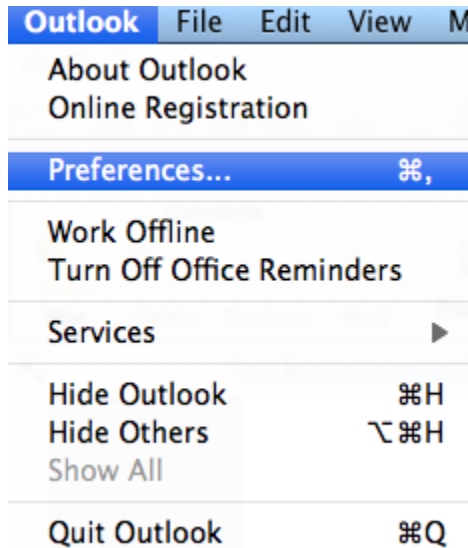
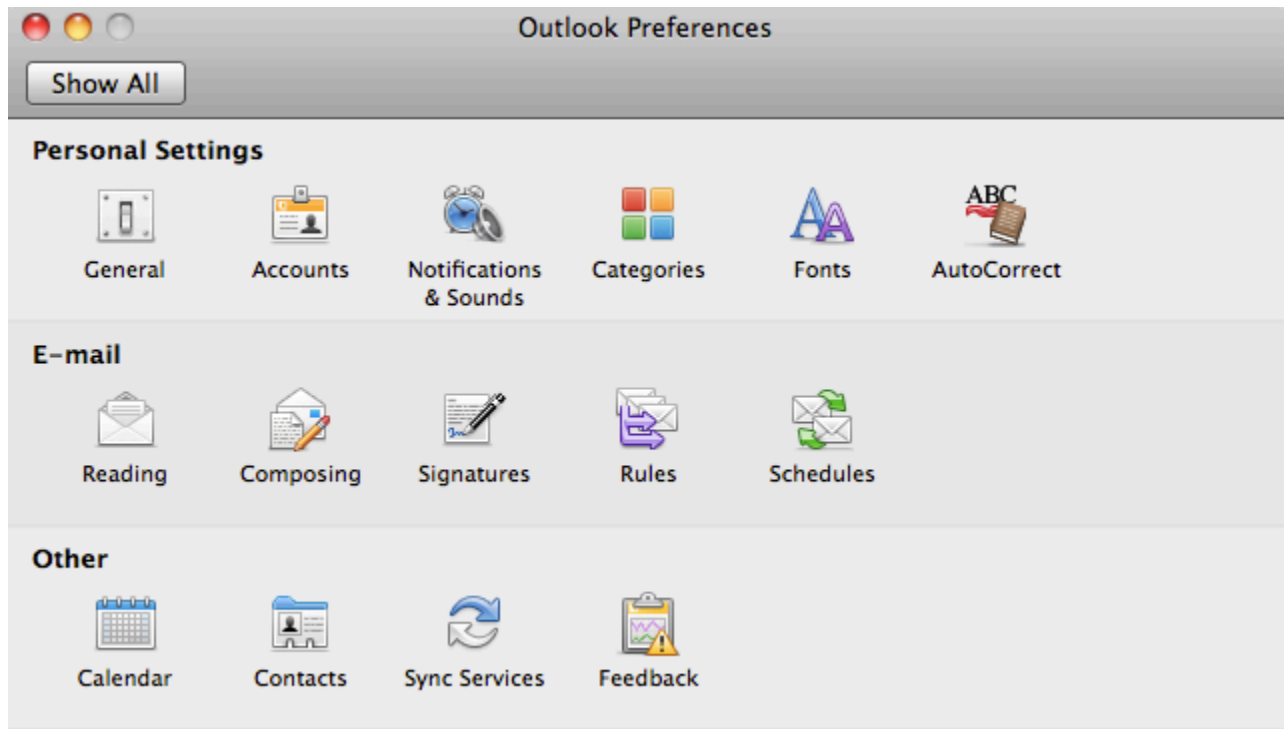


To set up Outlook for Mac 2011, perform the following steps:

1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**.



2. On the Preferences menu, under the Personal Settings heading, click **Accounts**.



3. On the Accounts screen, select **E-mail Account**.

Note: If you already have accounts configured, you can select the plus symbol in the lower left corner, then select Email Account.

4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**
5. Once you add your email address and password, the box will expand. Enter the following information into the expanded screen:

Enter your account information.

E-mail address:

Password:

Configure automatically

Personal information

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

- Username — Enter your entire email address (e.g., myname@mydomain.com)
- Type — Select **IMAP** from the drop-down menu.

Basic Server Settings:

Incoming server: **imap.emailsrvr.com Port: 143**

Outgoing server: **smtp.emailsrvr.com Port: 25**

Secure Server Settings:

Incoming server: **secure.emailsrvr.com Port: 993**

Outgoing server: **secure.emailsrvr.com Port: 465**

Note: If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

6. Click **Add Account** and then click "More Options" under outgoing server. In the pop up window, select the authentication drop down and choose "Use Incoming Server Info" then select OK and confirm changes then close.

