Webnetism

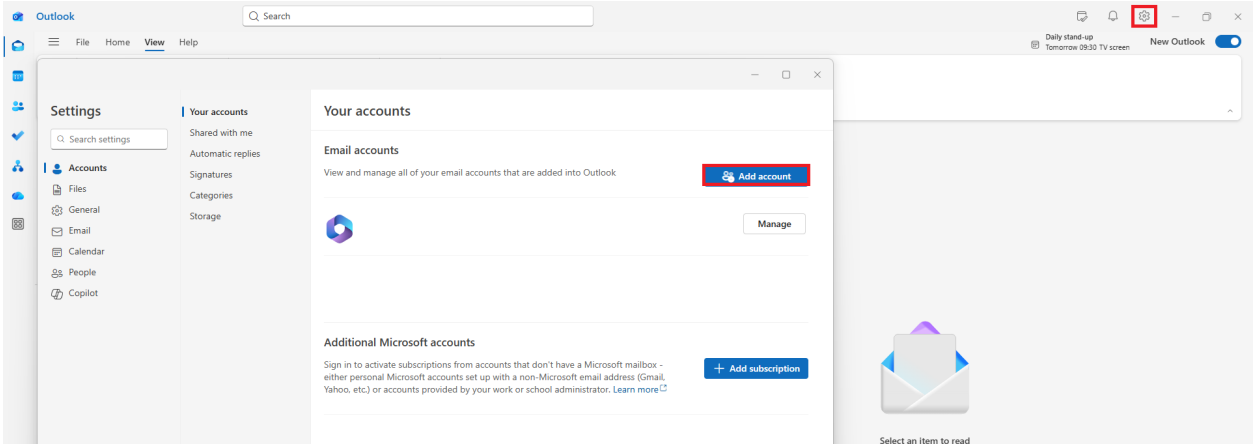
Microsoft Outlook for Microsoft 365 Windows– Manual IMAP setup

Settings overview

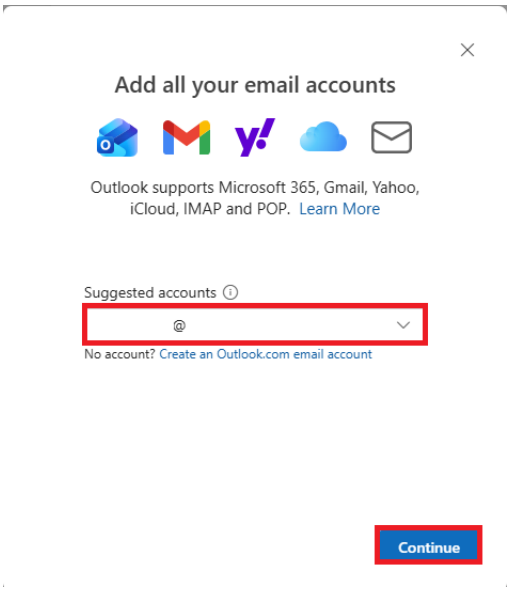
Your name	[the name displayed so people can identify you and reply to you e.g., "Webnetism Support" for support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	IMAP
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):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

