

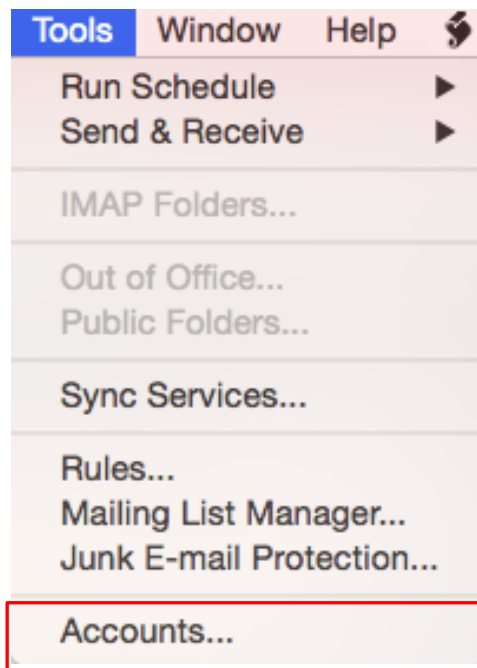
Create Mail Profiles for Gmail, Yahoo or Hotmail Accounts for Outlook on Mac OSx

1 Create Mail Profiles

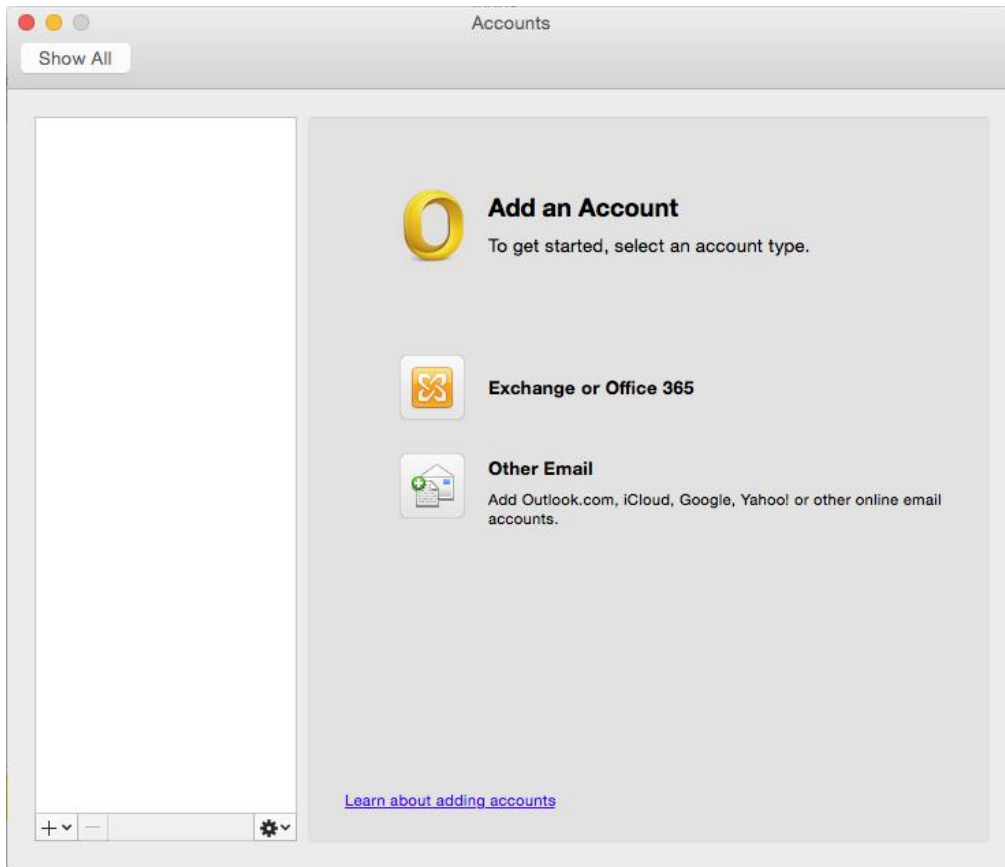
Firstly open Outlook



Then select the "Tools" menu and from this "Accounts..."

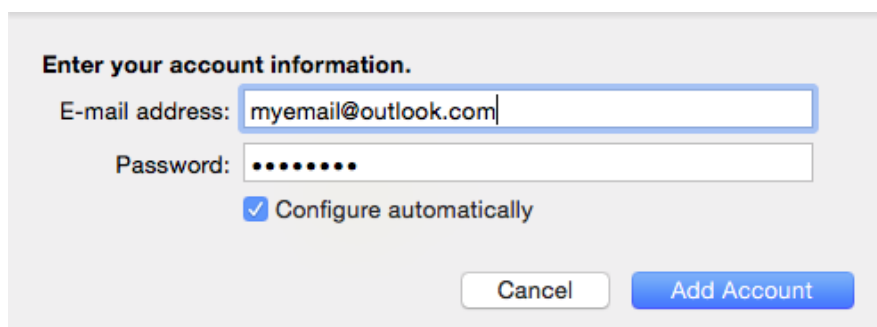


This will open the "Accounts" window:



Here select **Other Email**, which will give you the option to enter your email address.

For Yahoo, Gmail and Outlook email addresses the option to configure automatically will be available.

A screenshot of the 'Enter your account information' dialog box. The title is 'Enter your account information.' There are two input fields: 'E-mail address:' with the text 'myemail@outlook.com' and 'Password:' with a masked password of seven dots. Below the password field is a checked checkbox labeled 'Configure automatically'. At the bottom right, there are two buttons: 'Cancel' and 'Add Account'.

