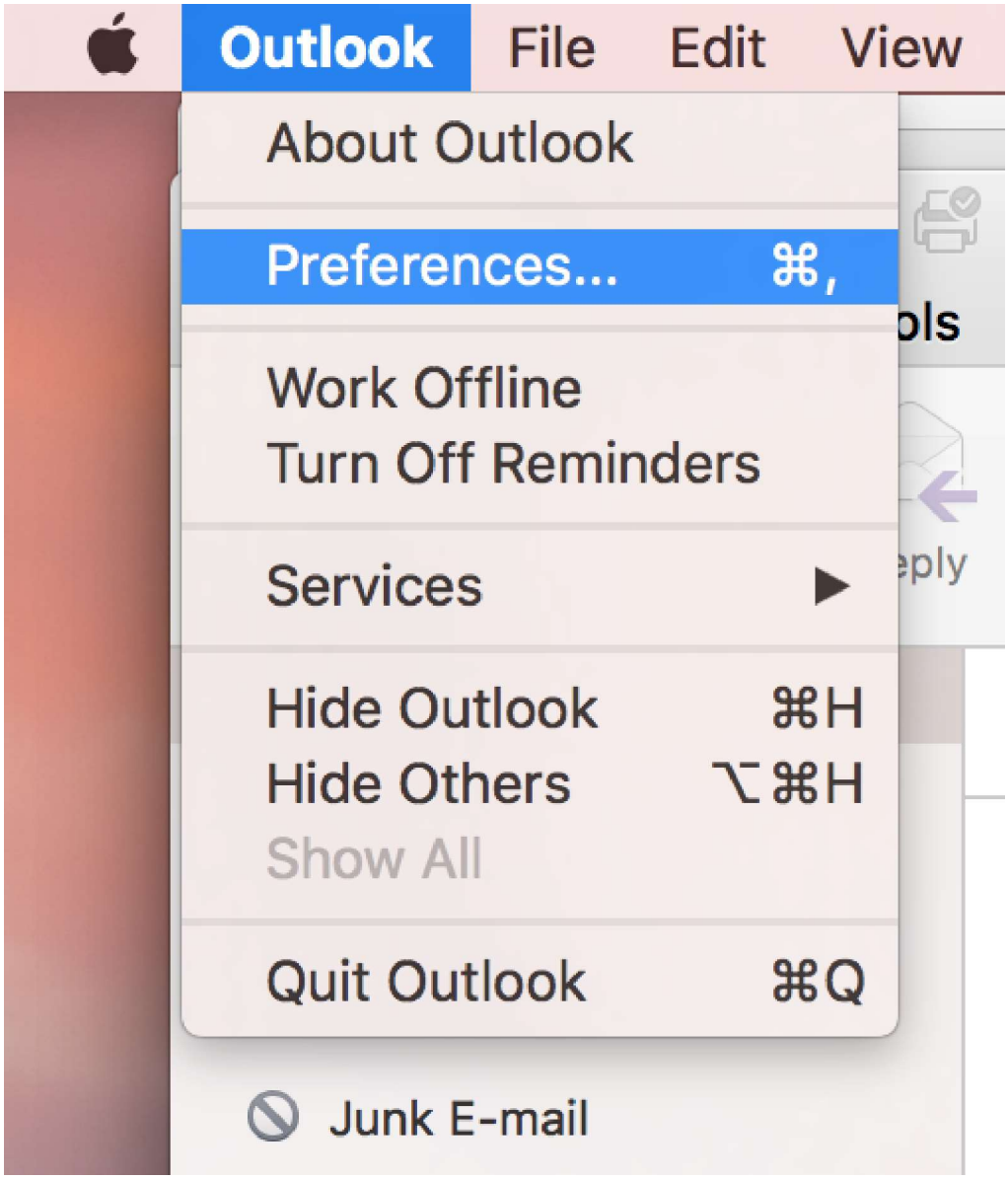
macOS: Outlook 2016 (IMAP)

