

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:

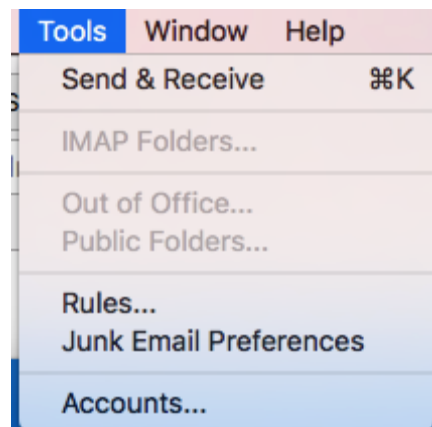
<http://mail.hostedemail.com>

Cluster B:

<http://mail.b.hostedemail.com>

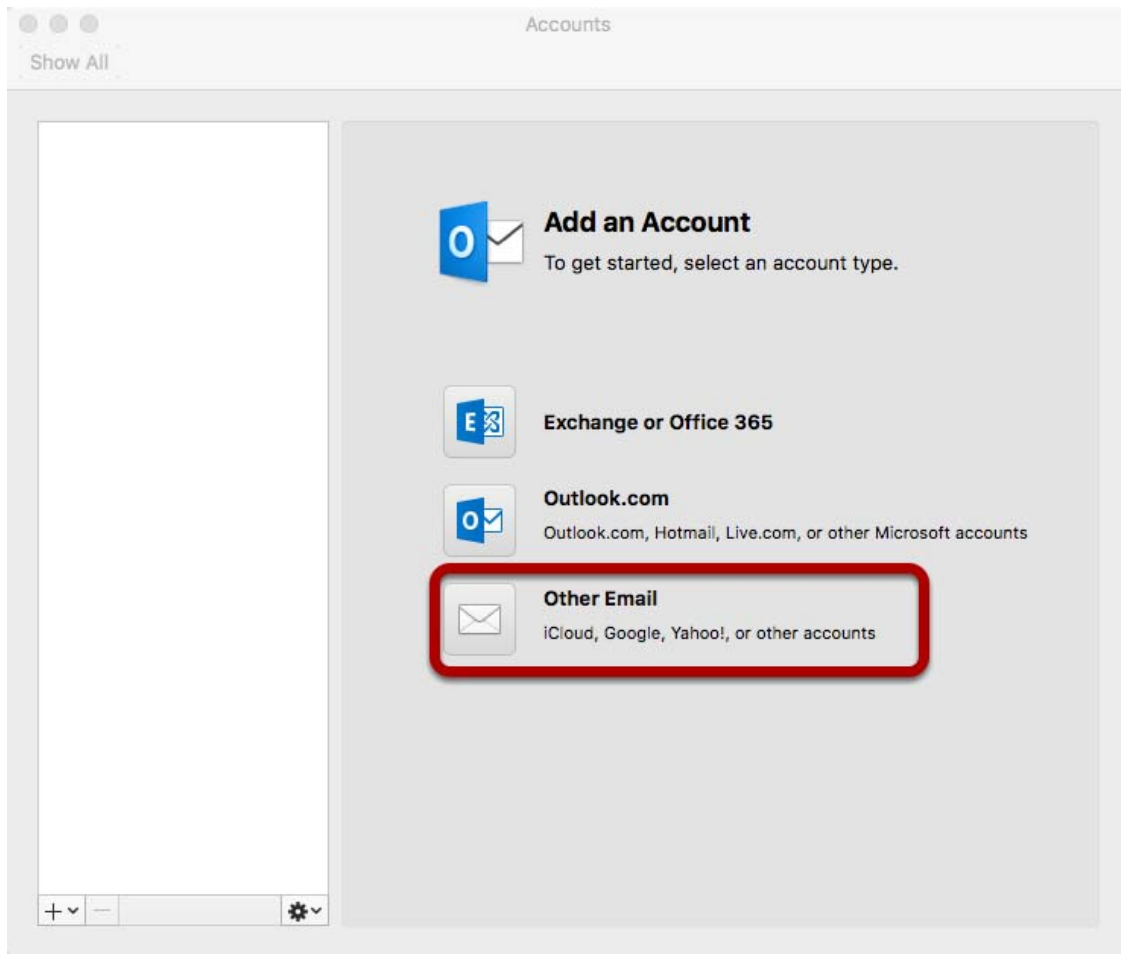
If you are able to successfully login to the webmail interface, then you have found your mail cluster. If you are not able to login to either cluster, please contact your email service provider for support.

Step 1: Open Account Settings



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:

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)

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**