If you wish to, select "Configure automatically" after entering your email address and password and skip to the final section of this guide (4).

2 Manual Configuration

If you wish to manually configure your email deselect “Configure automatically”.

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)



3 E-mail Settings

Outlook will automatically have certain values entered for your chosen email. However these settings can vary.

For certainty check them against the following settings:

If you wish for your email to set up as an IMAP account under **Type** select "IMAP".

For IMAP the information that should be entered into "Incoming server" should be:

- For Outlook or Hotmail, imap-mail.outlook.com
- For Gmail, imap.gmail.com
- For Yahoo, imap.mail.yahoo.com

And the number after should always be 993

If you wish for your email to be set up as a POP3 account Under **Type** select "POP3".

For POP3 the information that should be entered into "Incoming server" should be:

- For Hotmail, pop-mail.outlook.com
- For Gmail, pop.gmail.com
- For Yahoo, pop.yahoo.com

And the number following should always be 995

For either POP3 or IMAP the Outgoing mail server is the same.

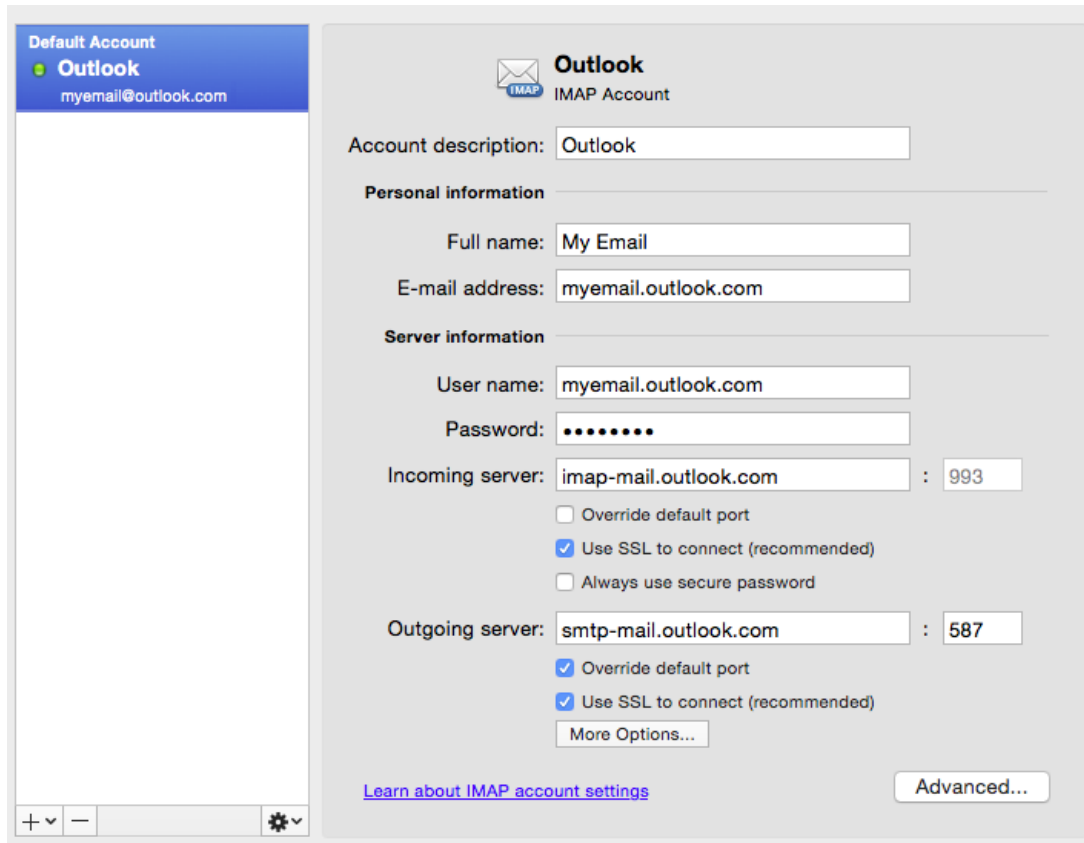
The information that should be entered into "Outgoing server" should be

- For Hotmail, smtp-mail.outlook.com
- For Gmail, smtp.gmail.com
- For Yahoo, smtp.mail.yahoo.com

And the number following should be 465 if you have selected "Use SSL to connect (recommended)" or 587 if this is not checked.

4 Mail in Outlook

You will now see the accounts page; it will have your details and will start to sync your email to Outlook.



The screenshot shows the Outlook account setup window. On the left, a blue sidebar displays 'Default Account' with an 'Outlook' icon and the email address 'myemail@outlook.com'. The main area is titled 'Outlook IMAP Account' and contains the following fields and options:

- Account description: Outlook
- Personal information:
 - Full name: My Email
 - E-mail address: myemail.outlook.com
- Server information:
 - User name: myemail.outlook.com
 - Password: [masked]
 - Incoming server: imap-mail.outlook.com : 993
 - Override default port
 - Use SSL to connect (recommended)
 - Always use secure password
 - Outgoing server: smtp-mail.outlook.com : 587
 - Override default port
 - Use SSL to connect (recommended)

At the bottom, there is a link for 'Learn about IMAP account settings' and an 'Advanced...' button.

Once you have closed this window you will be able to access your emails by opening Outlook. Allow Outlook a few minutes to sync the emails, if they are not accessible instantly.