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

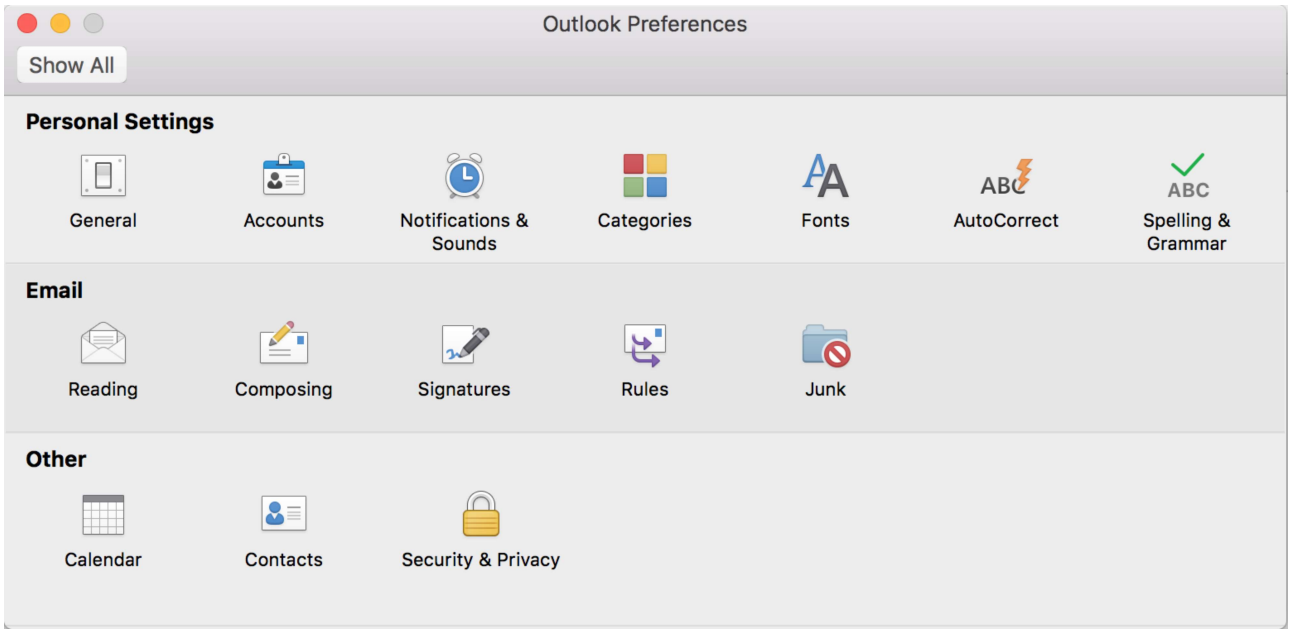
1. Launch Outlook 2016 for Mac

