

## 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	$\times$
Other account Some accounts require additional steps to sign in. Learn more Email address Cond your messages using this name test	
Ve'll save this information, so you don't have to sign in every time.	]
✓ Sign in 🗙 Car	ncel

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## Mail - Manual email setup

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

	Add an account	×	Add an account	×
	Add an account to Mail, Calendar and People to access your email, calendar events and contacts.		Advanced setup Choose the kind of account you want to setup. If you aren't sur check with your service provider.	re,
	Office 365 Office 365, Exchange	I	Exchange ActiveSync	
	Google		Includes Exchange and other accounts that use Exchange ActiveSync.	
Welcome to Mail Add your accounts to keep up to date across devices.	Yahoo!		POP or IMAP accounts that let you view your emails in a web browser.	
ia G ₪	iCloud			
T Add account	Other account POP, IMAP			
	🔅 Advanced setup			
	×	Close	×	Cancel

- 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

Add an account	×	
Internet email account Email address	_	Send your messages using this name
Username		My User
Examples: kevinc, kevinc@contoso.com, domain\kevinc		mail.webnetism.com
Password		Account type IMAP4
Account name User's Account Name		Outgoing (SMTP) email server mail.webnetism.com

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

	Add an account	×
Outgoing server requires authentication	All finished! Your account has been set up successfully.	
Use the same username and password for sending emails		
Require SSL for incoming emails		
Require SSL for outgoing emails		
✓ Sign in X Cancel	✓	Done

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