# **Outlook Email Setup**

This tutorial will walk you through the configuration of email using Outlook. For this tutorial, we are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.

### How do I find my email cluster?

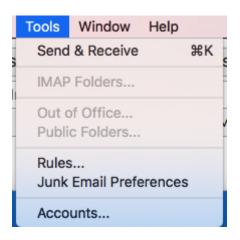
In order to setup your email client, you will need to know which email cluster your account is hosted on. If you don't know this information, you can check with your email service provider, or try logging into webmail at:

### Cluster A: http://mail.hostedemail.com

### Cluster B: http://mail.b.hostedemail.com

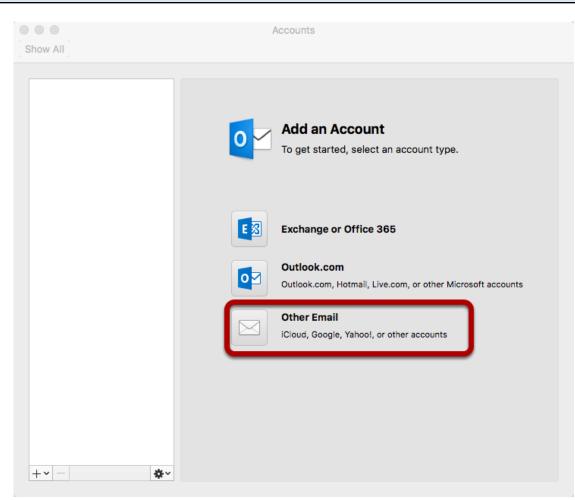
If you are able to successfully login to the webmail interface, then you have found your mail cluster. If you are not able to login to either cluster, please contact your email service provider for support.

Step	1: Op	en Acc	ount	Settings
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Launch Outlook, click on Tools, and select Accounts...

# Step 2: Add Mail Account



# Select Other Email

# **Step 3: Enter Account Information**

Enter your account information.					
E-mail address:	user@example.com				
Password:	•••••				
	Configure automatically				
User name:	user@example.com				
Type:	IMAP 🗘				
Incoming server:	mail.hostedemail.com	: 993			
	<ul> <li>Override default port</li> <li>Use SSL to connect (recommended)</li> </ul>				
Outgoing server:	mail.hostedemail.com	: 465			
	Override default port				
	<ul> <li>Use SSL to connect (recommended)</li> </ul>				
	Cancel	Add Account			

Enter the following information:

#### **Email Address:**

Enter your full email address.

### Password:

Enter the password for your email address.

#### User name:

Enter your full email address.

#### Type:

We recommend IMAP.

# Incoming and Outgoing Server:

mail.hostedemail.com (Cluster A) or mail.b.hostedemail.com (Cluster B)

#### Port

Use default ports

**SSL:** Use SSL to connect

# Click Add Account