

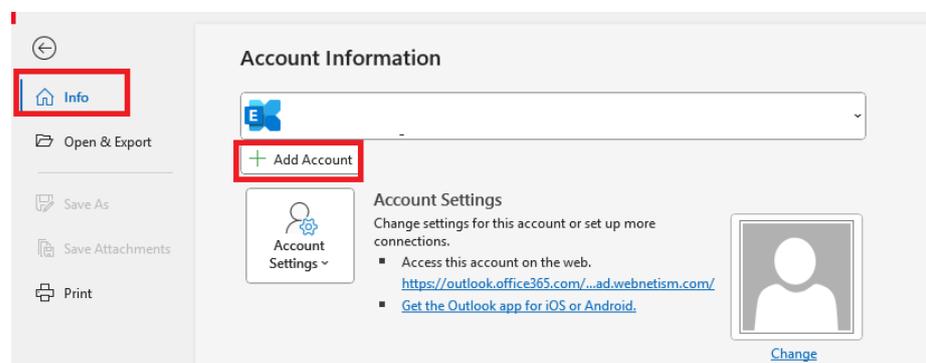
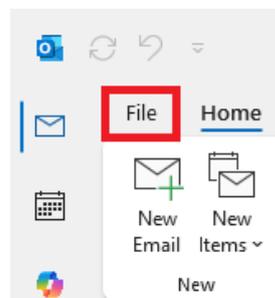
# Outlook with IMAP Email Setup Guide

## Settings overview

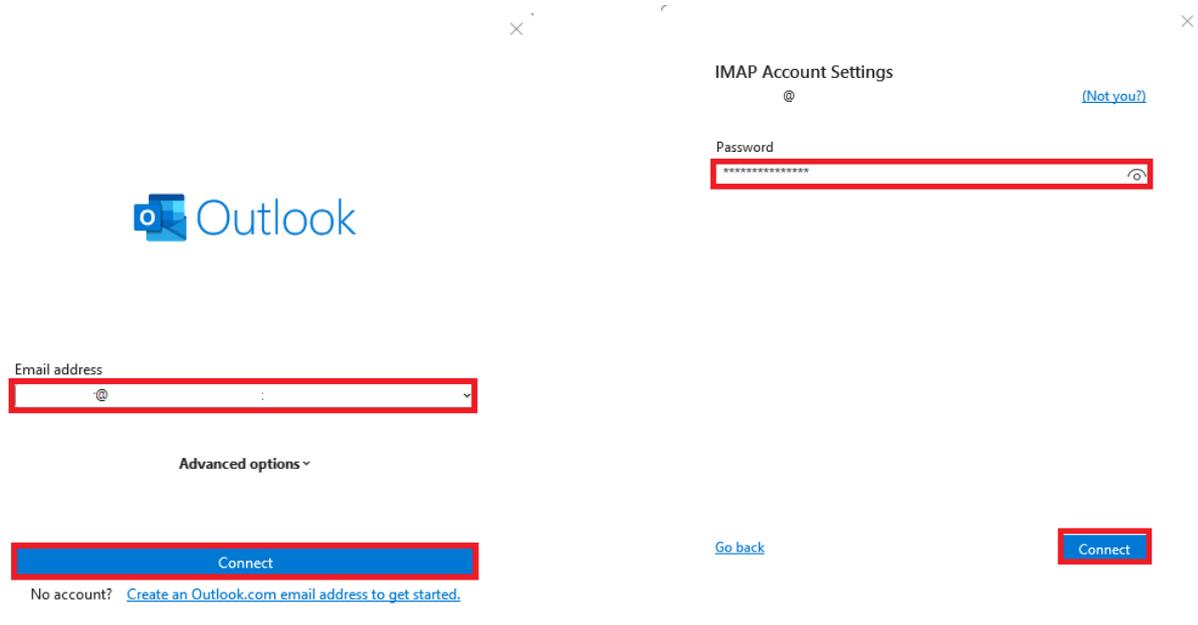
Your name	[the name displayed so people can identify you and reply to you e.g., "Webnetism Support" for support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	IMAP
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
My outgoing server (SMTP) requires authentication	True (ticked): <i>Use same settings as my incoming mail server</i>
Incoming server IMAP (port):	993
Incoming server encrypted connection:	SSL/TLS
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	SSL/TLS

## Automatically discover email settings

1. Click **"File"**, **"Info"** and then **"Add Account"**.



2. Enter your email address then click **“Connect”**. Next, enter your password and click **“Connect”** and the account will be added.



