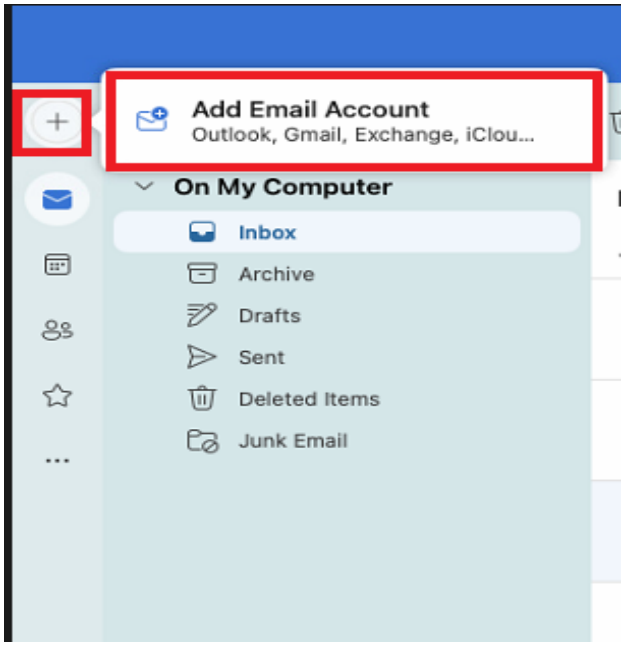
Email Setup Guide - Outlook New on MAC via IMAP

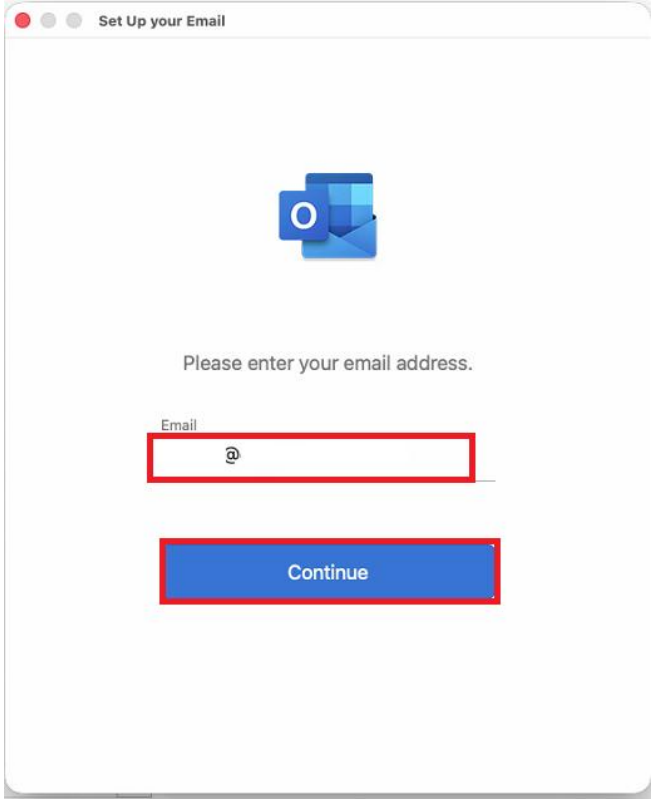
Settings overview

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

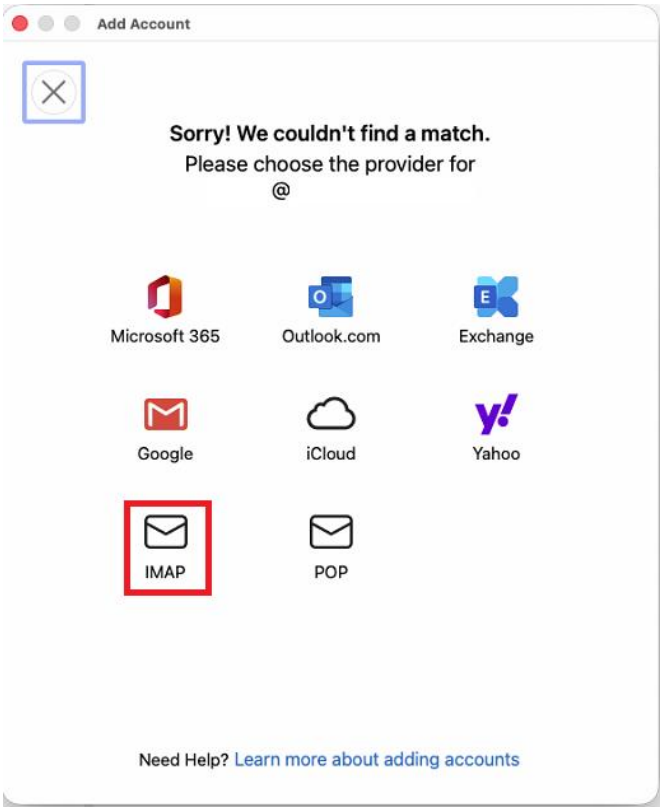
1. Open Outlook, click the **"+"** symbol on the top left and then click **"Add Email Account"**.



