Set up your email in Microsoft Outlook

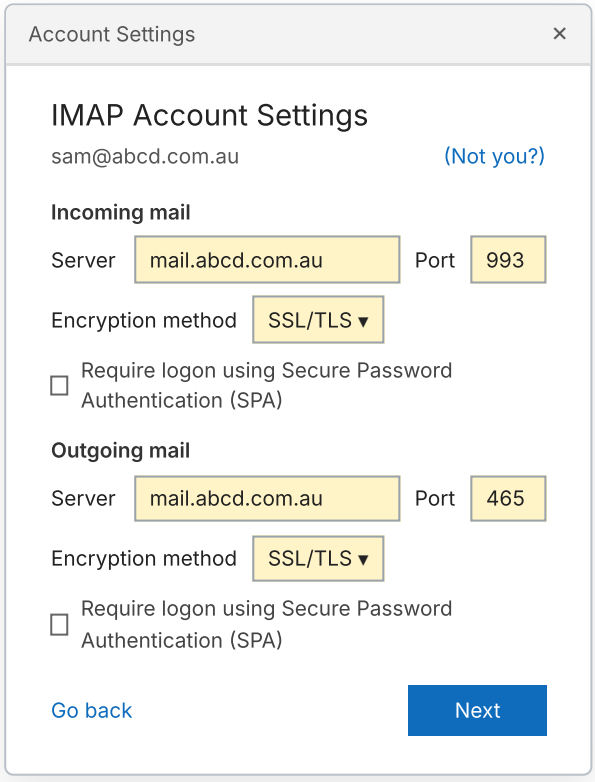
Add your business email to Outlook on your computer. This guide covers classic Outlook for Windows, the new Outlook for Windows and Outlook for Mac.

ACCOUNT TYPE	INCOMING SERVER	OUTGOING SERVER
IMAP	**Port 993**	**Port 465**
Keeps every device in sync	SSL/TLS encryption	SSL/TLS, sign-in required

Not sure which Outlook you have? If you see a **File** menu in the top left, you're using classic Outlook. If there's a **New Outlook** toggle in the top right or no File menu, you're using the new Outlook.

Classic Outlook for Windows

1. Click **File**, then **Add Account**. (You can also use **File › Account Settings › Account Settings** and click **New**.)
2. Enter your email address, then click **Advanced options** and tick **Let me set up my account manually**. Click **Connect**.
3. Choose **IMAP**.
4. Enter the incoming and outgoing settings shown here. Both servers are `mail.yourdomain.com.au`, using port **993** incoming and **465** outgoing, both with **SSL/TLS**. Click **Next**.
5. Enter your password and click **Connect**, then **Done**.



Leave both SPA boxes unticked

Leave "Secure Password Authentication (SPA)" unticked for both incoming and outgoing mail. Ticking it stops Outlook from signing in.

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New Outlook for Windows

1. Click the **settings cog** (top right), then **Accounts › Email accounts › Add account**.
2. Enter your email address and click **Continue**. When asked to choose a provider, select **IMAP**.
3. Enter your password and display name. Click **Show more** if the server fields aren't visible.
4. Set the IMAP incoming server to `mail.yourdomain.com.au`, port **993**, secure connection **SSL/TLS**.
5. Enter your full email address and password for SMTP. Set the outgoing server to `mail.yourdomain.com.au`, port **465**, secure connection **SSL/TLS**. Click **Continue**.

Outlook for Mac

1. Open Outlook and go to **Outlook › Settings › Accounts**. Click **+** in the bottom left, then **New Account**.
2. Enter your email address and click **Continue**. If Outlook asks for the provider, choose **IMAP/POP** and make sure the type is set to **IMAP**.
3. Enter your full email address as the IMAP username, your password and `mail.yourdomain.com.au` as the incoming server, port **993**, with **Use SSL to connect** ticked.
4. Enter the same username and password for SMTP, with `mail.yourdomain.com.au` as the outgoing server, port **465**, with **Use SSL to connect** ticked. Click **Add Account**.

Your email settings

Keep these handy. Replace `yourdomain.com.au` with your own domain. For example, if your email is **sam@abcd.com.au**, your mail server is `mail.abcd.com.au`.

Setting	What to enter
Account type	**IMAP** (not POP)
Incoming mail server	`mail.yourdomain.com.au` · port **993** · **SSL/TLS**
Outgoing mail server (SMTP)	`mail.yourdomain.com.au` · port **465** · **SSL/TLS** · sign-in required
Username	Your **full email address**, e.g. sam@abcd.com.au
Password	Your email password (the same for incoming and outgoing)

Still stuck? We're here to help

Tell us your email address and the device you're using and we'll walk you through it. We're available 9am to 5pm Melbourne time.

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