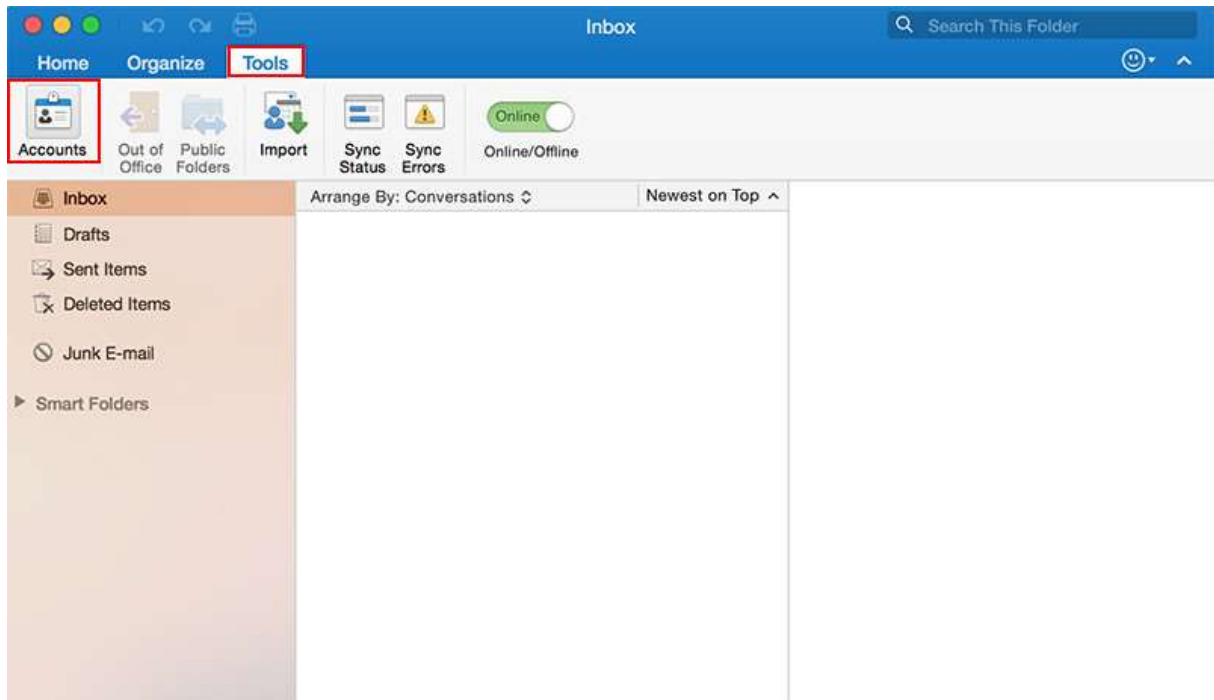


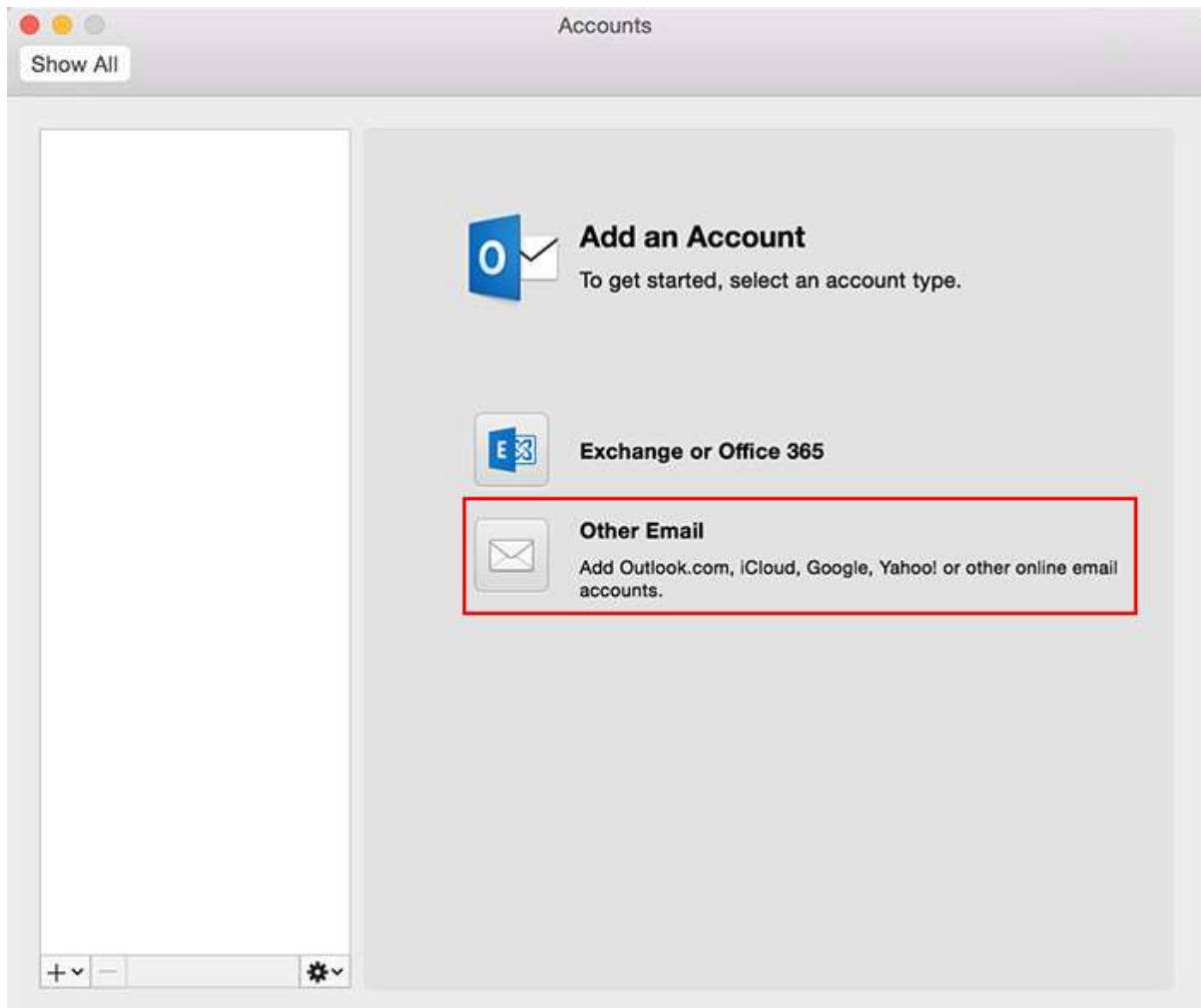
Step 1

Open Outlook for Mac and Click the **Tools** tab. Next, select the **Accounts** button.



