



Outlook 2023 iMac

This was set up using Safari browser on an iMac
example email used was: you@yourdomain.co.nz

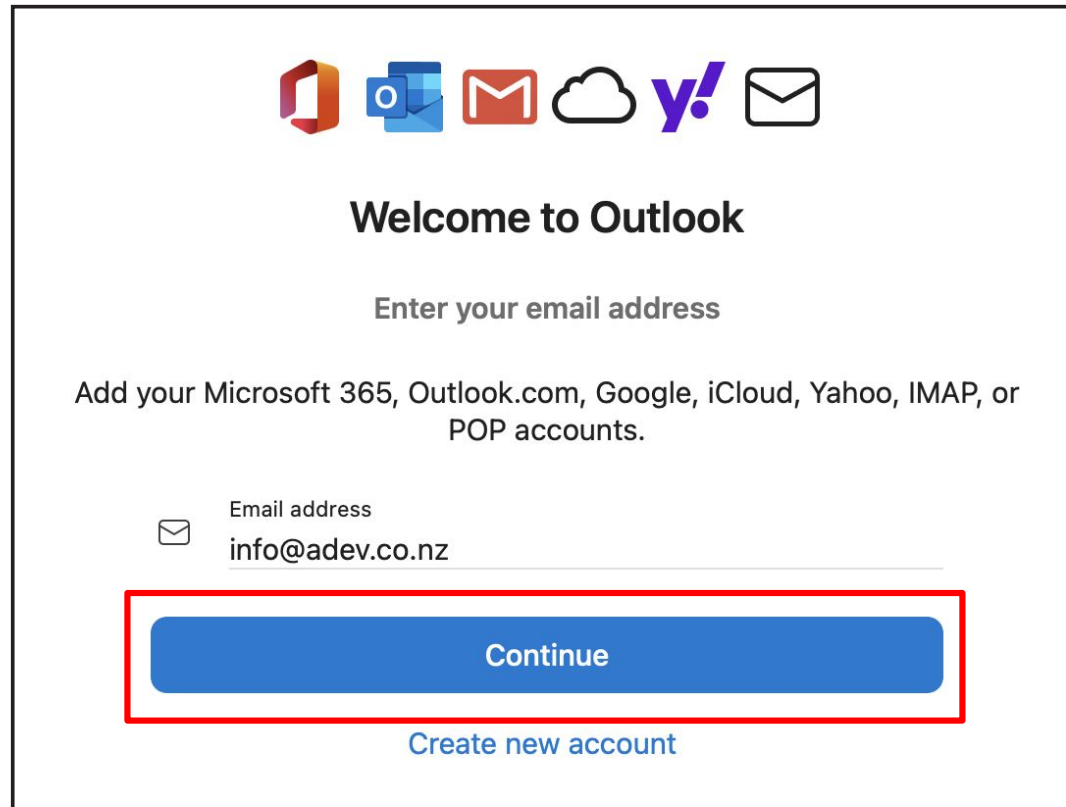


KEYWORDS AND PHRASES

- **Incoming mail server:** the server that receives incoming emails for your email address.
- **Outgoing mail server:** the server that sends outgoing emails from your email address.
- **SMTP:** stands for Simple Mail Transfer Protocol, which is a protocol used for sending emails.
- **Mail Client:** a program that allows you to send, receive, and manage your email.
Examples of mail clients include Gmail, Outlook, and Apple Mail.
- **POP3:** This is a way to get your emails from your email account on the server.
- **IMAP:** This is another way to get your emails from your email account. If you want to use multiple devices to check your mail this is a better option.



- 1 Locate and open the Outlook app on your desktop or laptop. You'll see a login screen. Enter the full email address provided by ActiveHost support. Select **'Continue.'**



Microsoft 365 Outlook Gmail iCloud Yahoo!

Welcome to Outlook

Enter your email address

Add your Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP, or POP accounts.

Email address
info@adev.co.nz

Continue

[Create new account](#)

