

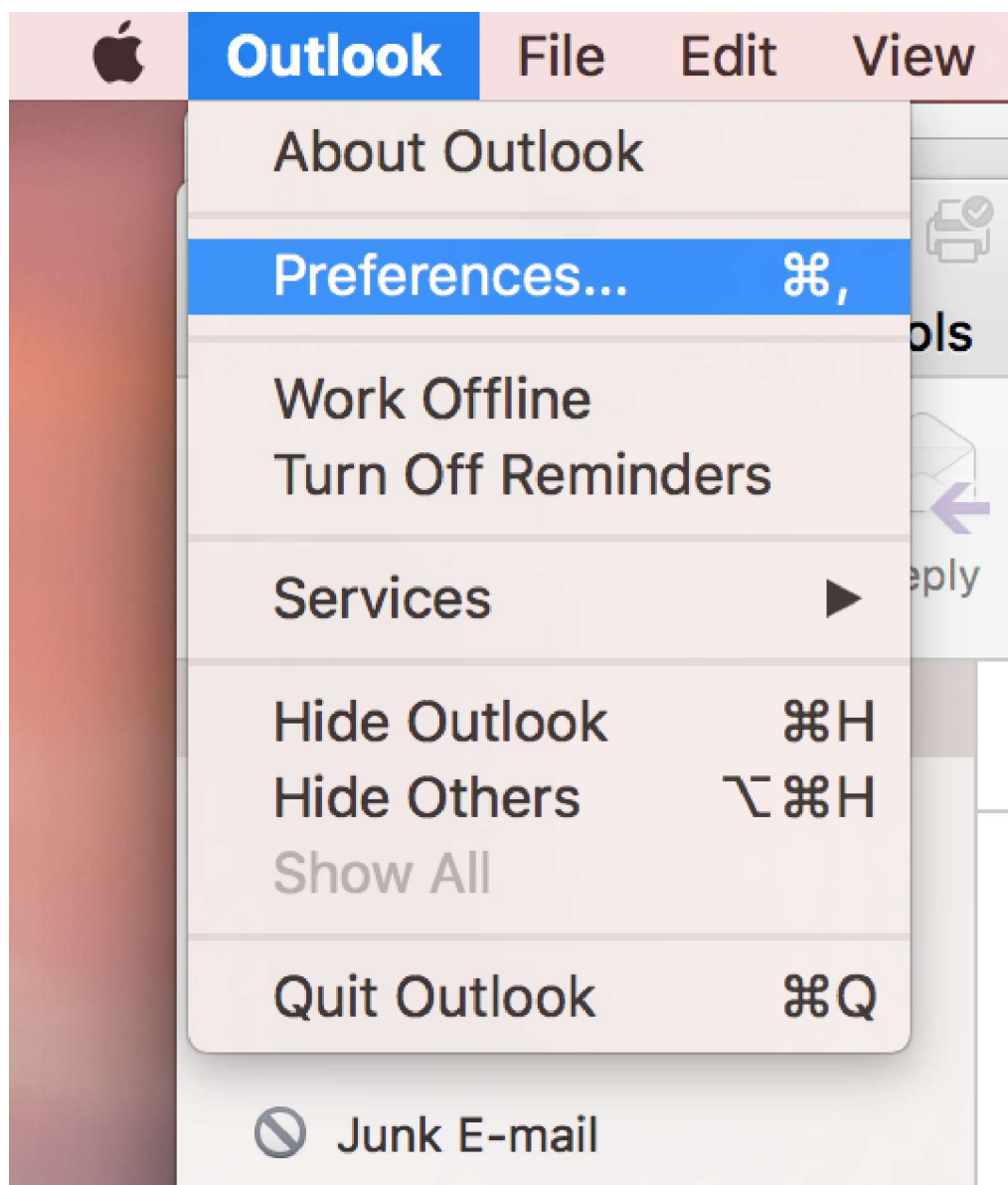
# macOS: Outlook 2016 (IMAP)

This article will assist you with setting up Outlook 2016 for Mac with your Hosted Mailbox.