Step 2

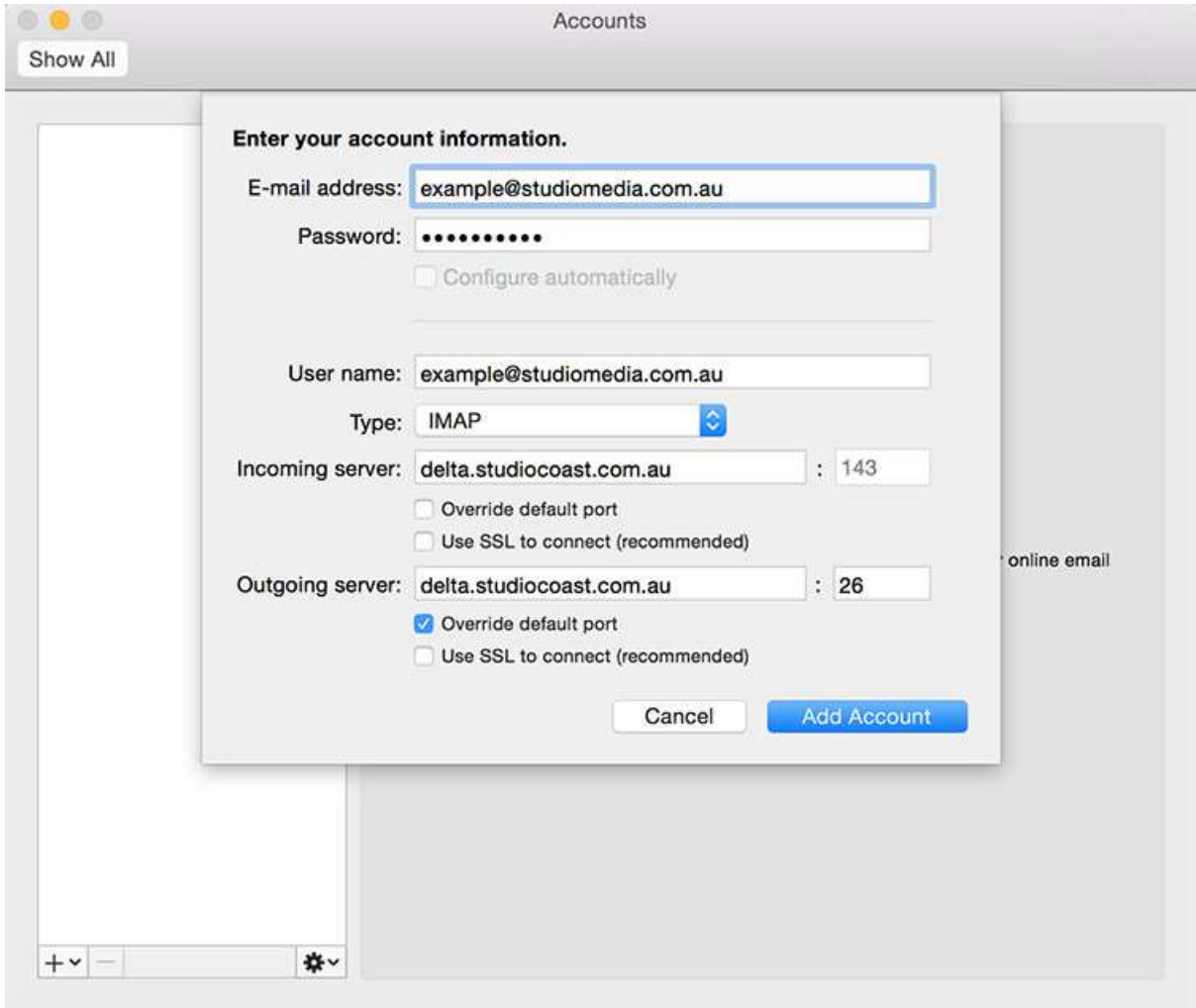
If this is your first email account being setup in Outlook for Mac, you will be taken to the below Accounts window. Select **'Other Email'**. If you have existing accounts, select the "+" button on the bottom left corner and choose **"Other Email"**.



