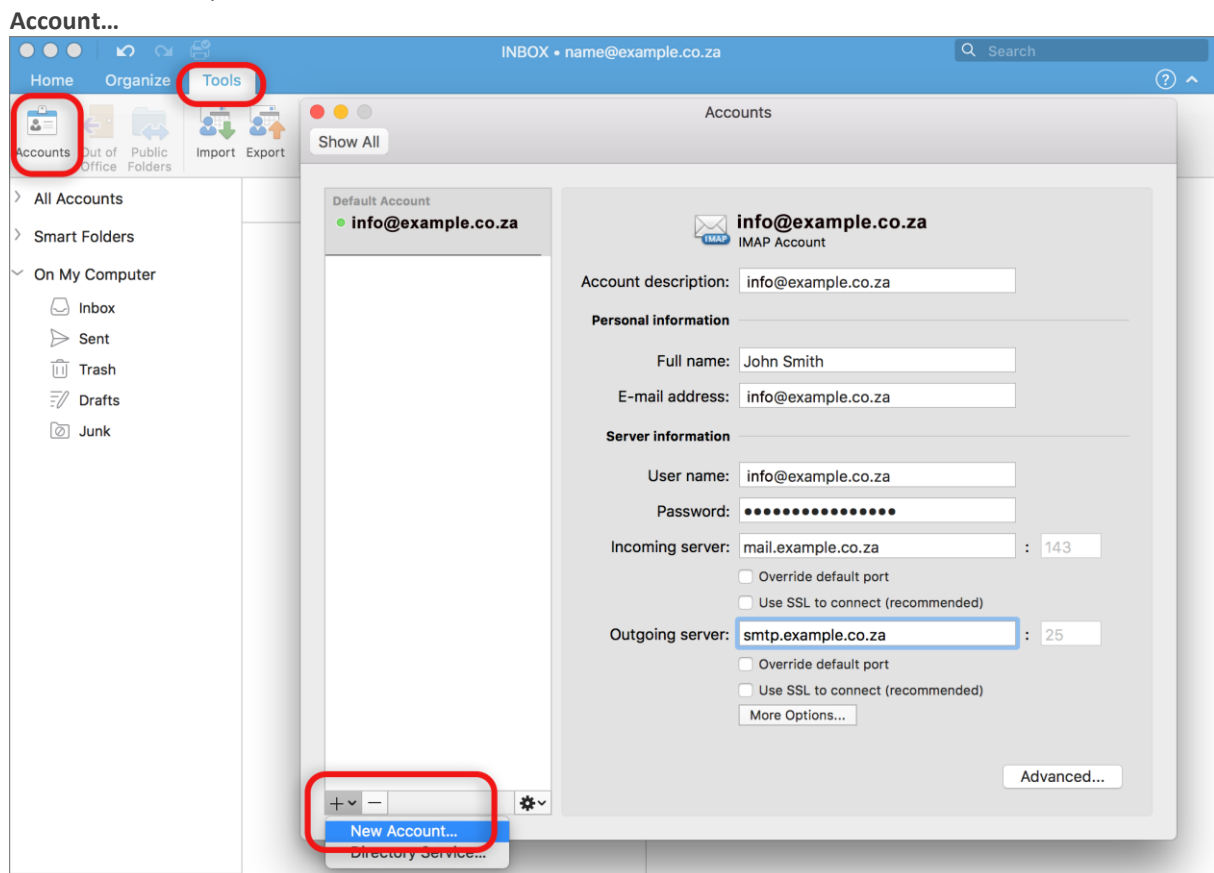


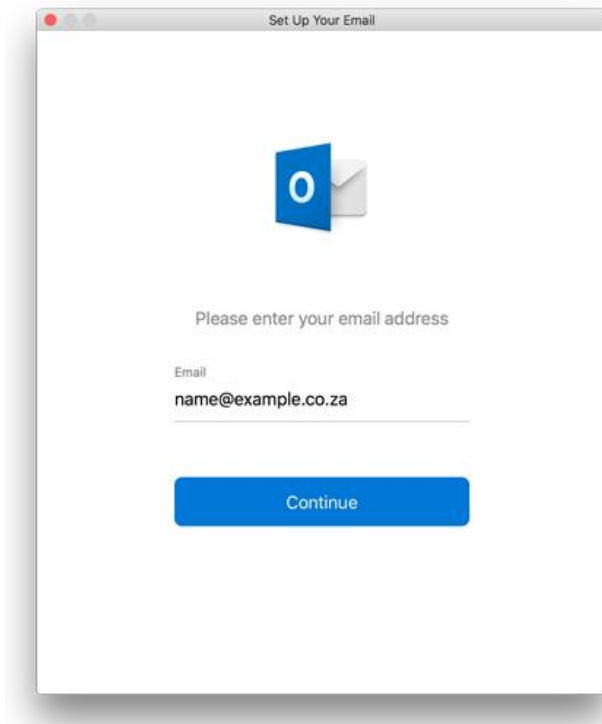
## Adding your IMAP Mail Account in Outlook 2016 on MAC

Replace *example.co.za* with your domain name (The details sent to you by Visualize IT)