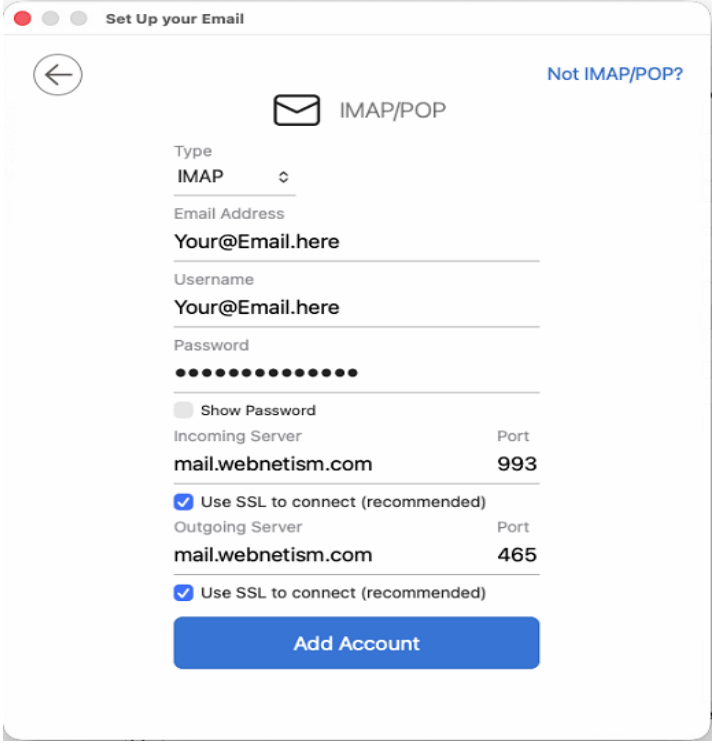
2. Type in your email address and then click **“Continue”.**



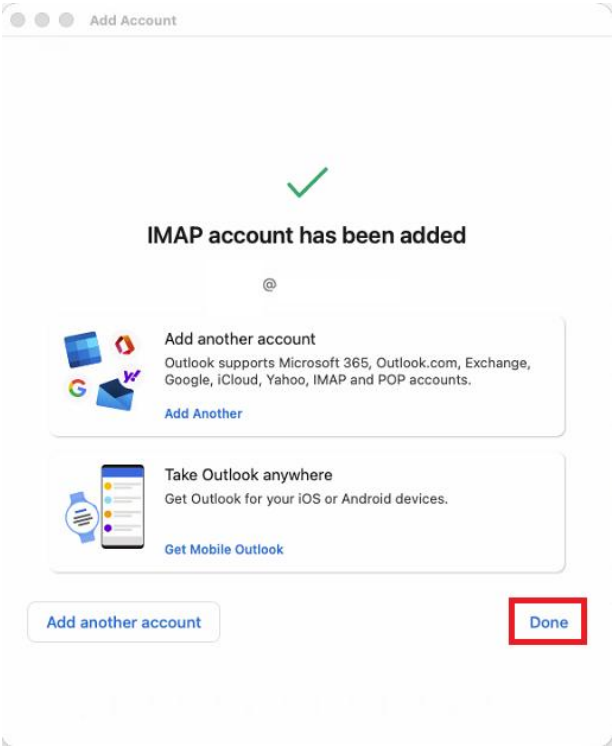
3. Click **“IMAP”**.



4. Next, fill in the settings as below ((**See Settings Overview for correct settings**) and then click **"Add Account".**



5. Click "**Done**"



Webnetism

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