Step 3

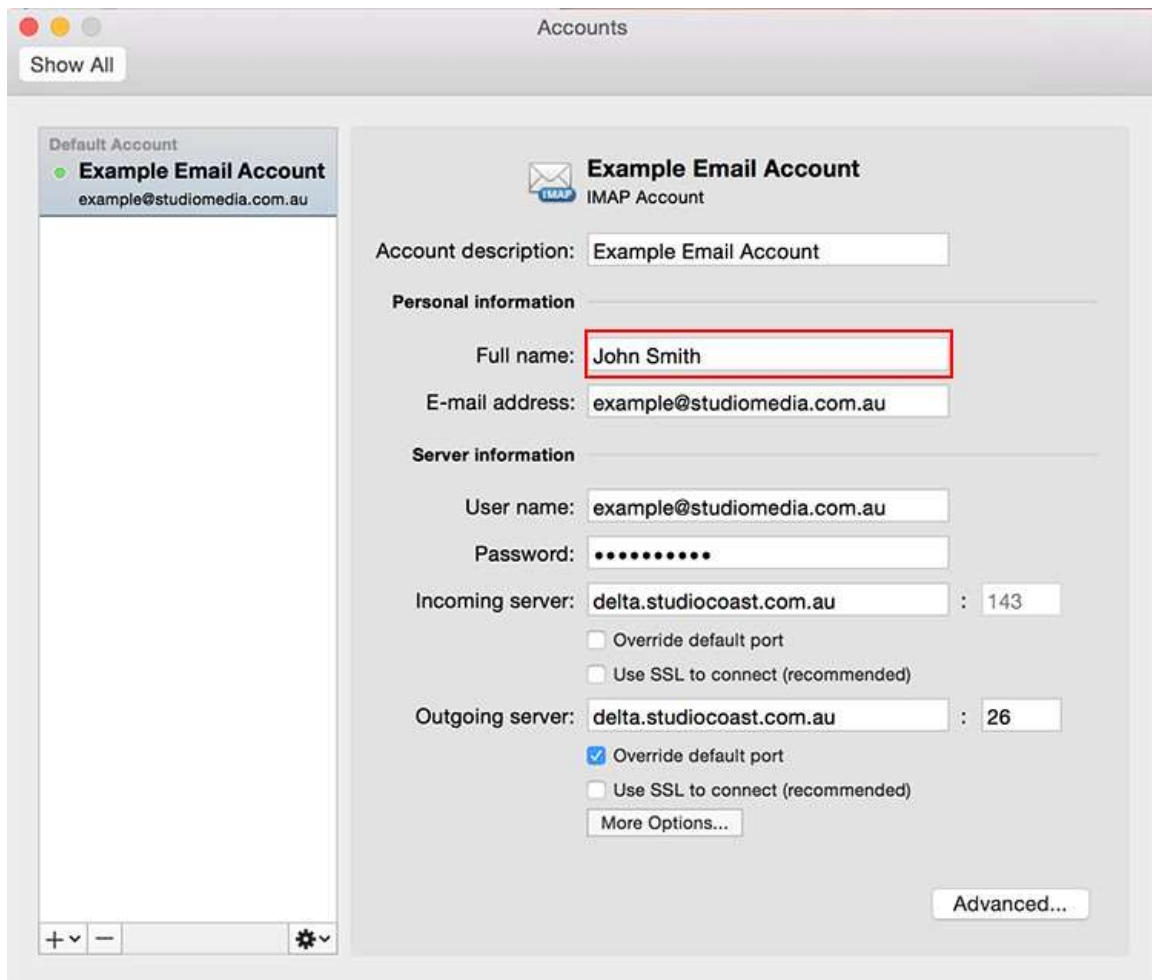
Next fill in all your email account settings as per below. Once completed, select the "Add Account" button.

Email Address:	The full email address you wish to setup. Eg. yourname@domainname.com.au
Password:	Your Email Account's Password. If you are unsure, contact us
User Name:	The full email address you wish to setup. Eg. yourname@domainname.com.au
Type:	Select POP or IMAP. If you are unsure which to choose, we recommend IMAP every time
Incoming Server:	Your email account's incoming mail server. This will have been given to you by us in an email
Outgoing Server:	Your outgoing mail server will be the same as your incoming mail server.
Outgoing Port Number:	Check the box "Override default port" under outgoing server and type in 26 .



Step 4

You will then be brought back to the Accounts window. Enter in the name you wish to appear when you send recipients emails, in the "**Full Name**" field. You can also give your account a description, which is for your reference only. You can then click the x in the top left corner and begin using your email account.



The screenshot shows the 'Accounts' window with a sidebar on the left containing a 'Default Account' section with a green dot next to 'Example Email Account' (example@studiomedia.com.au). The main area is titled 'Example Email Account' and 'IMAP Account'. It contains the following fields and options:

- Account description: Example Email Account
- Personal information:
 - Full name: John Smith (highlighted with a red box)
 - E-mail address: example@studiomedia.com.au
- Server information:
 - User name: example@studiomedia.com.au
 - Password: [masked]
 - Incoming server: delta.studiocoast.com.au : 143
 - Override default port
 - Use SSL to connect (recommended)
 - Outgoing server: delta.studiocoast.com.au : 26
 - Override default port
 - Use SSL to connect (recommended)
 - More Options...

An 'Advanced...' button is located at the bottom right of the configuration area.