Xplore Email using Microsoft Outlook For Mac

Changing your Settings

Outlook may prompt you for your password with a "**Mail could not be retrieved at this time**" message
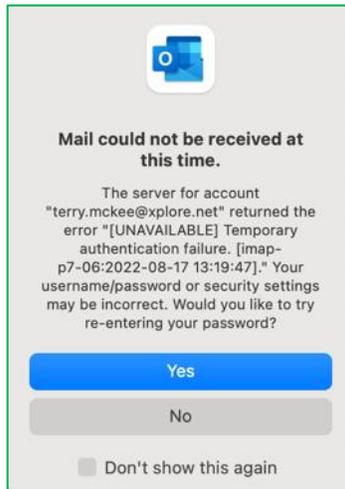
If so, click **No**

1. Click on **Tools**, then **Accounts…**

2. Select your **email**
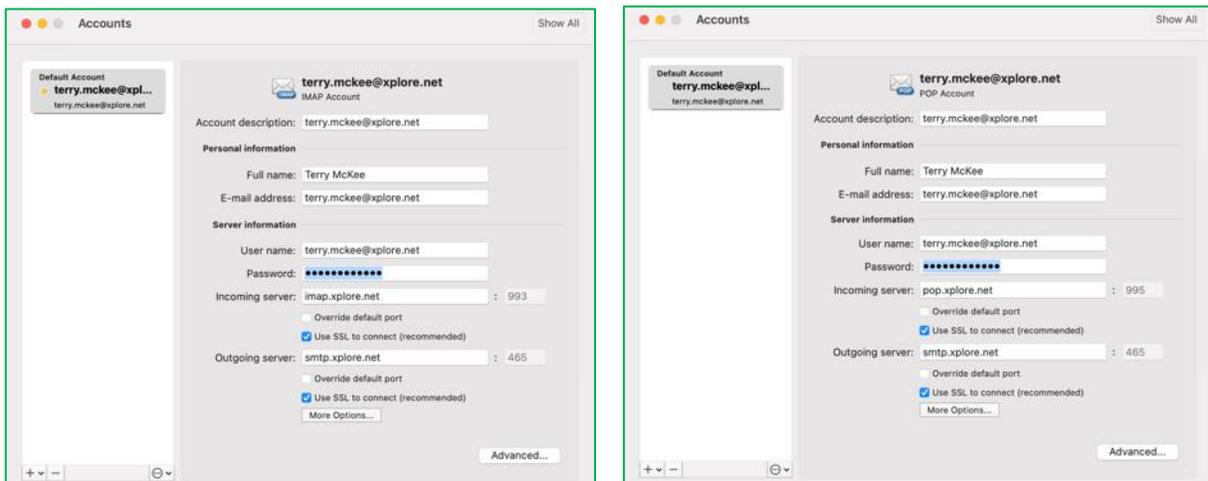
3. Verify the following settings, and change them if necessary:
   a. **User Name**: your **full email address**, including the portion after the @ symbol
   b. **Password**: your email password
   c. **Incoming server**:
      i. If it says "**IMAP Account**" near the top
         1. **imap.xplore.net** : **993**
            a. If necessary, click **Override default port** to change the port number to **993**
         2. **User SSL to connect (recommend): checked**
      ii. If it says "**POP Account**" near the top
         1. **pop.xplore.net** : **995**
            a. If necessary, click **Override default port** to change the port number to **995**
         2. **User SSL to connect (recommend): checked**

        d. **Outgoing server**: **smtp.xplore.net** : **465**
            i. If necessary, click **Override default port** to change the port number to **465**
           ii. **User SSL to connect (recommend): checked**

4. Close **Accounts**