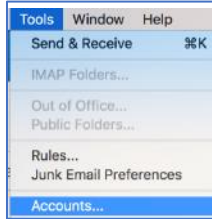# Microsoft Outlook 365 on a Mac

Add a new email account
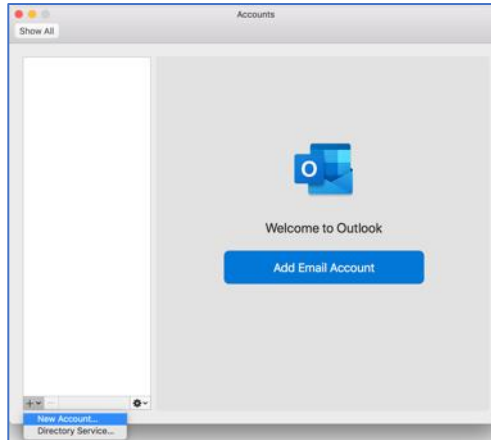
1. Open the Outlook app by clicking the Microsoft **Outlook** icon from the Launchpad.
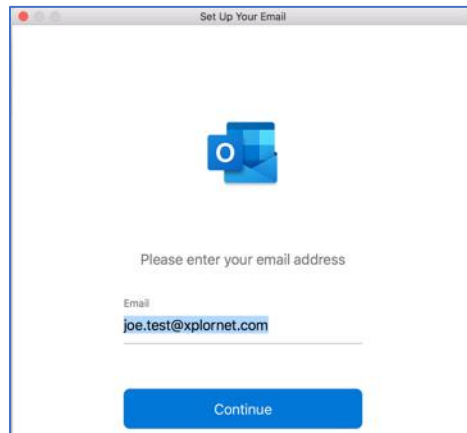

   a. If Outlook doesn't take you to the "Set Up Your Email" screen, click on **Tools**, then **Accounts…**

   b. Click **Add Email Account**, or click the **+** in the bottom left and select **New Account…**
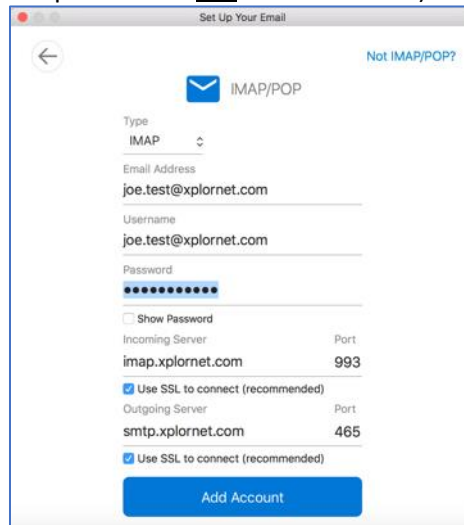

2. Enter your full **email address**

3. Click **Continue**

a. Leave the **Type** as **IMAP** (POP is an option but is <u>not</u> recommended)