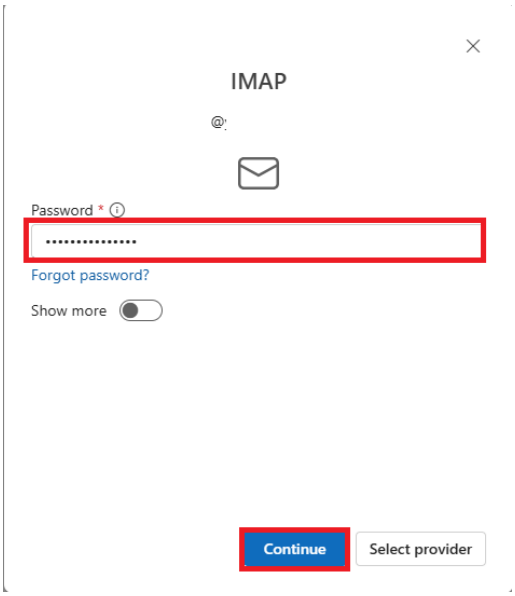
Automatically discover email settings

1. Open Outlook and click the Cog (Settings) icon on the top right and click **"Add Accounts"**

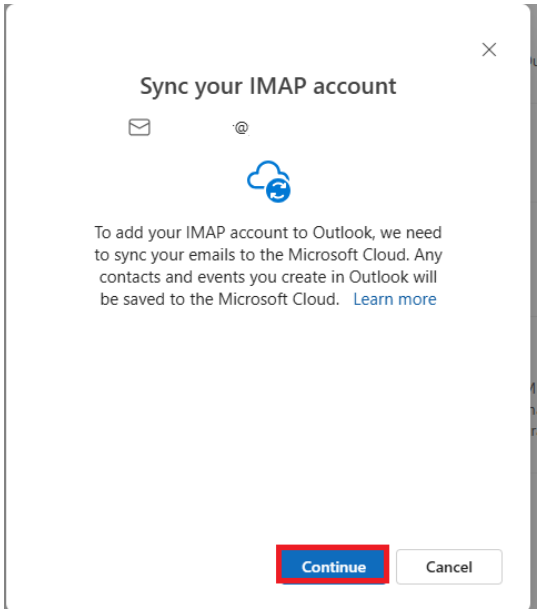


2. Enter your email address and then click "**Continue**". Next, enter your password and click "**Continue**" and the account will be added.