IMAP Account Settings [\(Not you?\)](#)

Password

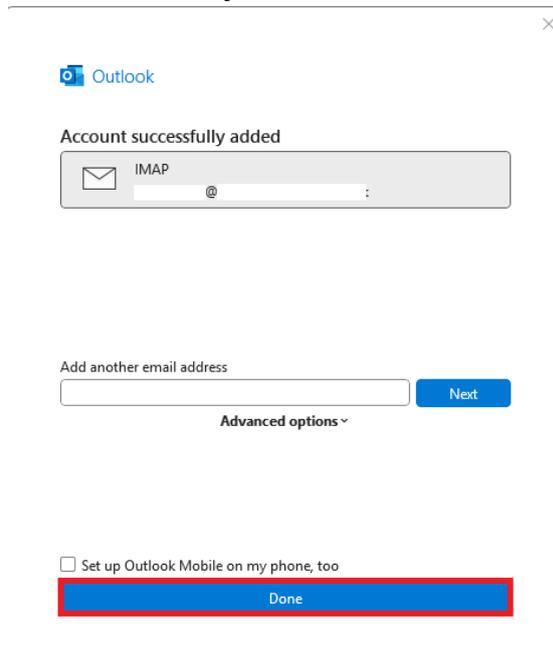
Email address

Advanced options ▾

[Connect](#) [Go back](#) [Connect](#)

No account? [Create an Outlook.com email address to get started.](#)

3. Finally click **“Done”**.



Outlook

Account successfully added

IMAP

Add another email address  [Next](#)