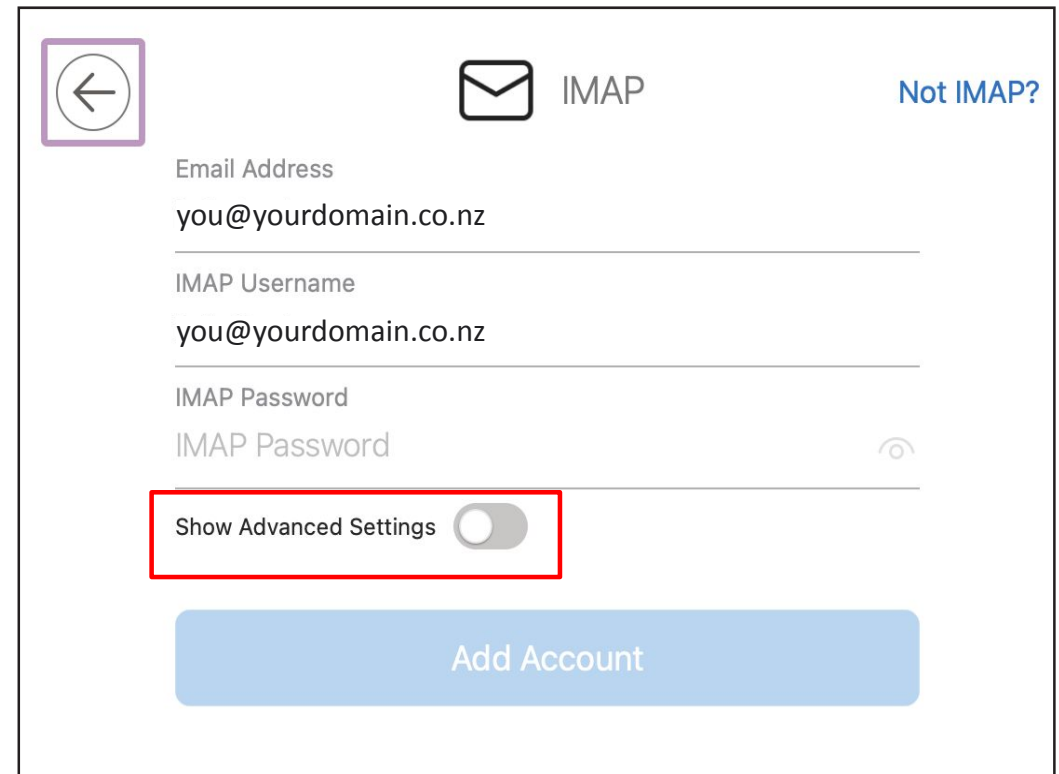


2 Fill out the fields as instructed

- **Email Address:** Your full email address.
(Including what comes after the @ symbol.)
- **IMAP Username:** Your full email address.
(Including what comes after the @ symbol.)
- **IMAP Password:** Your email account password.
- Tap the switch next to **‘Show Advanced Settings.’**

If you don't have these details, contact ActiveHost support to reset them for you.

support@activehost.co.nz




←

IMAP [Not IMAP?](#)

Email Address
you@yourdomain.co.nz

IMAP Username
you@yourdomain.co.nz

IMAP Password
IMAP Password 

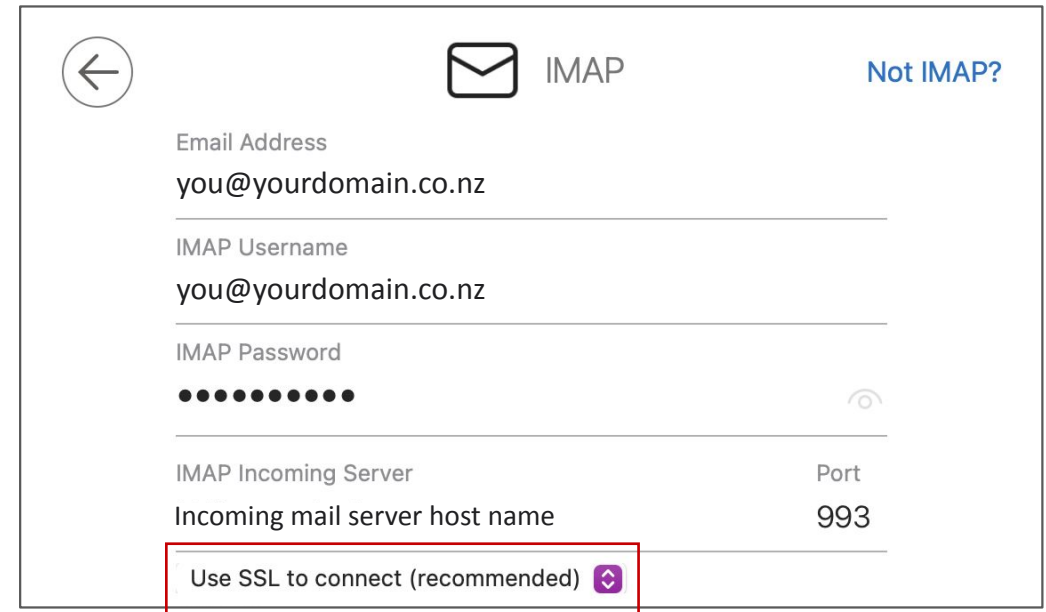
Show Advanced Settings

Add Account



3 Enter the following **Incoming Mail Server Settings**:

- **Email Address:** This field may already be filled out. If not, enter your full email address.
- **IMAP User Name:** Your full email address, including what comes after the “@” symbol.
- **IMAP Password:** Your email account password.
- **IMAP Incoming Server:** Enter your incoming server name. Refer to your login PDF for the correct host name.
- **Use SSL to connect (recommended)**
 - Make sure this is selected.



