Microsoft Outlook for Mac

Please note that it is recommended that you **only use the "legacy version" of Outlook**, not the "new" Outlook, as the "new" Outlook will not allow you to sync your "Sent Items" folder with the email server.

Add a new email account

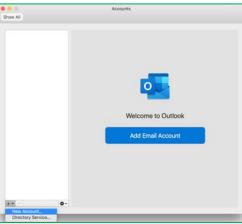
1. Open the Outlook app by clicking the Microsoft **Outlook** icon from the Launchpad.



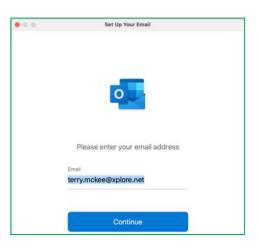
a. If Outlook doesn't take you to the "Set Up Your Email" screen, click on Tools, then Accounts...



b. Click Add Email Account, or click the + in the bottom left and select New Account...

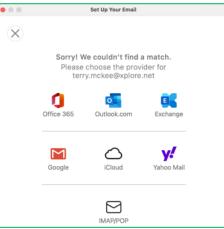


2. Enter your full email address



3. Click Continue

4. If this screen appears, select **IMAP/POP** at the bottom



5. Leave the **Type** as **IMAP** (POP is an option but is <u>not</u> recommended)

0.0	Set Up Your Email			
\bigotimes			Not IMAP/POP?	POP?
	Type IMAP 0			
	Email Address			
	terry.mckee@xplore.net			
	Username			
	terry.mckee@xplore.net			
	Password			

	Show Password			
	Incoming Server	Port		
	imap.xplore.net	993		
	Use SSL to connect (recommended)			
	Outgoing Server	Port		
	smtp.xplore.net	465		
	Use SSL to connect (recommended)			
	Add Account			
				-

- a. Verify that the Username is your full email address
- b. Enter your email **Password**
- c. Verify that the Incoming Server is imap.xplore.net
- d. Verify that the Incoming Server Port is 993
- e. Verify that the box next to "Use SSL to connect" is checked for both the Incoming Server and the Outgoing Server
- f. Verify that the Outgoing Server is smtp.xplore.net
- g. Verify that the **Outgoing Server Port** to **465**
- h. Click Add Account
- 6. Click Done

• • •	Set Up Your Email	8
	terry.mckee@xplore.net has been added	
Outlook s	Did you know? upports Google, Yahoo Mail, and iCloud accounts.	
Outlook si	Add Another Account	
	Done	

7. If not already in Accounts, click on Tools, then Accounts...

8. In Accounts, edit your Full Name (if desired) and click Advanced...

Default Account • terry.mckee@xpl terry.mckee@xplore.net	2	terry.mckee@xplore.net IMAP Account		
	Account description:	terry.mckee@xplore.net		
	Personal information			
	Full name:	Terry McKee		
	E-mail address:	terry.mckee@xplore.net		
	Server information			
	User name:	terry.mckee@xplore.net		
	Password:			
	Incoming server:	imap.xplore.net	1	993
		Override default port		
		Use SSL to connect (recommended)		
	Outgoing server:	smtp.xplore.net	1	465
		Override default port		
		🖸 Use SSL to connect (recommended)		
		More Options		
			Ar	ivanced
· - 0·				

9. Go to the Folders tab and verify the Sent, Drafts, Junk and Trash folders selected are Sent Items, Drafts, Spam and Trash respectively, and from the Server (not "On My Computer")

🔄 Sent	 Store sent messages in this folder: Don't store a copy of sent messages 	Sent Items (Server) Sent Items (On My Computer) Choose
Drafts	Store draft messages in this folder:	Drafts (Server)
🛕 Junk	Store junk messages in this folder:	Spam (Server)
👸 Trash	Move deleted messages to this folder: When Outlook closes, permanently erase deleted messages	Trash (Server)
	Never	
	Do not automatically delete messages Permanently erase deleted messages when	n Outlook clases

10. Click **OK**, then close **Accounts**

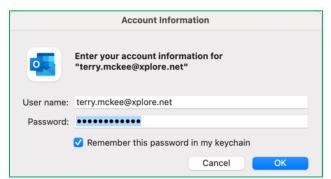
Changing your Email Password

If you changed your email password in <u>webmail</u> or <u>MyXplore</u>, you will need to change it in Outlook to match the new password.

Outlook should prompt you for your new password with a "Mail could not be retrieved at this time" message:



1. Click Yes



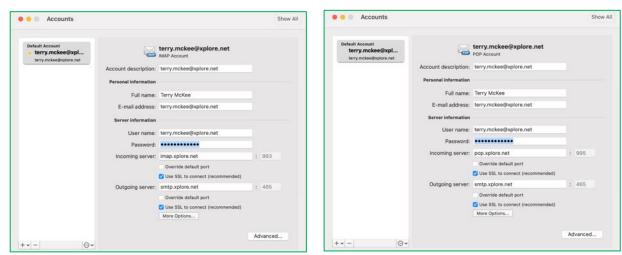
2. Enter your new **Password**, check the box of "**Remember this password in my keychain**" (unless you wish to enter it every time) and click **OK**

If Outlook doesn't prompt you for your new password, follow these steps:

1. click on **Tools**, then **Accounts...**



2. Select your email



- 3. Enter your new Password and close Accounts
- 4. Quit Outlook and re-open it