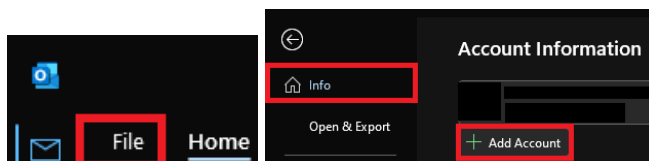# Outlook with IMAP Email Setup Guide
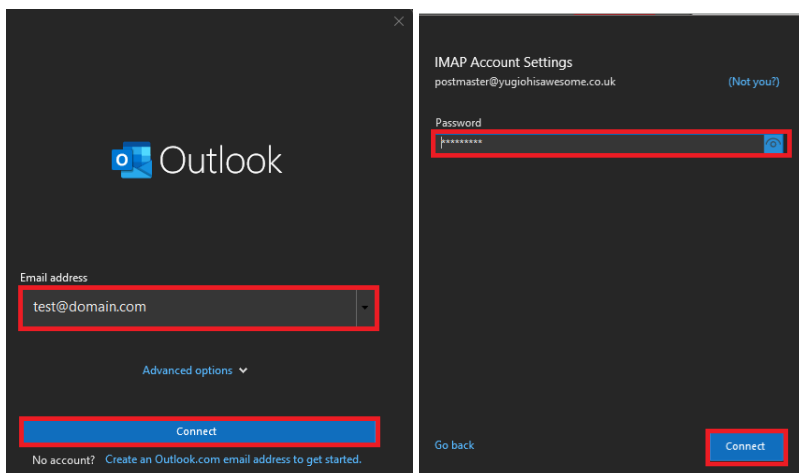
October 2023

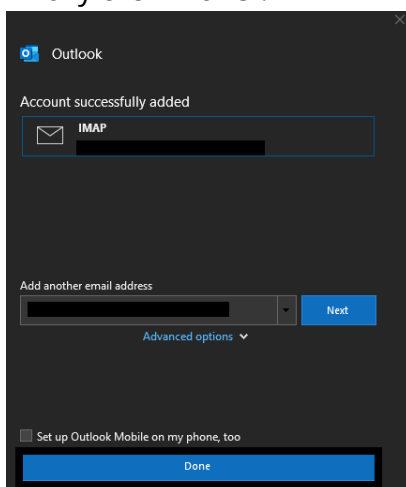## Outlook - Automatically discover email settings

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

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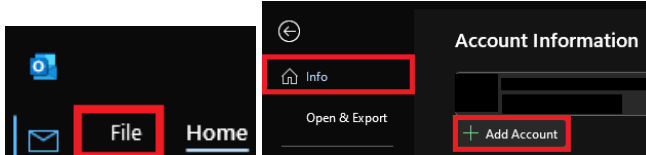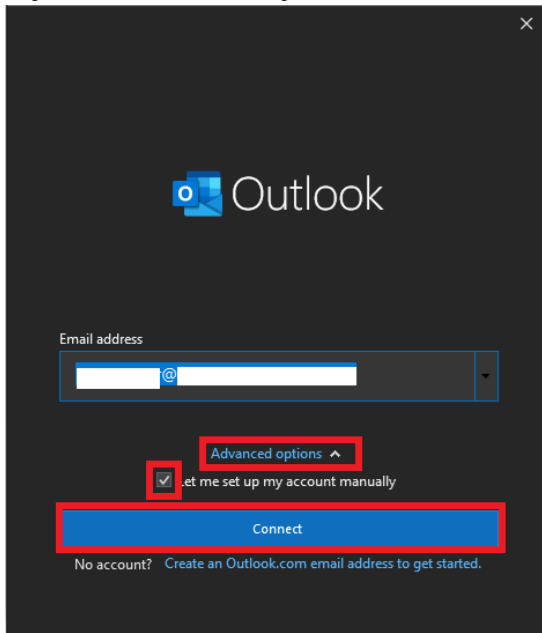

3. Finally click "Done".

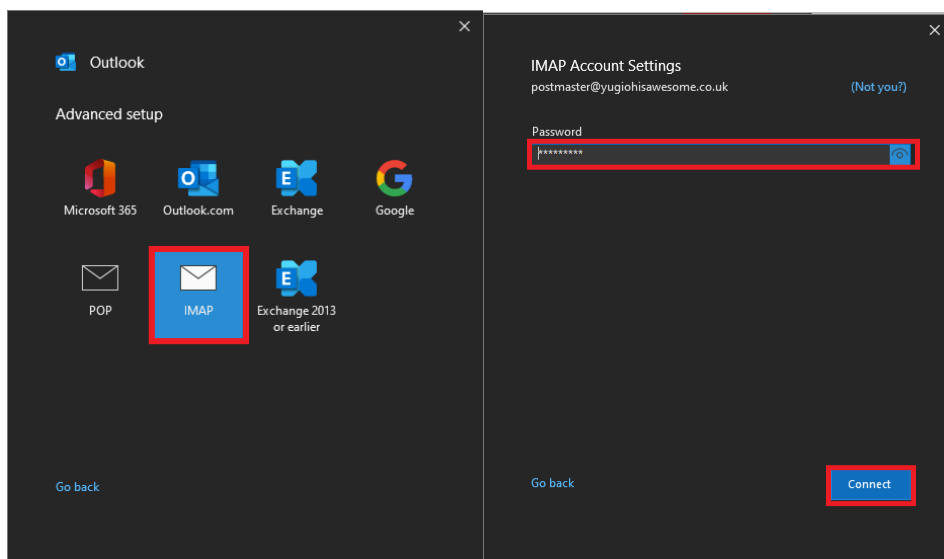# Microsoft Outlook for Microsoft 365 Windows– Manual IMAP setup