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

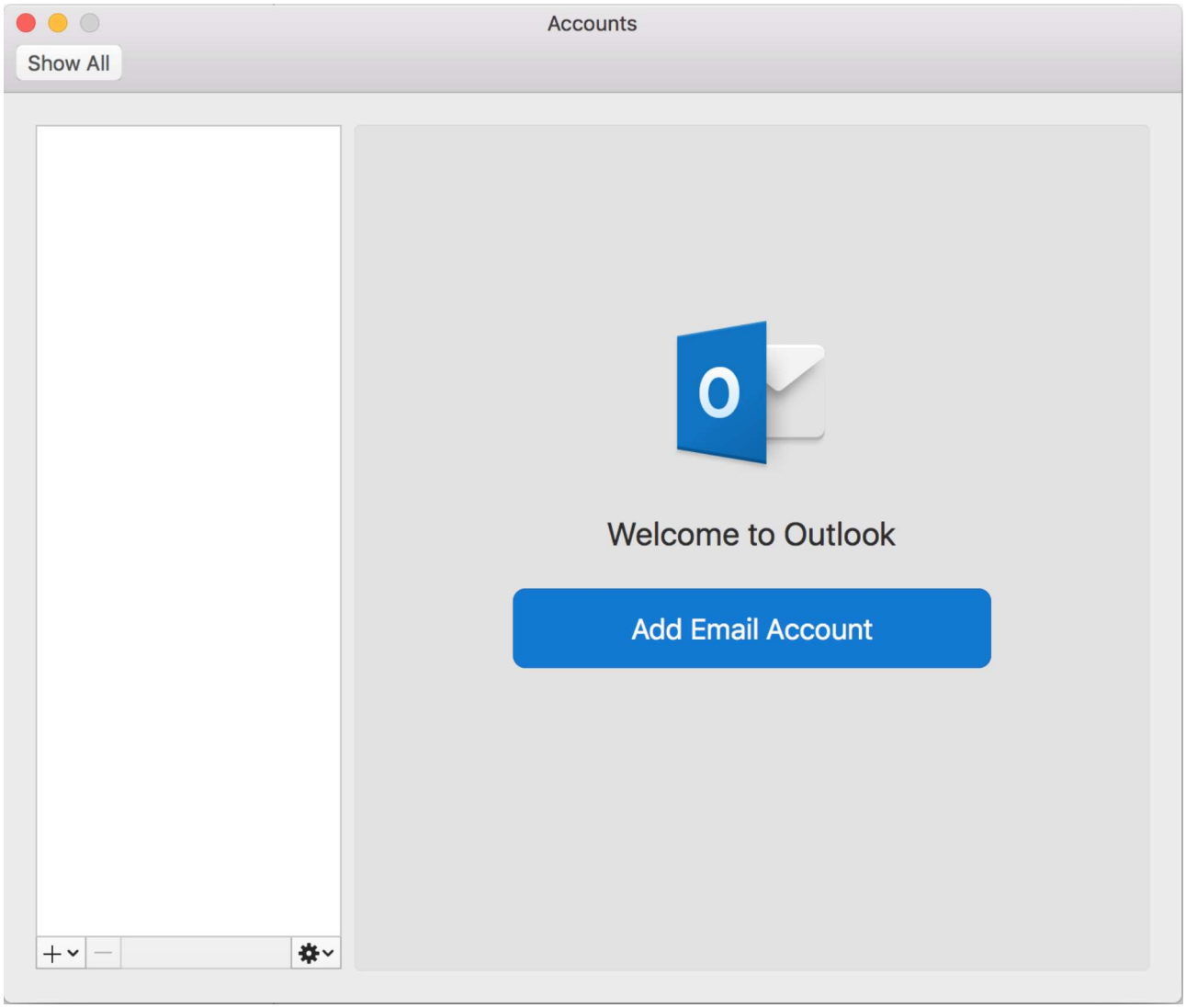
2. Select **Preferences** from the Outlook menu.



