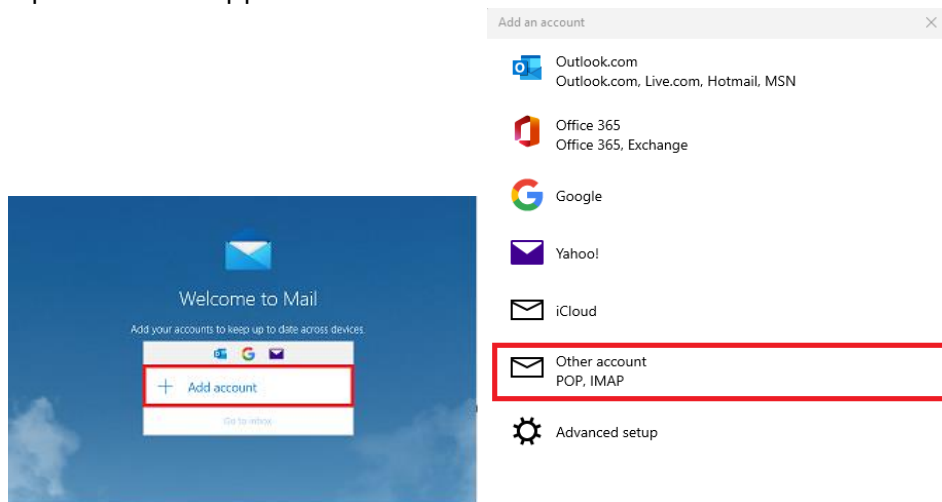


Microsoft Mail Email Setup Guide

October 2023

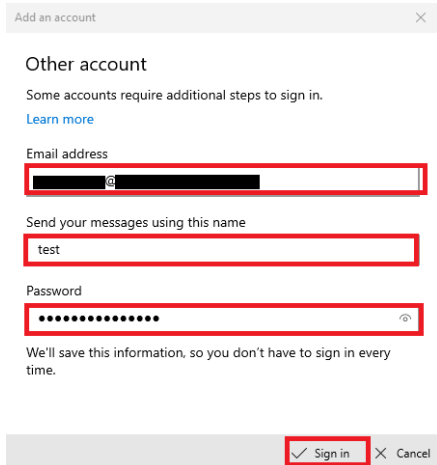
Mail - Automatically fill in settings

1. Open the Mail application then click "Other Account".



2. Enter the below settings and Click Sign In.

- **Email Address:** Your email address.
- **Send your message using this name:** Enter a display name that recipients will see.
- **Password:** Your Email Password.



Add an account

Other account

Some accounts require additional steps to sign in.
[Learn more](#)

Email address
[Redacted]

Send your messages using this name
test

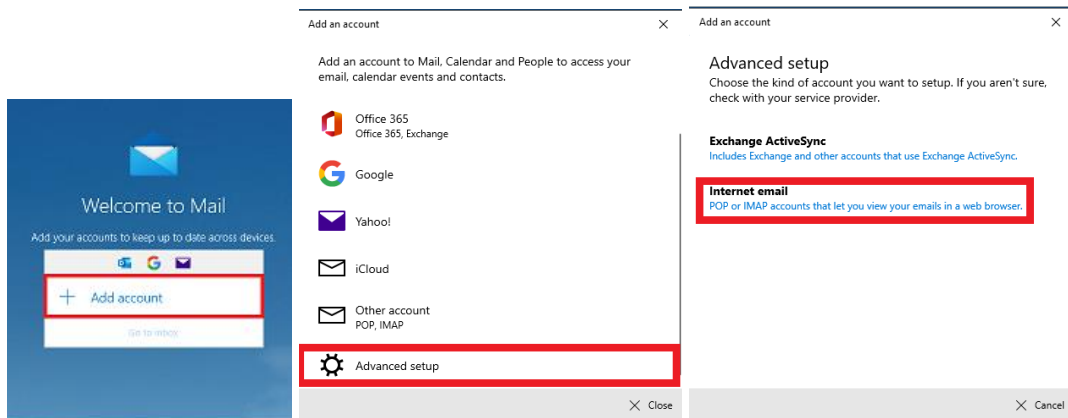
Password
[Redacted]

We'll save this information, so you don't have to sign in every time.

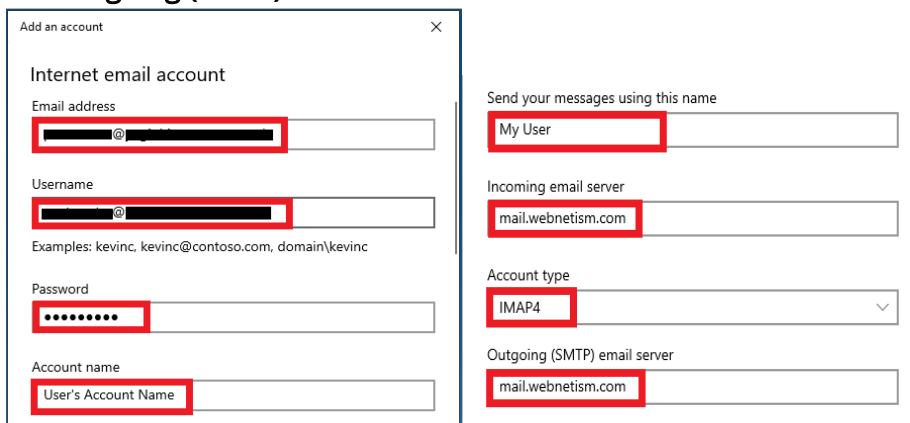
✓ Sign in X Cancel

Mail - Manual email setup

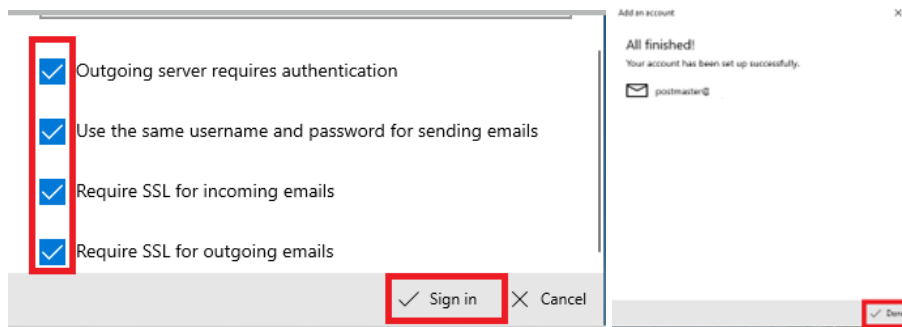
1. Open the Mail application and click “Add Account” then click “Advanced Setup” and then click “Internet Email”



2. Next, enter the following settings:
 - **Email address:** Your email address
 - **Username:** Your email address
 - **Password:** Your email password
 - **Account Name:** The name you want to be see on the left-hand pane of Mail and in the Manage Accounts pane.
 - **Send your messages using this name:** Enter a display name that recipients will see.
 - **Incoming email server:** mail.webnetism.com
 - **Account type:** IMAP4
 - **Outgoing (SMTP) email server:** mail.webnetism.com



3. Leave all the tick boxes on the default settings (all ticked). Click “Sign in” and click “Done”.



Appendix A – 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