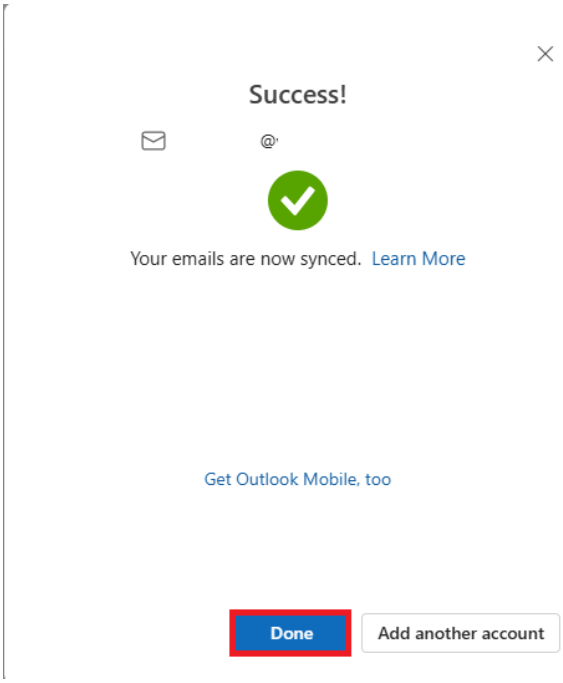




3. It will then ask to **"Sync your IMAP account".** Click **"Continue".**

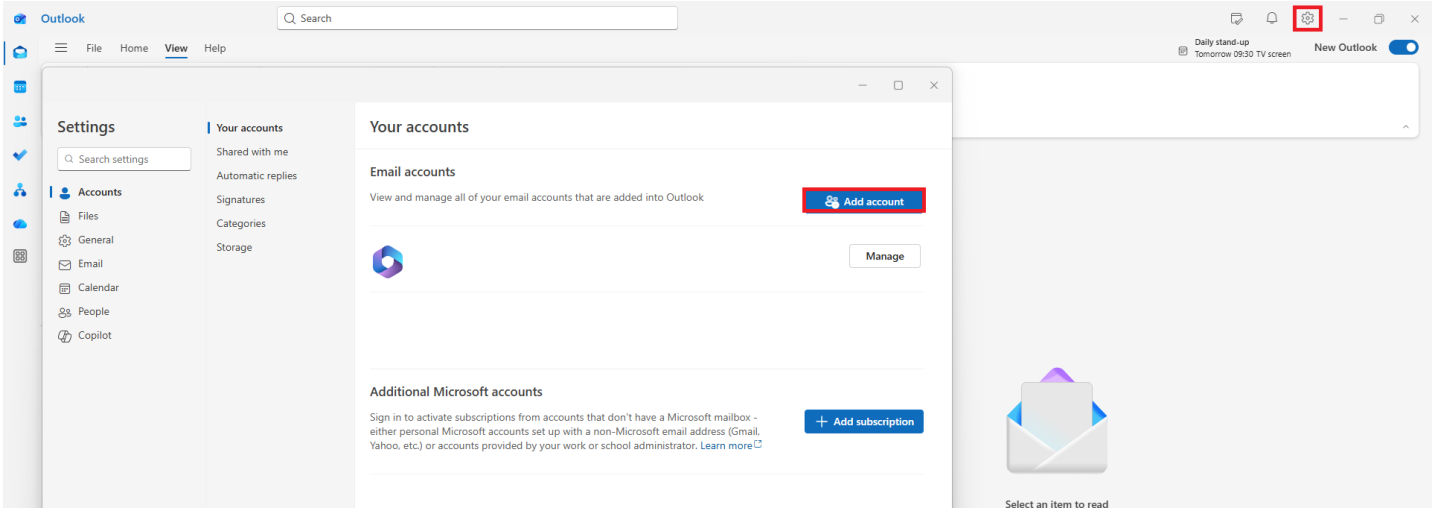


4. Click **“Done”.**

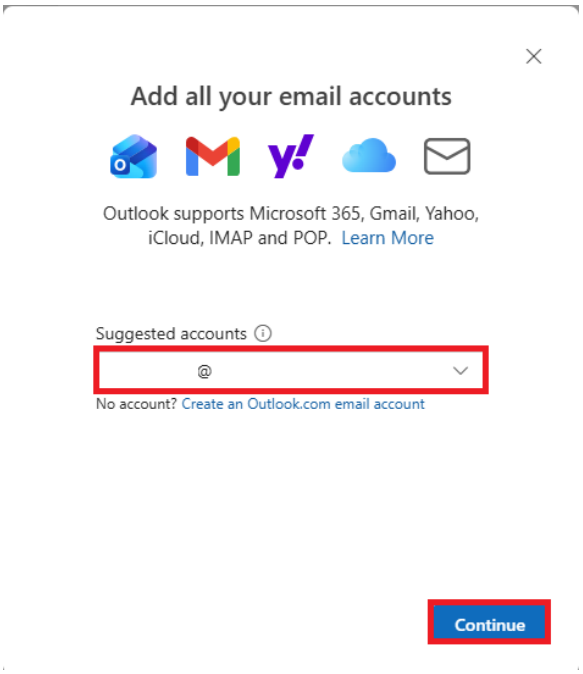


Manual IMAP setup

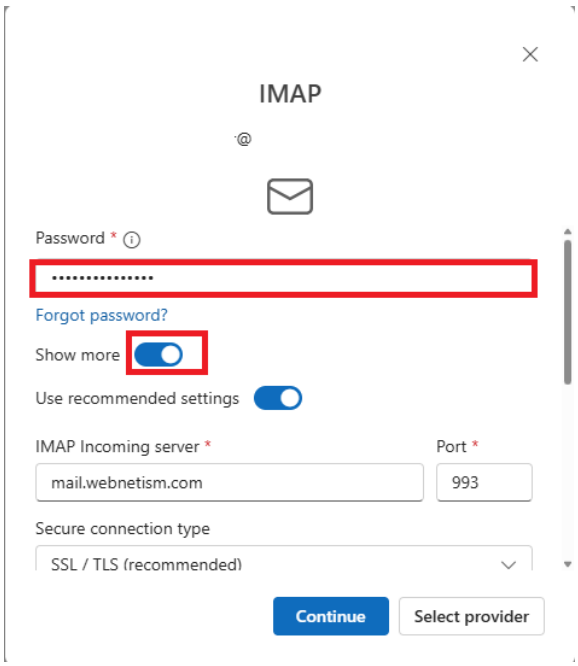
1. Click the Cog (Settings) icon on the top right and click **“Add Accounts”**