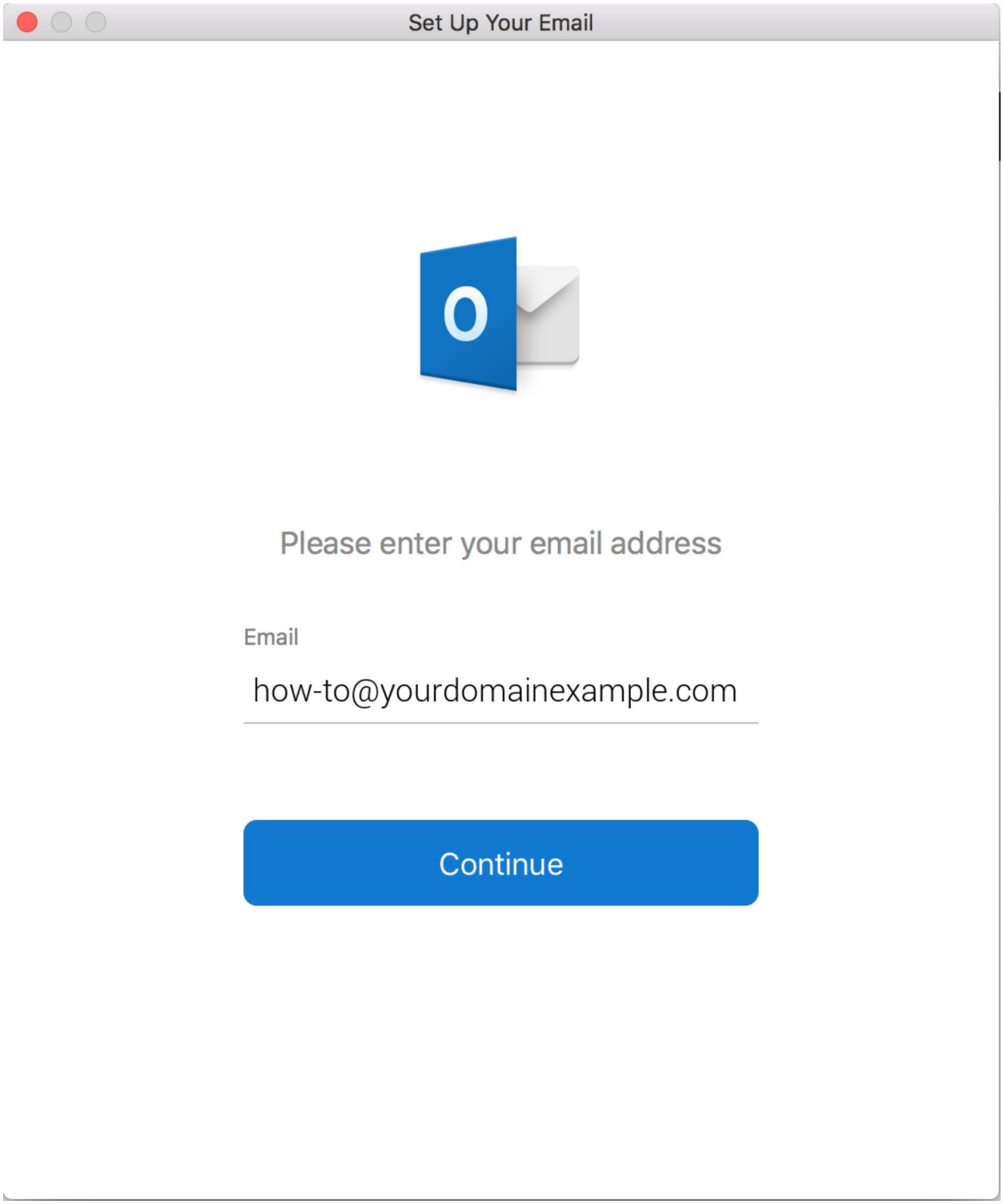
3. Select **Accounts**



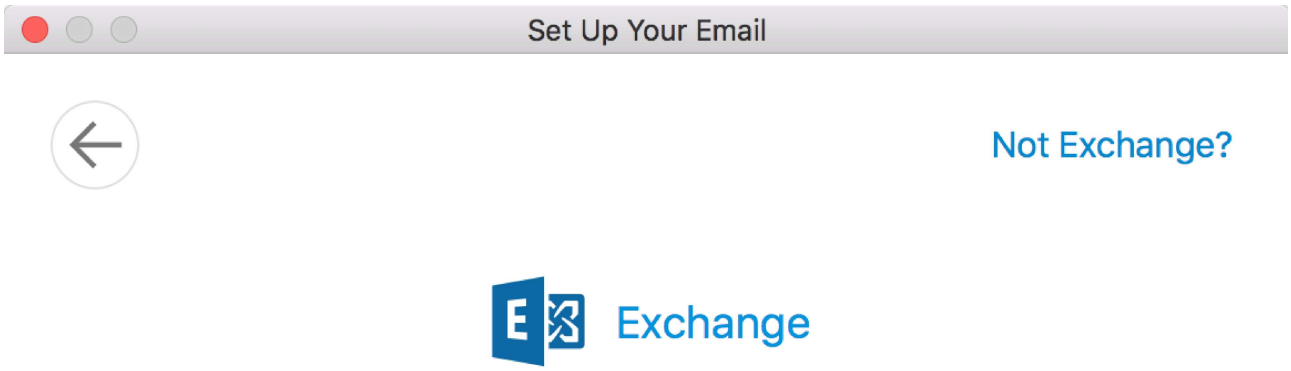