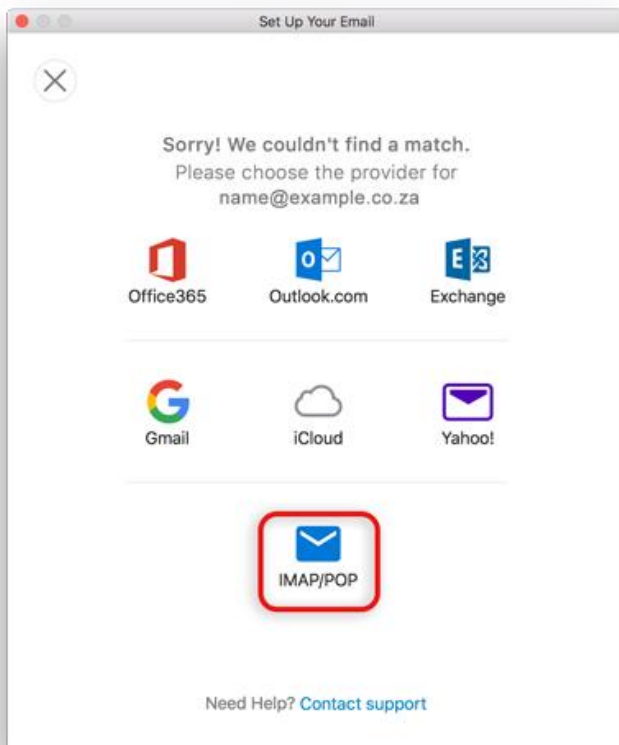
1. Launch Outlook for Mac
2. Select the Tools tab and then Accounts
3. A new window will open which will list any other accounts already set up
4. At the bottom left, Click the '+' button and then New Account...



5. Add your email address and click Continue



6. The programme will unsuccessfully search for the provider. Select IMAP/POP



7. Enter your account information

- Choose [IMAP or POP](#) according to your preference.
- Ensure that the User Name is the full email address.
- If you don't know your password, [reset it via konsoleH](#).

8. Incoming server

- add mail. before your domain name
- Untick Use SSL to connect (If SSL is required, see [Enable SSL for Email](#))

9. Outgoing server

- add smtp. before your domain name
- Untick Use SSL to connect (If SSL is required, see [Enable SSL for Email](#))
- Change the port number from 25 to 587

Set Up Your Email

Not IMAP/POP?

IMAP/POP

Type  
IMAP

Email Address  
name@example.co.za

Username  
name@example.co.za

Password  
●●●●●●●●●●

Show Password

Incoming Server Port  
mail.example.co.za 143

Use SSL to connect (recommended)

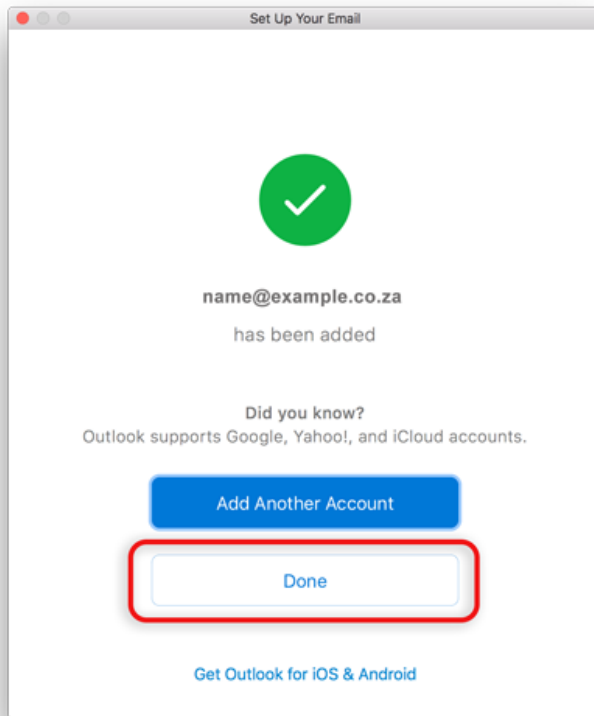
Outgoing Server Port  
smtp.example.co.za 587

Use SSL to connect (recommended)

Add Account

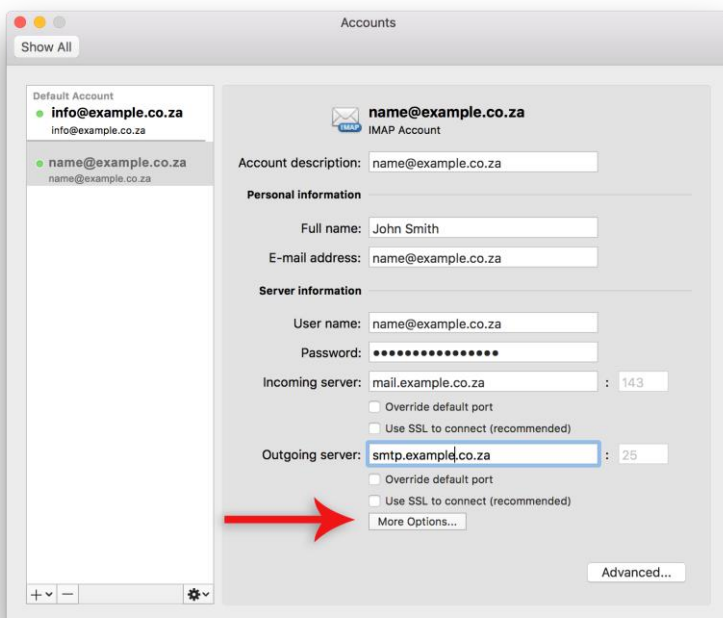
Need Help? [Contact support](#)

10. Click Done



11. You're not quite done yet:

12. All settings should be correct on this screen – now choose More Options



### 11. Further Outgoing server settings

- Authentication: Use the dropdown arrow to select User Name and Password
- Enter in your User name (full email address) and Password
- Ignore Unqualified domain
- Click OK



**Settings for: smtp.example.co.za**

Authentication: User Name and Password

User name: name@example.co.za

Password: ●●●●●●●●●●●●●●●●

Unqualified domain: example.com

Cancel OK

You have completed your account setup.