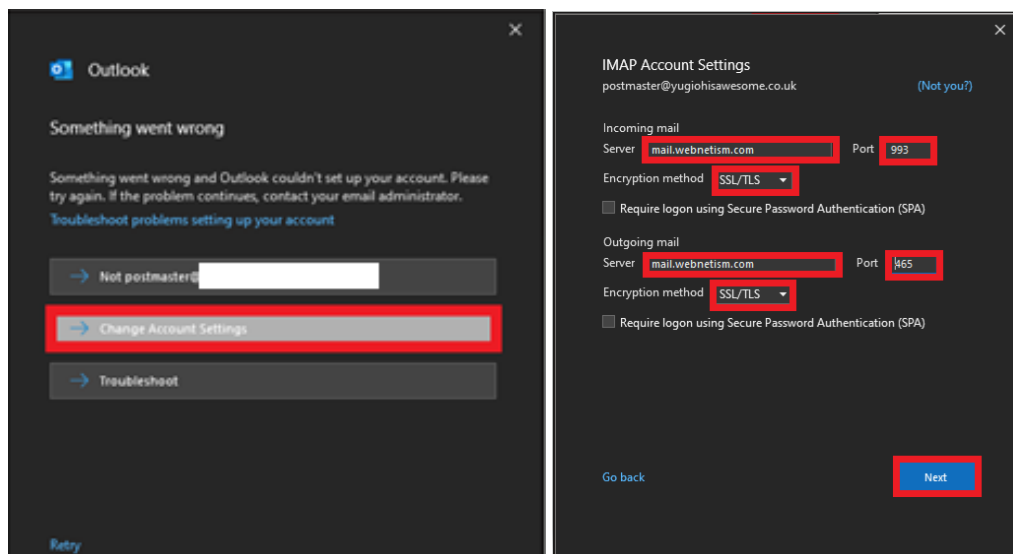1. Click "File" then "Info" then "Add Account".

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".
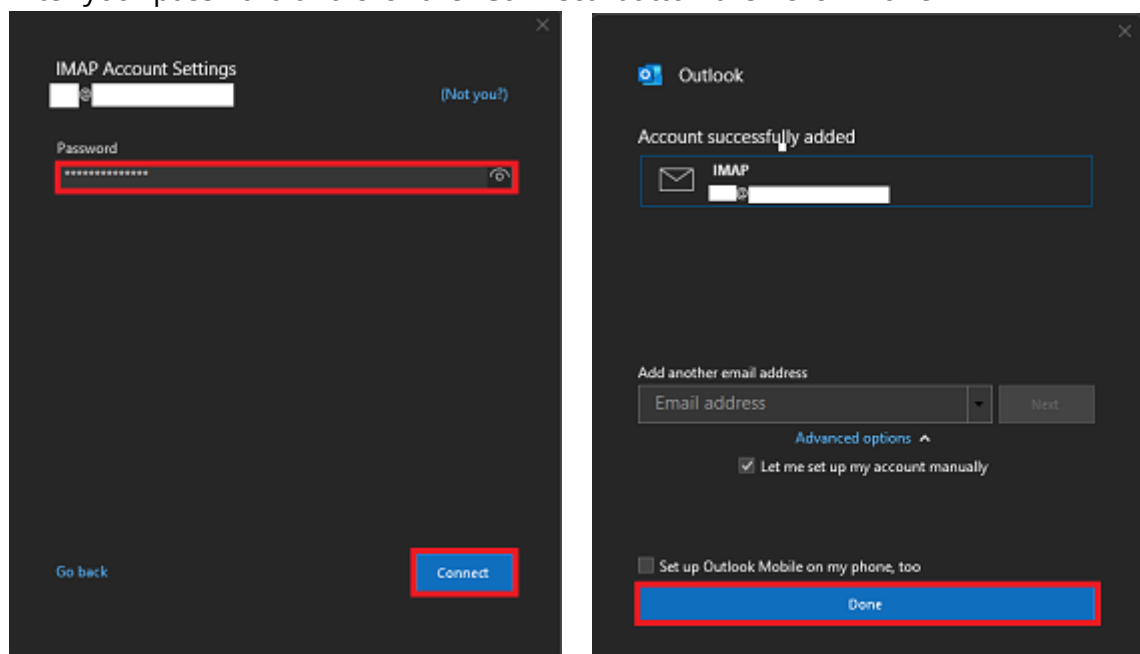

4. Click the "IMAP" button, on the next page enter your password in "Password" box then click the "Connect" button.

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"

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): *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