4. Select **Add Email Account**



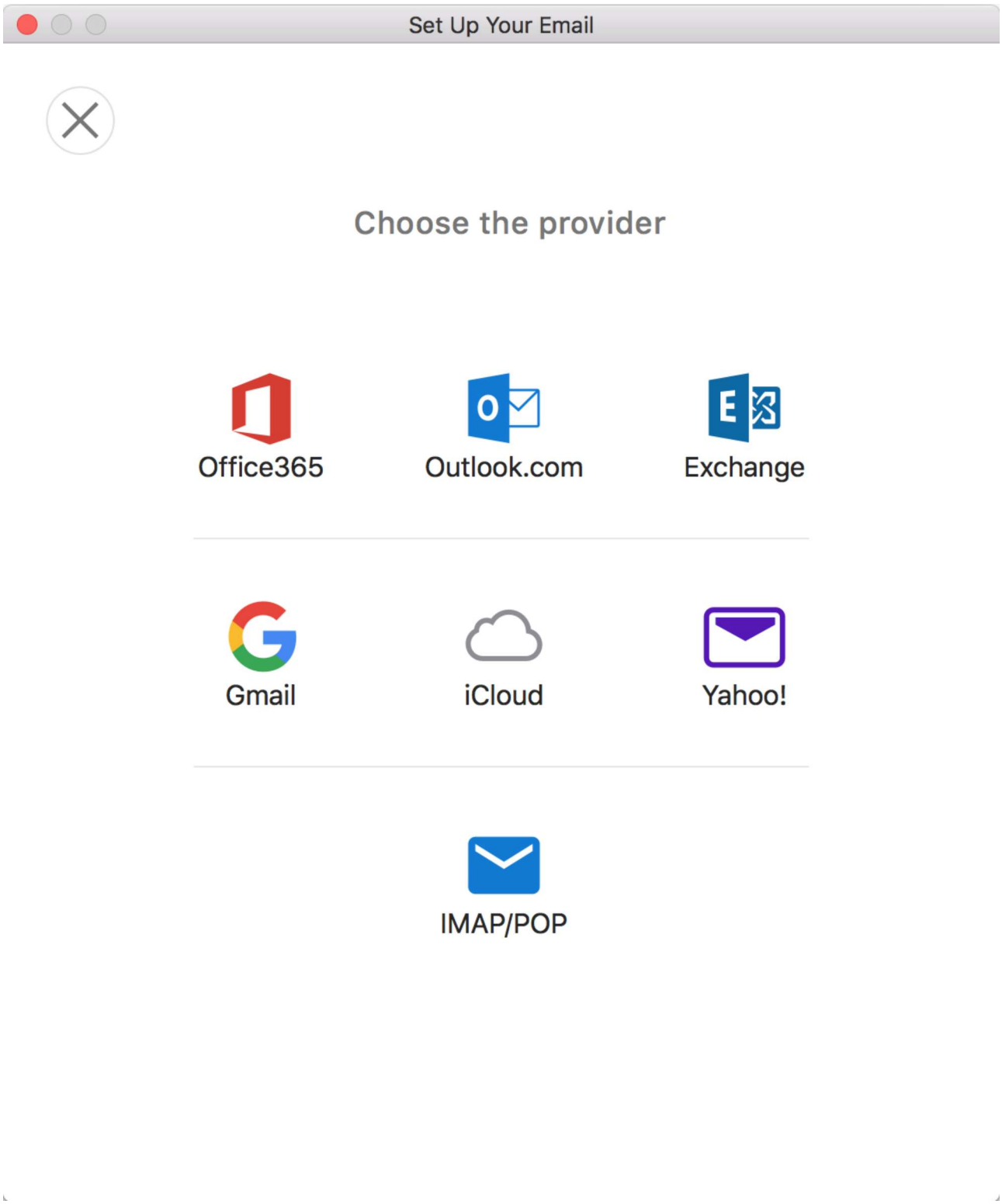
5. Enter your email address: **how-to@yourdomainexample.com**



