

Outlook with IMAP Email Setup Guide

October 2023

Outlook - Automatically discover email

settings

1. Click "File" then "Info" then "Add Account".

			©	Account Information
0			டி Info	
\square	File	Home	Open & Export	+ Add Account

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

× 💽 Outlook	IMAP Account Settings postmaster@yugiohisawesome.co.uk (Password }	Xot you?)
Email address test@domain.com		
Advanced options 🗸		
Connect No account? Create an Outlook.com email address to get started.	Go back	onnect

3. Finally click "Done".

o Outlook				
Account successfully added				
Add another email address				
	*	Next		
Advanced options 🗸				
Set up Outlook Mobile on my phone, too				
Done				

Continental Ltd, Staverton Technology Park, Cheltenham GL51 6TQ t. 01452 855 558 e. support@webnetism.com



Microsoft Outlook for Microsoft 365 Windows– Manual IMAP setup

1. Click "File" then "Info" then "Add Account".



2. The below pop-up box will appear. Type in your email address in the box labelled "Email address" then click the arrow for "Advanced options" then tick "Let me set my account manually" then click "Connect".

🕵 Outlook	×
Email address	
Advanced options A	
Connect	
No account? Create an Outlook.com email address to get started.	

4. Click the "IMAP" button, on the next page enter your password in "Password" box then click the "Connect" button.

			×			×
Outlook Advanced setu	ıp			IMAP Account Settings postmaster@yugiohisawesome.co.uk Password	(Not you?)	
Microsoft 365	Outlook.com	Exchange Exchange 2013 or earlier	Google			
Go back				Go back	Connect	

Continental Ltd, Staverton Technology Park, Cheltenham GL51 6TQ t. 01452 855 558 e. support@webnetism.com



5. Next, click "Change Account Settings" and enter the settings as below then click "Next".



- Incoming Mail server: mail.webnetism.com
- Incoming Mail Port: 993
- Incoming Mail Encryption Method: SSL/TLS
- Outgoing Mail Server(SMTP): mail.webnetism.com
- Outgoing Mail Server Port: 465
- Outgoing Mail Encryption Method: SSL/TLS
- 6. Enter your password and click the "Connect" button then click "Done"

	×		
IMAP Account Settings	(Not you?)	outlook Outlook	
Password		Account successfully added	
•••••	ବ		
		Add another email address	
		Email address – Next	
		Advanced options 🔺	
		Let me set up my account manually	
Go hark	Connet	Set up Outlook Mobile on my phone, too	
UV UPLK	Connect	Done	

Continental Ltd, Staverton Technology Park, Cheltenham GL51 6TQ t. 01452 855 558 e. support@webnetism.com



Appendix A – Settings over	rview
----------------------------	-------

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 incoming
authentication	mail server
Incoming server IMAP (port):	993
Incoming server encrypted	SSL/TLS
connection:	
Outgoing server SMTP (port):	465
Outgoing server encrypted	SSL/TLS
connection:	