The screenshot shows an IMAP configuration interface. At the top left is a back arrow icon. To the right is an envelope icon labeled 'IMAP' and a link 'Not IMAP?'. Below these are four input fields: 'Email Address' (you@yourdomain.co.nz), 'IMAP Username' (you@yourdomain.co.nz), 'IMAP Password' (masked with dots and a toggle icon), and 'IMAP Incoming Server' (Incoming mail server host name) with 'Port' (993). At the bottom, a red box highlights the 'Use SSL to connect (recommended)' option with a dropdown arrow.

If you don't have these details, contact ActiveHost support to reset them for you.

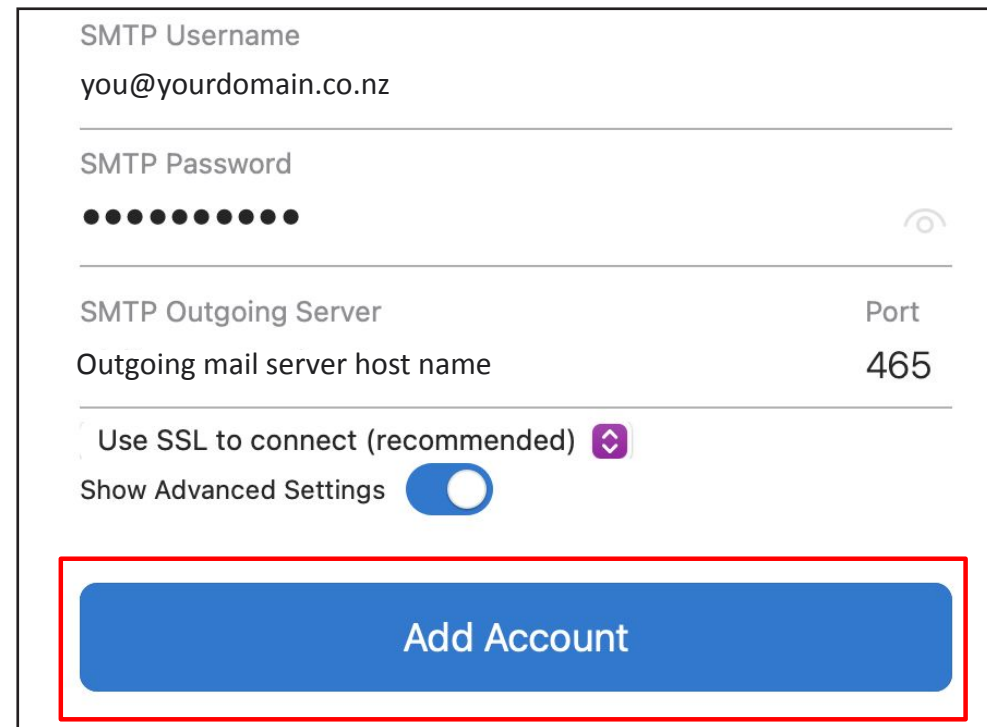
support@activehost.co.nz



4 Enter the following **Outgoing Mail Server Settings**:

- **SMTP Username:** Your full email address, including what comes after the @ symbol.
- **SMTP Password:** Your email account password.
- **SMTP Outgoing Server:** Enter your outgoing server name. Refer to your login PDF for the correct host name.
- **‘Use SSL to connect (recommended)’**
 - Make sure this is selected.

Once you have entered the details and made sure they are correct, select **‘Add Account.’**



The screenshot shows a settings form for an outgoing mail server. It includes fields for SMTP Username (filled with 'you@yourdomain.co.nz'), SMTP Password (masked with dots), SMTP Outgoing Server (filled with 'Outgoing mail server host name'), and Port (filled with '465'). There is a checkbox for 'Use SSL to connect (recommended)' which is checked, and a toggle for 'Show Advanced Settings' which is turned on. A large blue button labeled 'Add Account' is at the bottom, highlighted with a red border.

If you don't have these details, contact ActiveHost support to reset them for you.

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- 5 Once your account is verified, you will see the following screens. Select **'Personalize now'** and then **'Continue.'**

✓

IMAP account has been added

info@adev.co.nz

you@yourdomain.co.nz



Welcome to Outlook! Let's get you set up
Make Outlook your own with custom themes, layouts, and density preferences.

[Personalise Now](#)

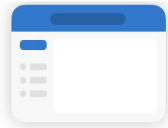
[Add another account](#)

[Personalise Now](#)


Personalise the new Outlook

Select Appearance and Theme.