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



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



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

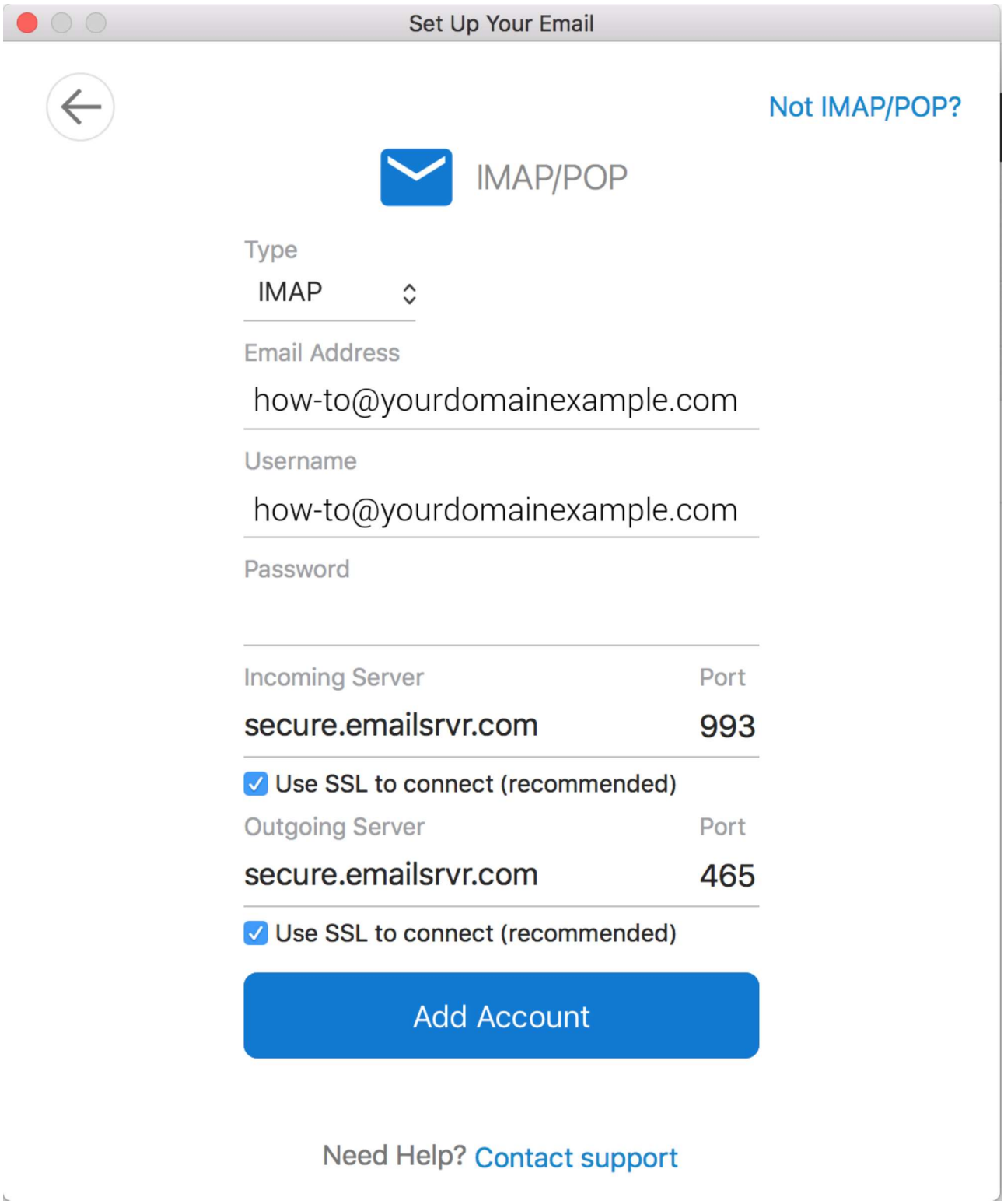
Port: 993

Use SSL to connect: Checked

