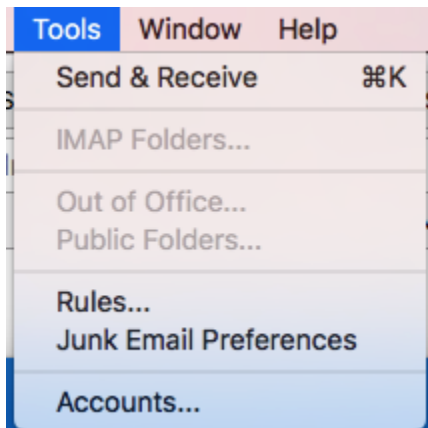


Outlook Email Setup

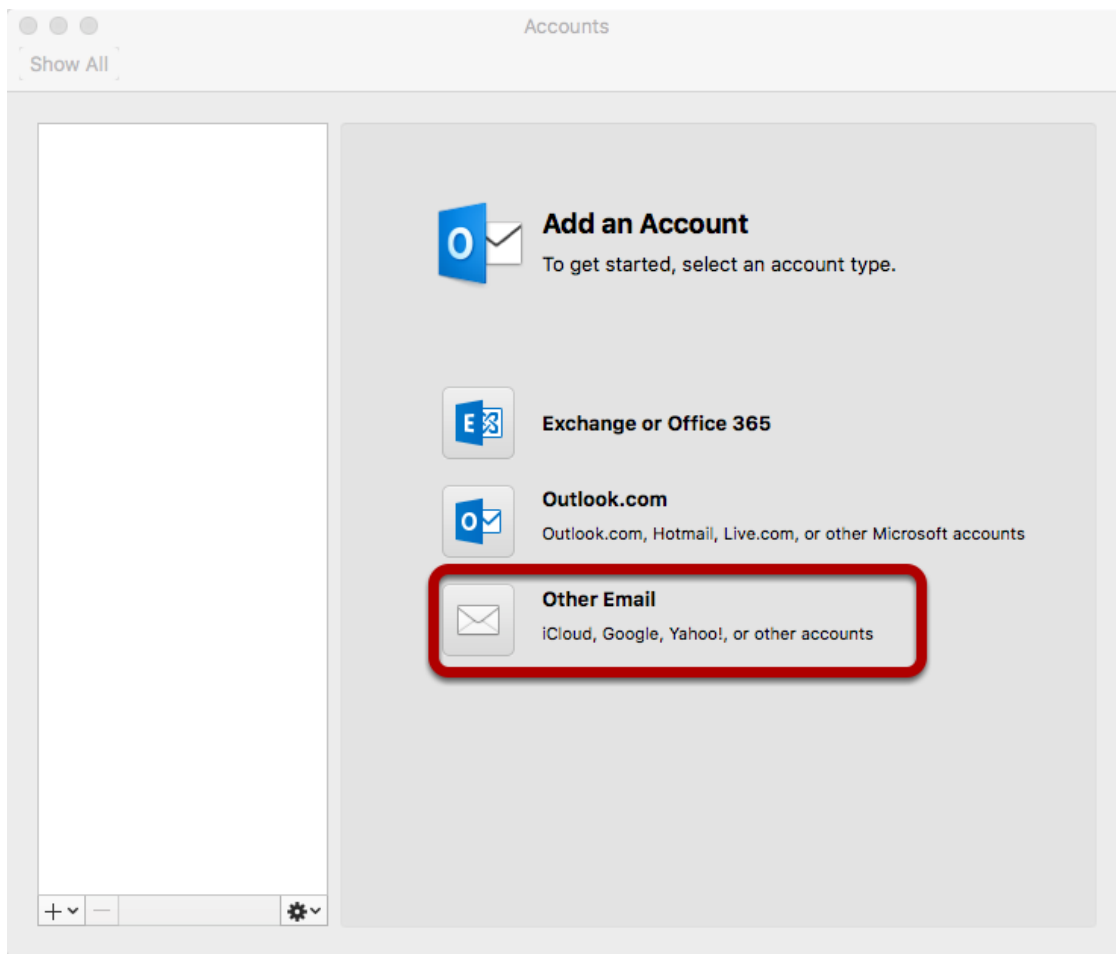
This tutorial will walk you through the configuration of email using Outlook. For this tutorial, we are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.

