

Outlook Email Setup

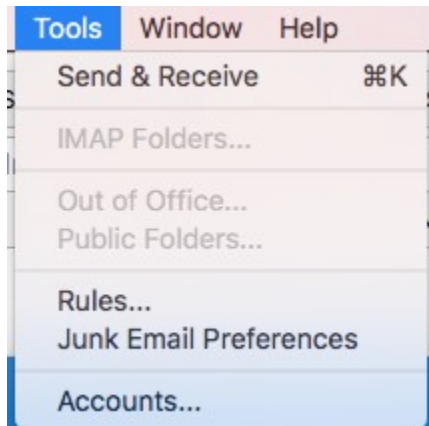
This tutorial will walk you through the configuration of email using Outlook. For this tutorial, we are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.

Logging into webmail at:

<http://mail.hostedemail.com>

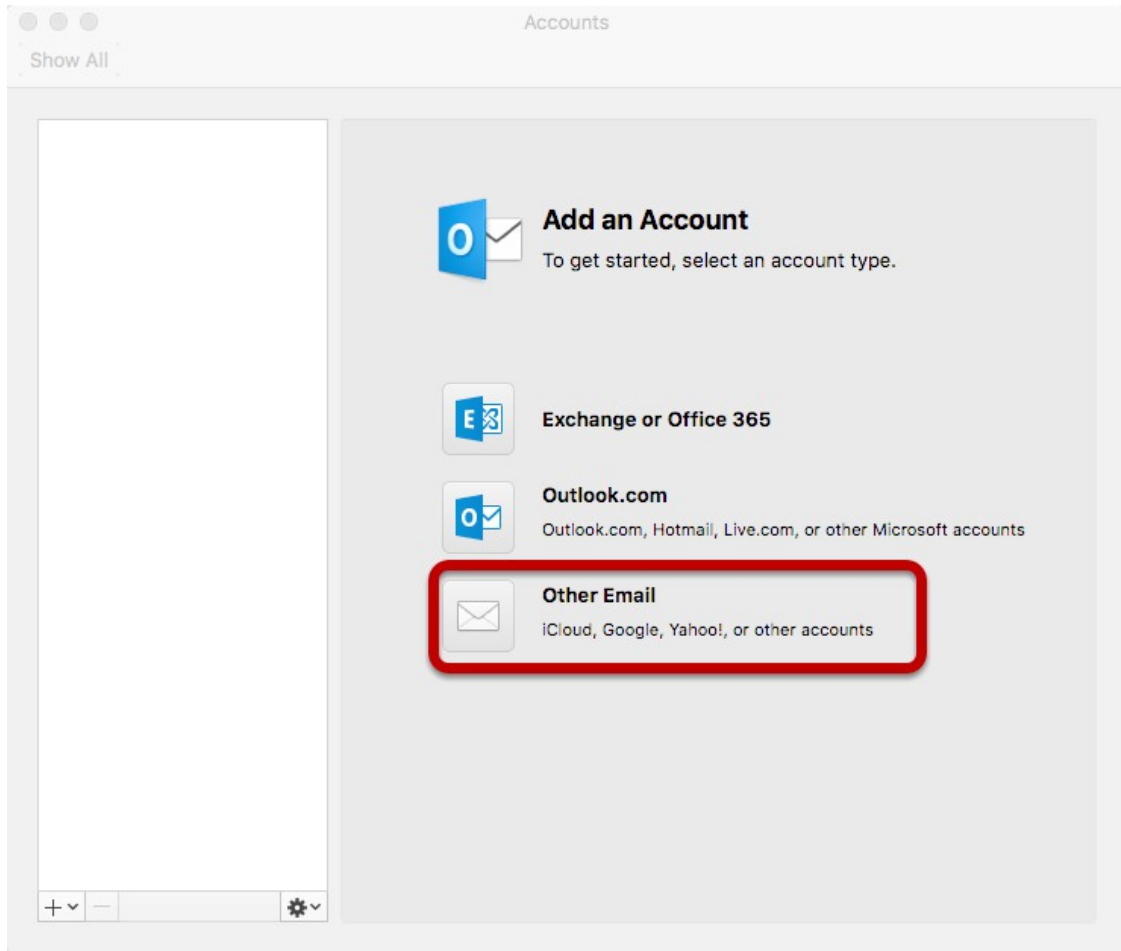
If you are able to successfully login to the webmail interface, then your email is in working order.

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

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**