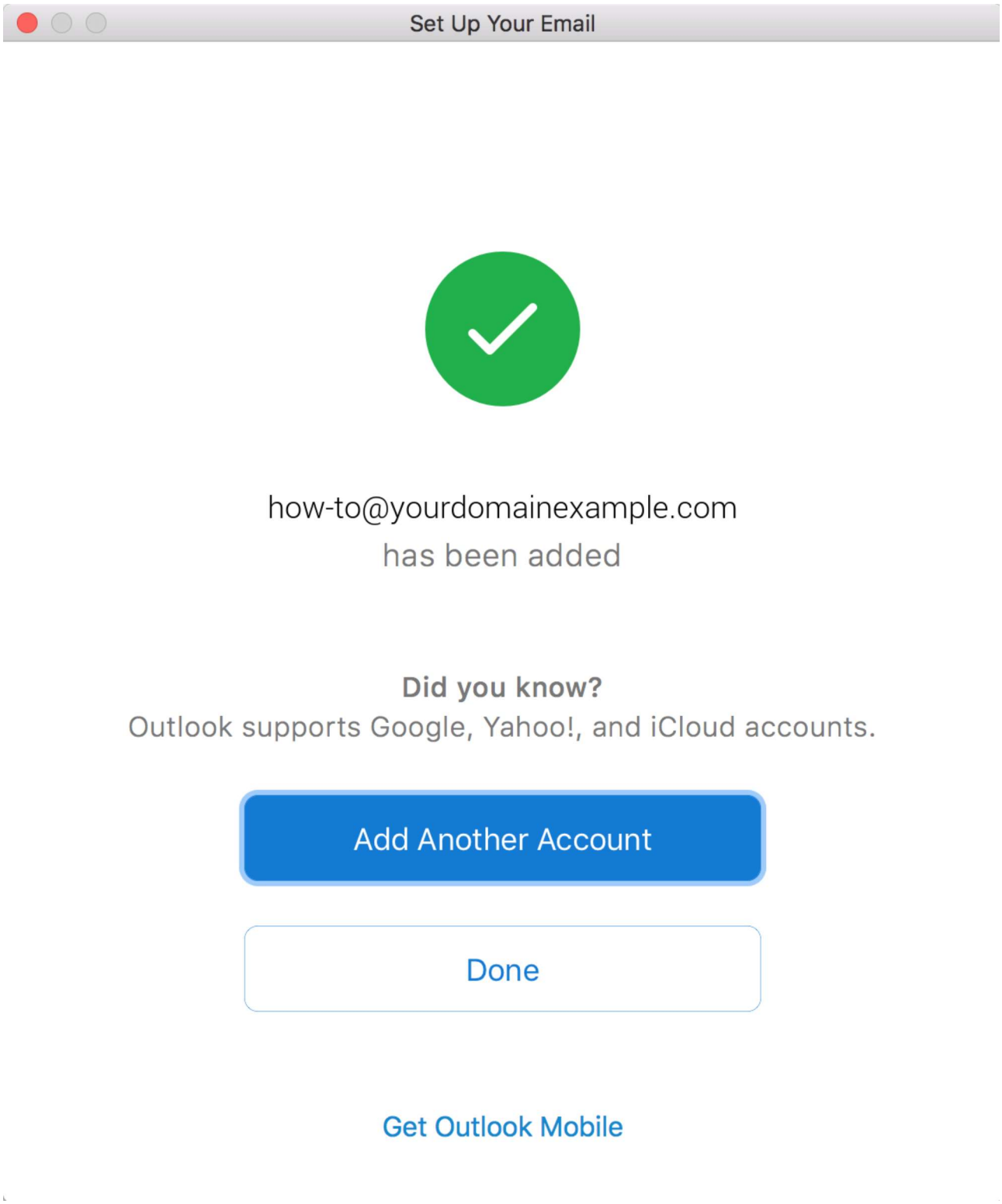
Outgoing Server: secure.emailsrvr.com

Port: 465

Use SSL to connect: Checked



9. Click **Add Account**.
10. Click **Done**



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.