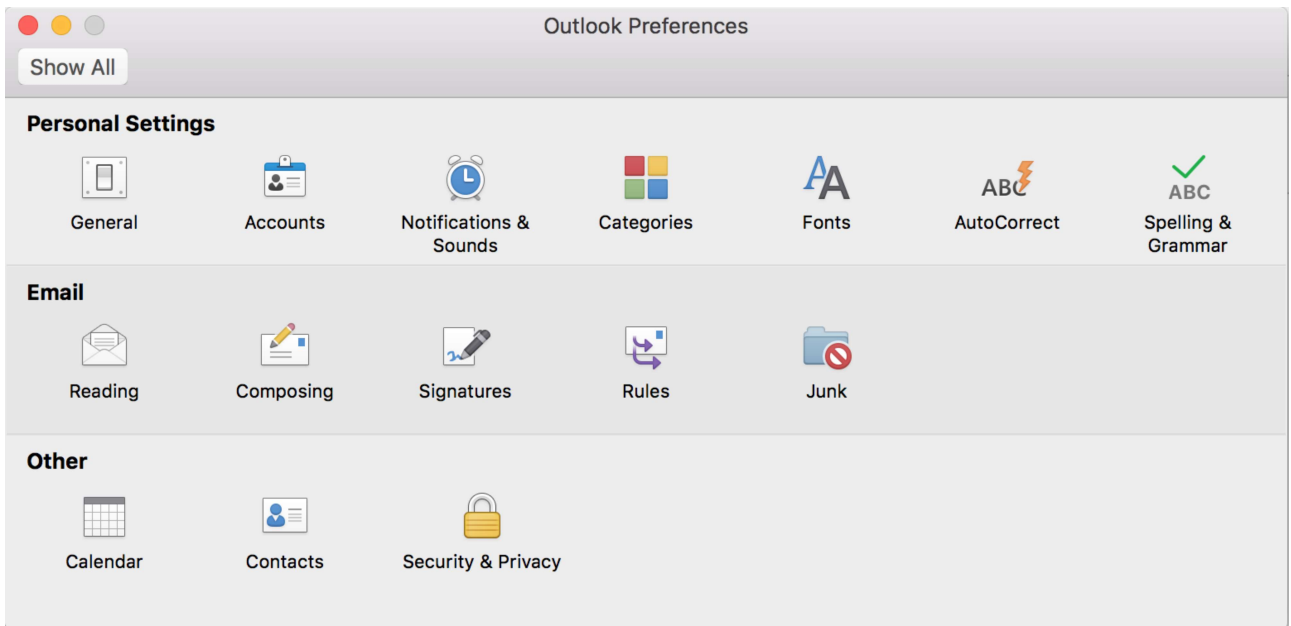
1. Launch Outlook 2016 for Mac

**NOTE:** If you do not have any accounts setup on Outlook 