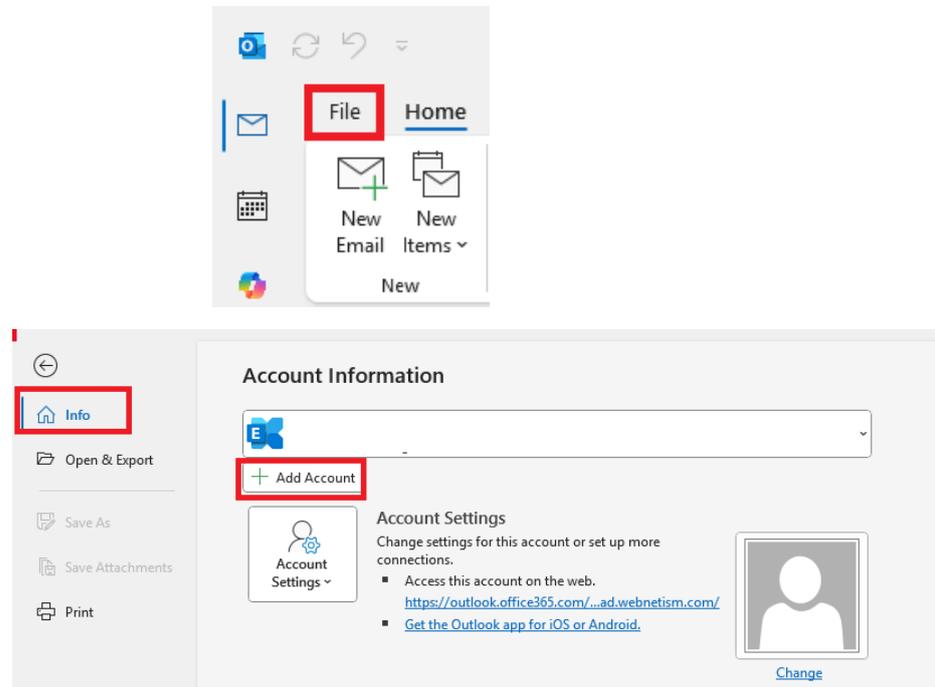
Advanced options ▾

Set up Outlook Mobile on my phone, too

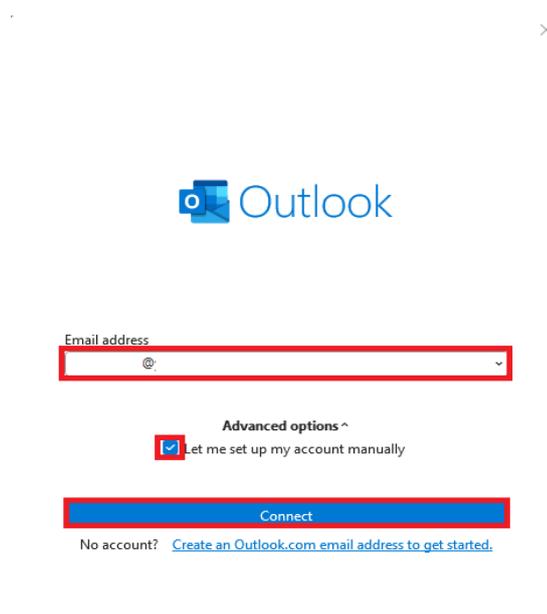
[Done](#)

# Microsoft Outlook for Microsoft 365 Windows– Manual IMAP setup

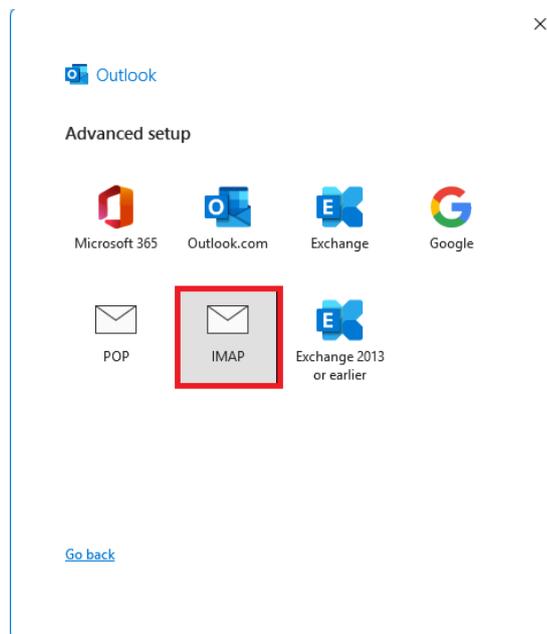
1. Click **“File”**> **“Info”** and then **“Add Account”**.



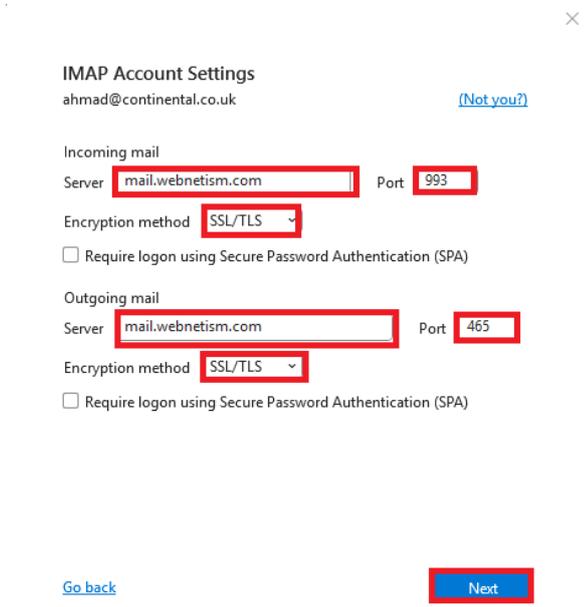
1. Type in your email address and then click the downwards arrow for **“Advanced options”** then tick **“Let me set my account manually”** and click **“Connect”**.



