

Outlook for IOS - Manual 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
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	SSL

1. If you are opening Outlook for iOS for the first time, click **"Add Account"**.



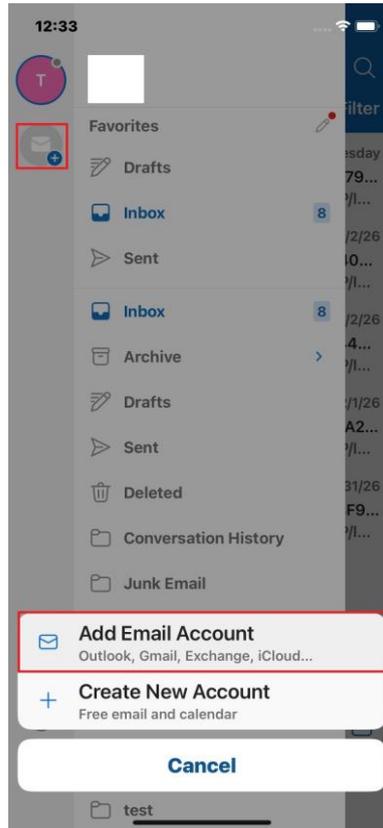
One calendar for everything

Stay organized with your work and personal calendars in one place.

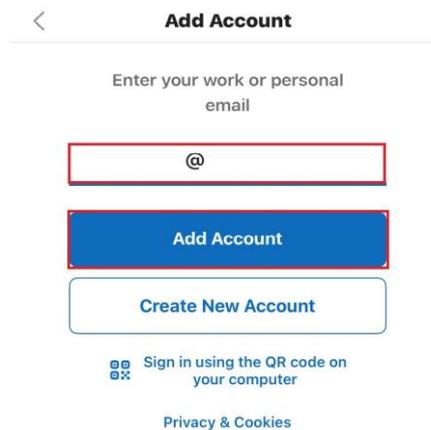
Add Account

Create New Account

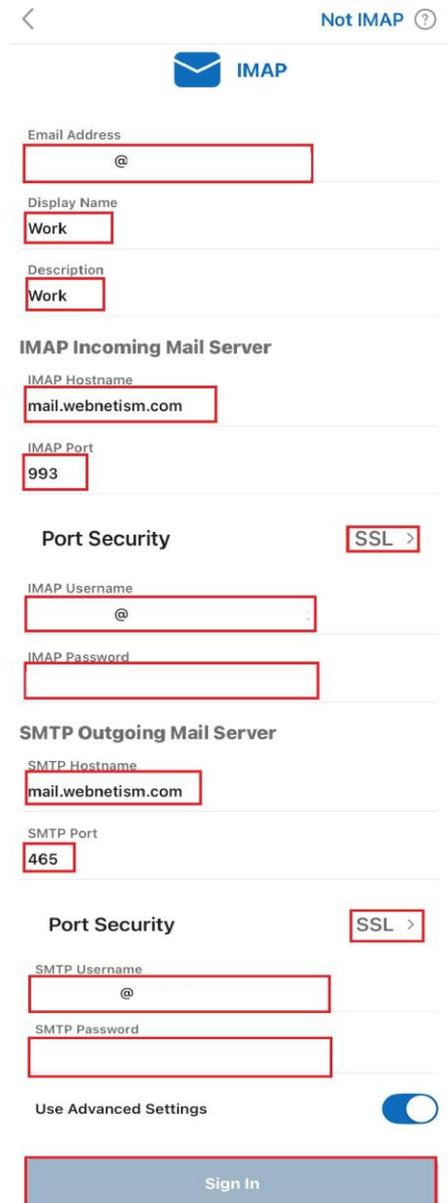
Otherwise, swipe left to open the side menu. Click “+ ”and then click “Add Email Account”



2. Enter your email address and Tap “Continue”.



3. Enter the below details (**See Settings Overview for correct settings**) and then click the **“Sign in”**.



< Not IMAP ?

IMAP

Email Address
@

Display Name
Work

Description
Work

IMAP Incoming Mail Server

IMAP Hostname
mail.webnetism.com

IMAP Port
993

Port Security **SSL >**

IMAP Username
@

IMAP Password

SMTP Outgoing Mail Server

SMTP Hostname
mail.webnetism.com

SMTP Port
465

Port Security **SSL >**

SMTP Username
@

SMTP Password

Use Advanced Settings

Sign In

4. Click **“Next”**. And then click **“Decline”**.



Your Data, Your Way

We've updated Outlook's privacy settings to let you know what data we collect and how we use it. When you entrust your data to Office, you remain the sole owner of that data.

We collect required diagnostic data to keep your apps secure, up-to-date, and performing as expected on the device it's installed on.

[Learn more](#)



Getting Better Together

We'd like additional diagnostic and usage data sent to us. It's how we continue to improve. None of this data includes your name, email content, or information about apps unrelated to Office.

Do you want optional diagnostic and usage data about your Outlook and Office experience sent to Microsoft?

[Learn more](#)

Next

Accept

Decline

5. Click "Maybe Later".

Add Another Account



Would you like to add another account?

Maybe Later

Add

6. Finally, click **“Continue to Outlook”**.



Powering Your Experiences

Outlook includes experiences that connect to online services, such as Calendar Apps, Maps, and Interesting Calendars. When you use these experiences, service diagnostic data is collected. In addition, some of these services analyze your content to deliver suggestions and recommendations.

To adjust these privacy settings, go to Privacy Settings under Settings.

[Learn more](#)

Continue to Outlook

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