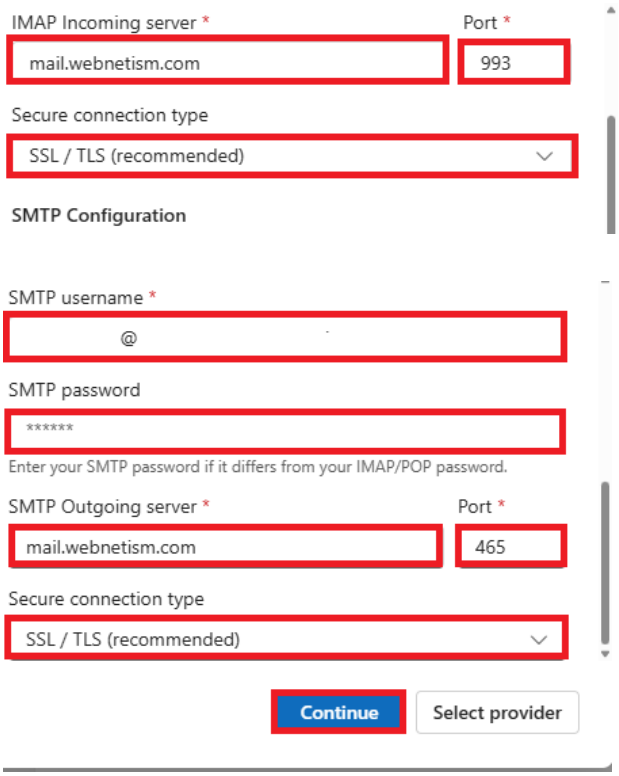
2. Enter your email address and then click "**Continue**".



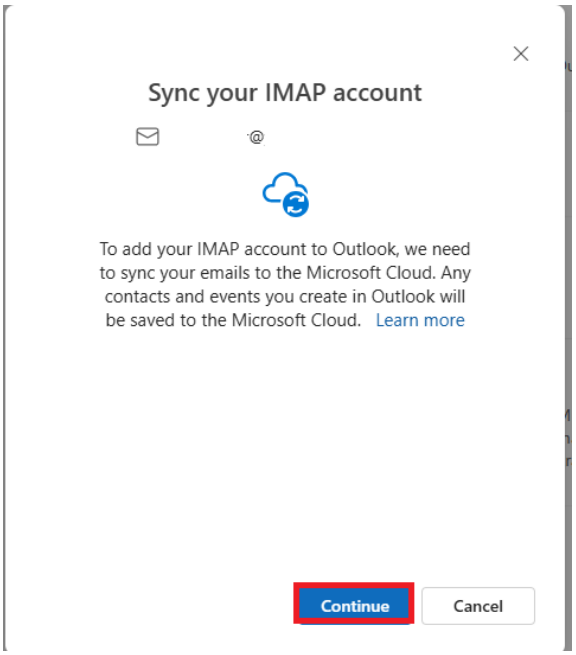
3. Enter your password and click **"Show more".**



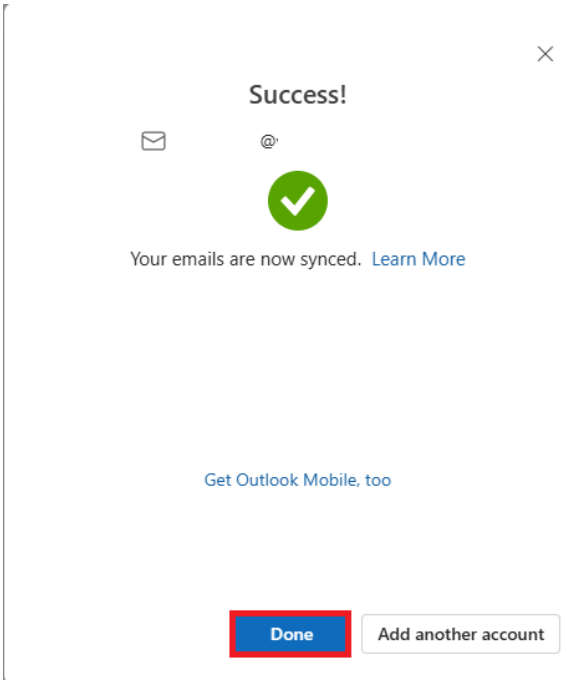
4. Next enter the below settings (**See Settings Overview for correct settings**) and click **"Continue"**



5. It will then ask to **"Sync to your IMAP account".** Click **"Continue".**



6. Click **"Done".**



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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): *Use same settings as my incoming mail server*
Incoming server IMAP (port):	993
Incoming server encrypted connection:	SSL/TLS
Outgoing server SMTP (port):	465
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