2016 for Mac, skip to **Step 5**

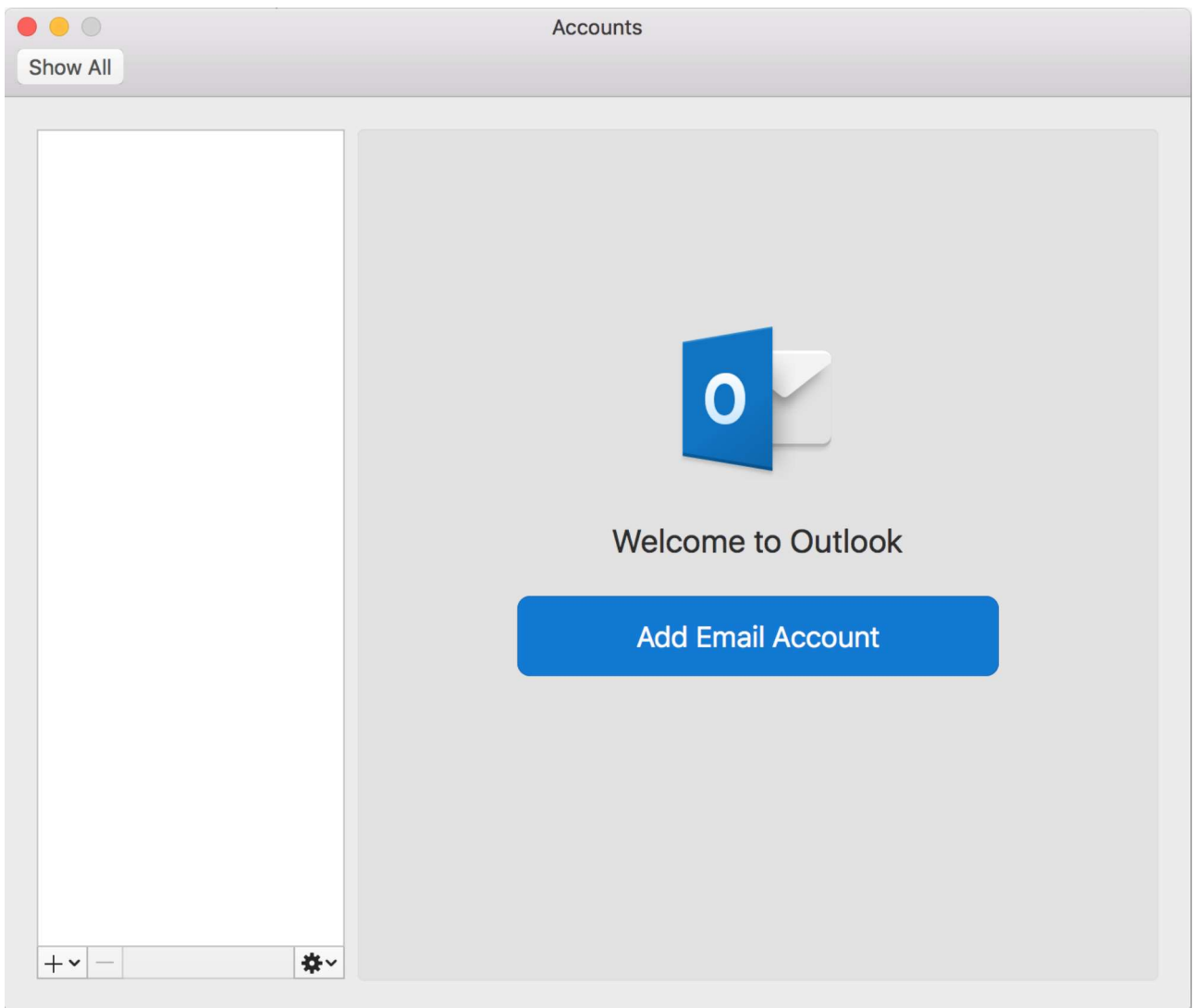
2. Select **Preferences** from the Outlook menu.