Step 1: Open Account Settings



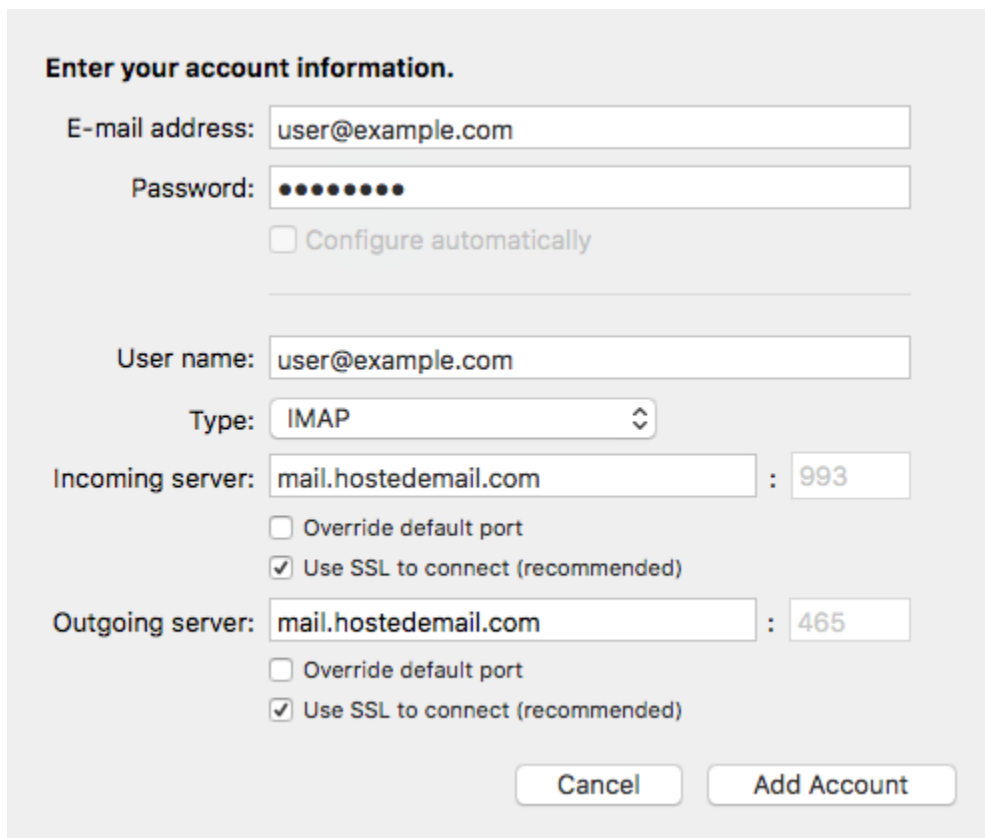
Launch Outlook, click on **Tools**, and select **Accounts...**

Step 2: Add Mail Account



Select **Other Email**

Step 3: Enter Account Information



The screenshot shows a dialog box titled "Enter your account information." with the following fields and options:

- E-mail address:** user@example.com
- Password:** [masked with 8 dots]
- Configure automatically
- User name:** user@example.com
- Type:** IMAP (dropdown menu)
- Incoming server:** mail.hostedemail.com : 993
 - Override default port
 - Use SSL to connect (recommended)
- Outgoing server:** mail.hostedemail.com : 465
 - Override default port
 - Use SSL to connect (recommended)

Buttons: Cancel, Add Account

Enter the following information:

Email Address:

Enter your full email address. (username@siouxland.com)

Password:

Enter the new password for your email address.

User name:

Enter your full email address. (username@siouxland.com)

Type:

We recommend IMAP.

Incoming and Outgoing Server:

mail.sioxland.com

Port

Use default ports

SSL:

Use SSL to connect

Click **Add Account**