2. Click **“IMAP”**.

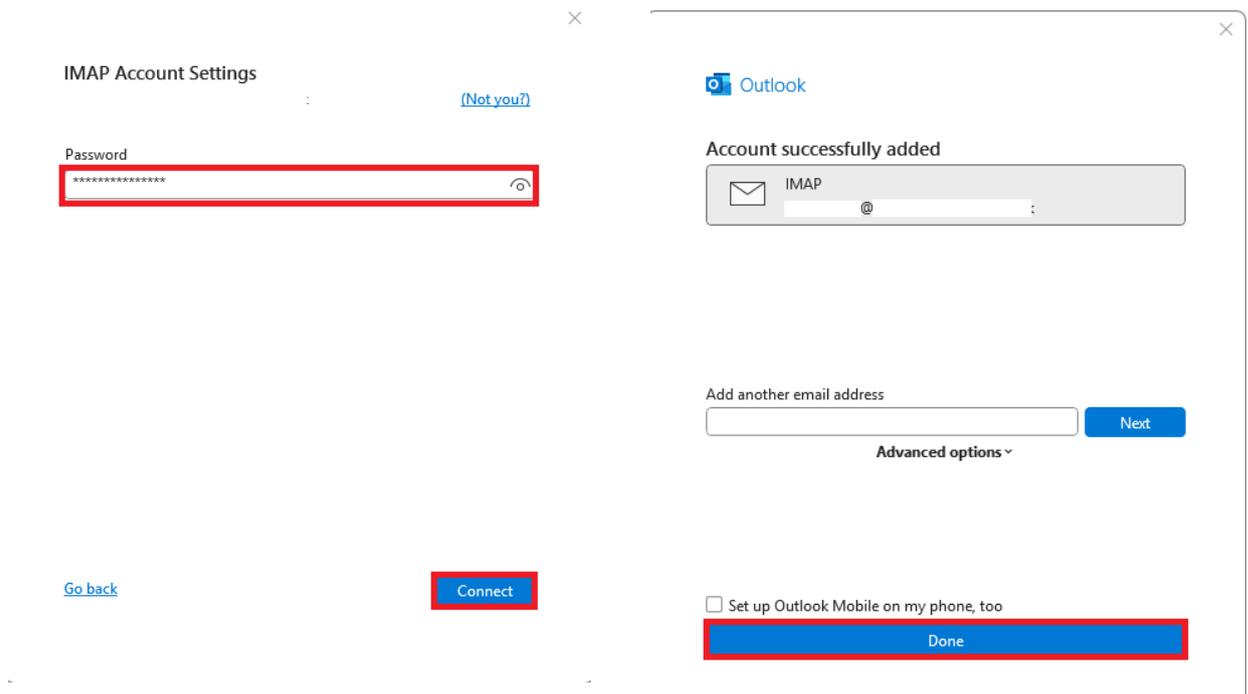


3. Next, click **“Change Account Settings”** and enter the settings as below (**See Settings Overview for correct settings**) then click **“Next”**.



The screenshot displays the 'IMAP Account Settings' form for the email address ahmad@continental.co.uk. The form is divided into 'Incoming mail' and 'Outgoing mail' sections. In the 'Incoming mail' section, the 'Server' field is set to 'mail.webnetism.com', the 'Port' is '993', and the 'Encryption method' is 'SSL/TLS'. There is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section has the 'Server' set to 'mail.webnetism.com', the 'Port' to '465', and the 'Encryption method' to 'SSL/TLS'. It also has an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. At the bottom, there are 'Go back' and 'Next' buttons, with the 'Next' button highlighted with a red box.

4. Enter your password and click the **“Connect”** button then click **“Done”**.



The image shows two overlapping windows from the Outlook application. The left window is titled 'IMAP Account Settings' and contains a 'Password' field with a red border and a 'Connect' button also with a red border. A '(Not you?)' link is visible. The right window is titled 'Outlook' and shows 'Account successfully added' with an IMAP account icon and address field. Below this is an 'Add another email address' section with a 'Next' button and an 'Advanced options' dropdown. At the bottom, there is a checkbox for 'Set up Outlook Mobile on my phone, too' and a 'Done' button with a red border.

## Settings overview

Your name	[the name displayed so people can identify you and reply to you e.g., “Webnetism Support” for support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	IMAP
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
My outgoing server (SMTP) requires authentication	True (ticked): <i>Use same settings as my incoming mail server</i>
Incoming server IMAP (port):	993
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