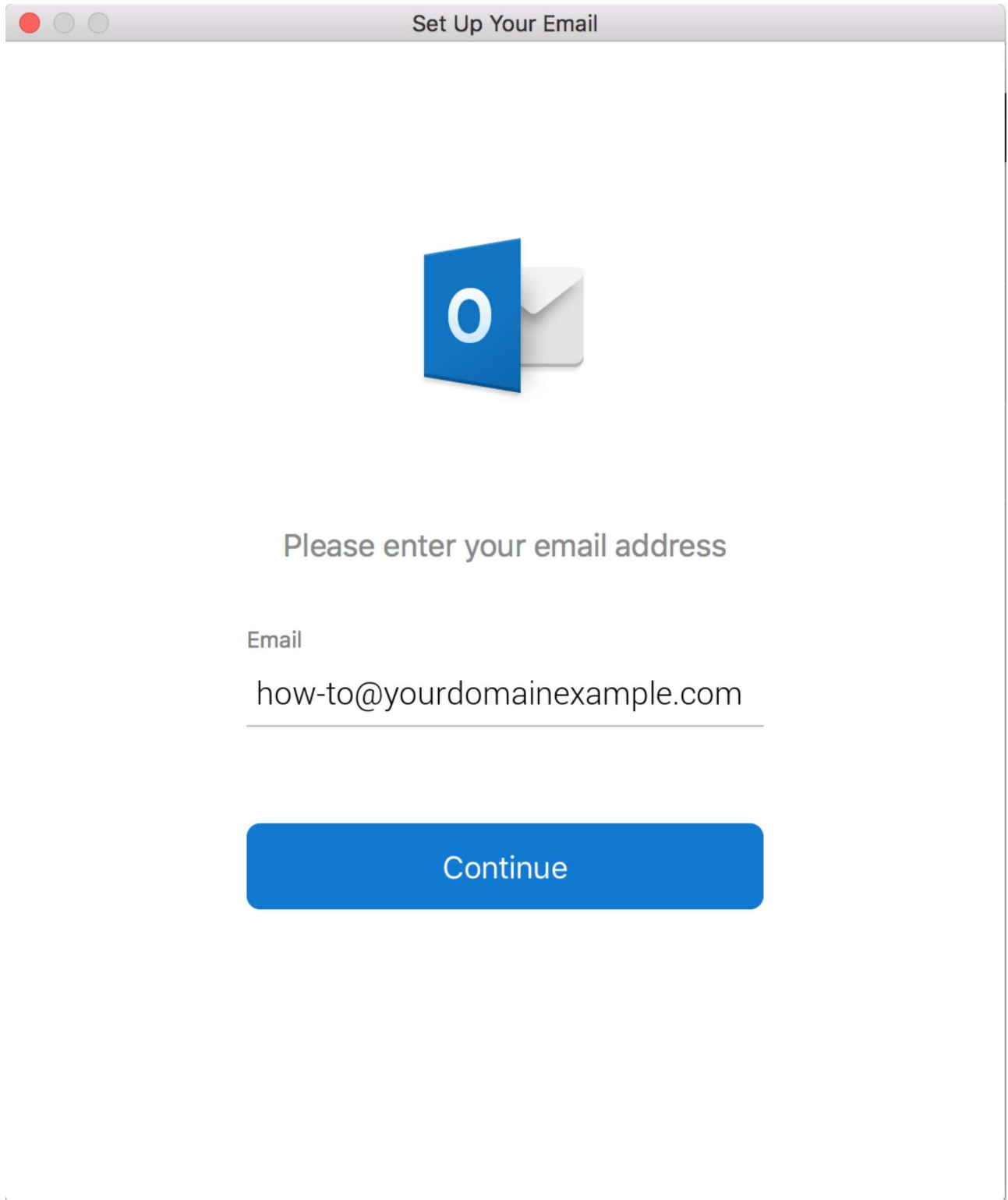
3. Select **Accounts**



#### 4. Select **Add Email Account**



5. Enter your email address: **how-to@yourdomainexample.com**



6. Outlook will sometimes automatically select Exchange as the account type. Click on **Not Exchange** on the top right corner to switch the account type



[Not Exchange?](#)



7. Select **IMAP/POP** at the bottom



### Choose the provider



Office365



Outlook.com



Exchange



Gmail



iCloud



Yahoo!



IMAP/POP

8. Enter the following details:

**Type:** IMAP

**Email address:** how-to@yourdomainexample.com

**Username:** how-to@yourdomainexample.com

**Password:** Your mailbox password

**Incoming Server:** secure.emailsrvr.com

**Port:** 993

**Use SSL to connect:** Checked


**Outgoing Server:** secure.emailsrvr.com


**Port:** 465

**Use SSL to connect:** Checked

Set Up Your Email

[←](#) [Not IMAP/POP?](#)

 IMAP/POP

Type  
IMAP 

Email Address  
how-to@yourdomainexample.com

Username  
how-to@yourdomainexample.com

Password

Incoming Server	Port
secure.emailsrvr.com	993

Use SSL to connect (recommended)

Outgoing Server	Port
secure.emailsrvr.com	465

Use SSL to connect (recommended)

[Add Account](#)

Need Help? [Contact support](#)

9. Click **Add Account**.

10. Click **Done**



how-to@yourdomainexample.com  
has been added

**Did you know?**

Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

[Get Outlook Mobile](#)

11. **You're done!** You should see the main Outlook window and your email should begin downloading shortly. Please allow 15 minutes for email to download before troubleshooting.



