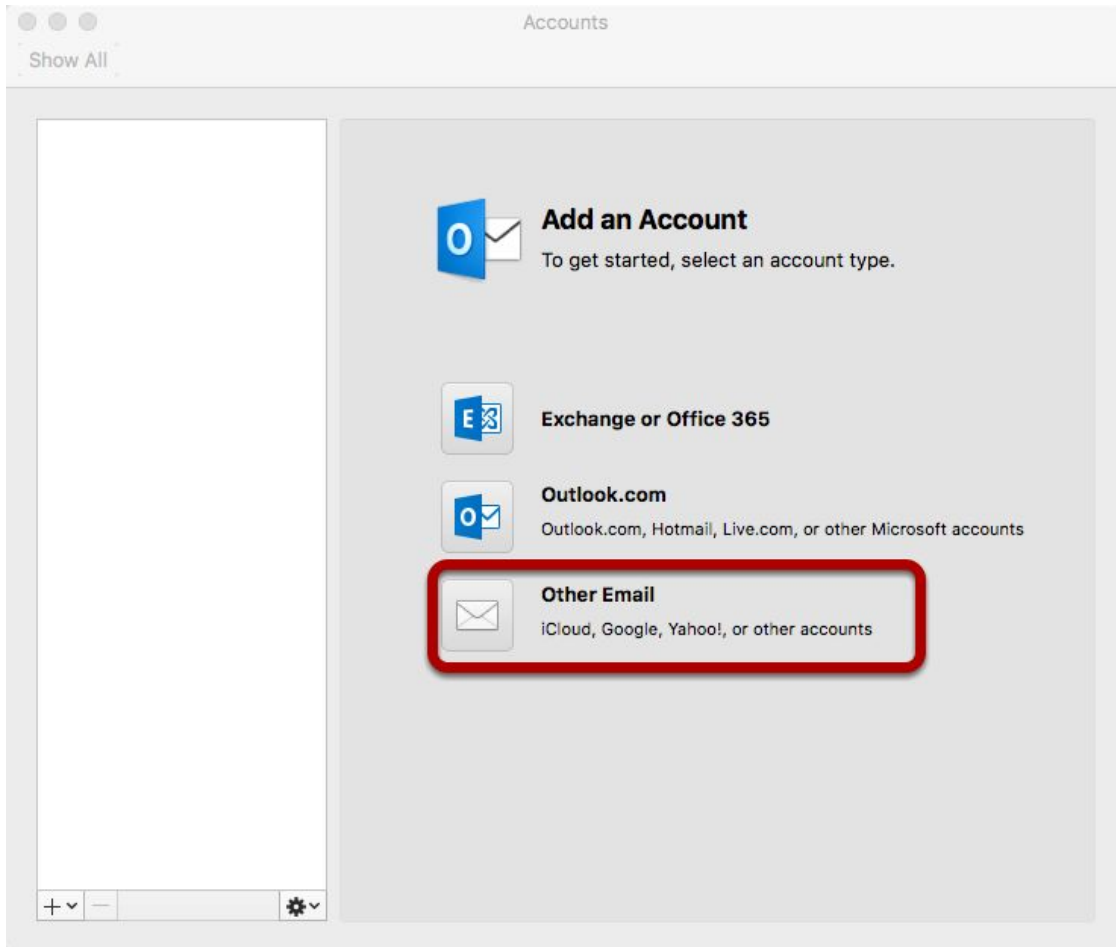
*This tutorial will walk you through the configuration of email using Outlook. For this tutorial, we are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.*

## Step 1: Open Account Settings



Launch Outlook, click on **Tools**, and select **Accounts...**

## Step 2: Add Mail Account



Select **Other Email**

## Step 3: Enter Account Information

**Enter your account information.**

E-mail address:

Password:

Configure automatically

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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**