b. Verify that the **Username** is your **full email address**
c. Enter your email **Password**
d. Verify that the **Incoming Server** is **imap.xplornet.com**
e. Verify that the **Incoming Server Port** is **993**
f. Verify that the box next to "**Use SSL to connect**" is **checked** for <u>both</u> the **Incoming Server** and the **Outgoing Server**
g. Verify that the **Outgoing Server** is **smtp.xplornet.com**
h. Verify that the **Outgoing Server Port** to **465**
i. Click **Add Account**
4. Click **Done**
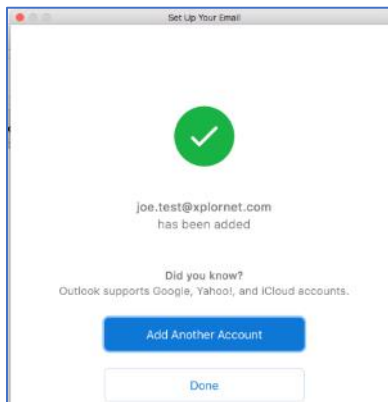
5. If not already in Accounts, click on **Tools**, then **Accounts…**
6. In Accounts, edit your **Full Name** (if desired) and click **Advanced…**
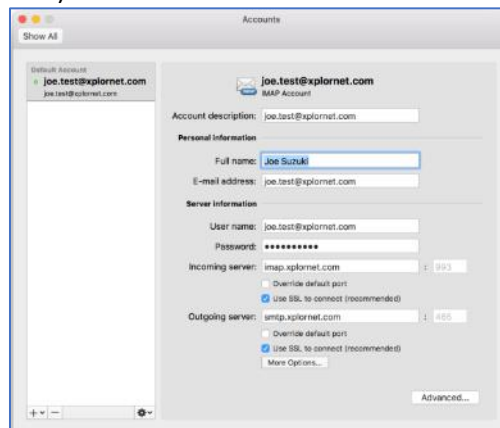
7. Go to the **Folders** tab and verify the **Sent**, **Drafts**, **Junk** and **Trash** folders selected are **Sent Items**, **Drafts**, **Spam** and **Trash** respectively, and from the **Server** (not "On My Computer")
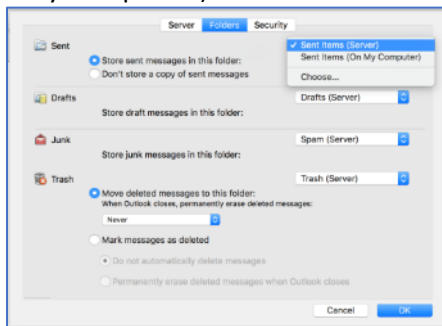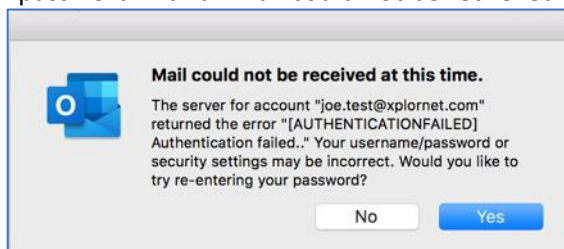

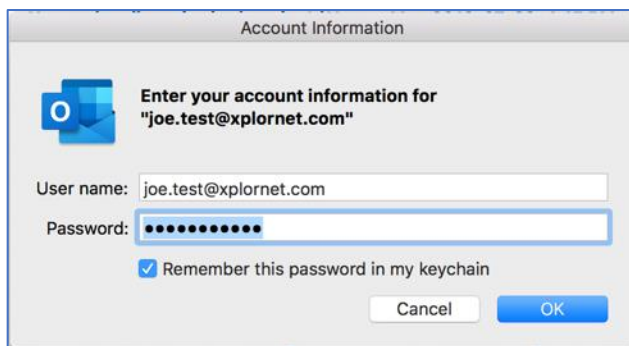8. Click **OK**, then close **Accounts**

Changing your Email Password

If you **changed your email password** in webmail or MyXplornet, you will need to change it in Outlook to match the new password.

Outlook should prompt you for your new password with a "Mail could not be retrieved at this time" message:
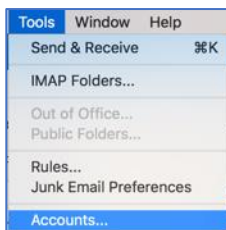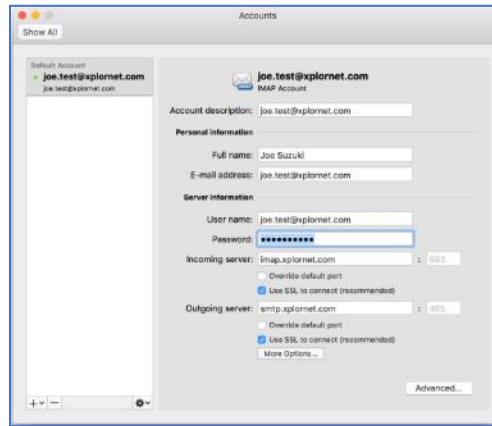

1. Click **Yes**

2. Enter your new **Password**, check the box of "**Remember this password in my keychain**" (unless you wish to enter it every time) and click **OK**

If Outlook doesn't prompt you for your new password, follow these steps:
1. click on **Tools**, then **Accounts...**

2. Select your **email**

3. Enter your new **Password** and close **Accounts**