Appearance:



Light



Dark



System

Theme:

Blue (default)

Purple

Pink

Orange

Red

Green

Rainbow

Blue gradient

Purple gradient

Gold gradient

Silver gradient

White gradient

Black gradient

Blue gradient

Purple gradient

Gold gradient

Silver gradient

White gradient

Black gradient

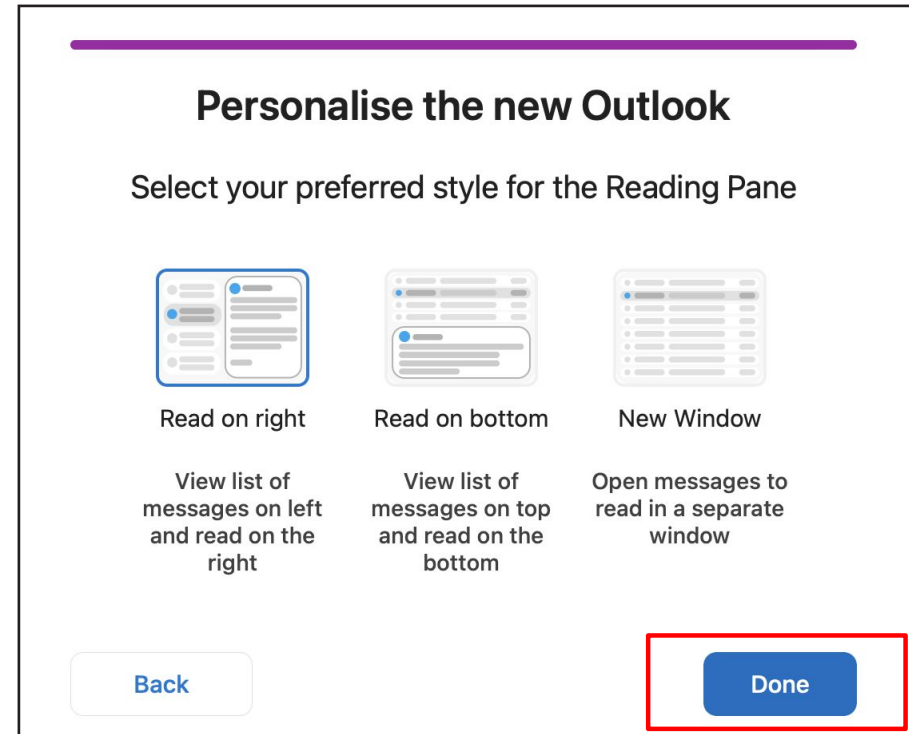
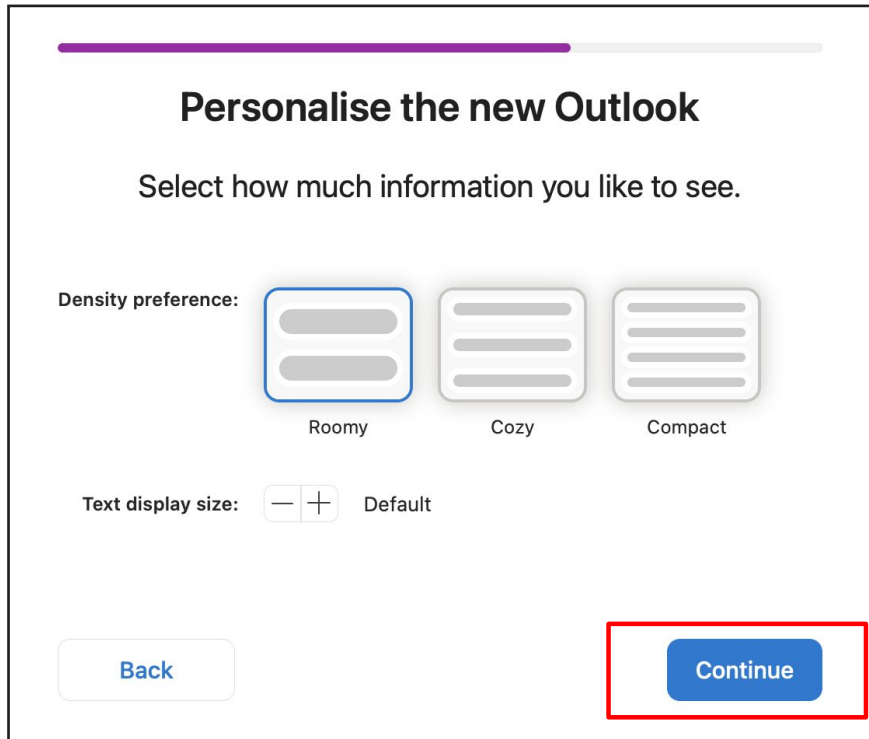
Blue (default)

[Finish Later](#)

[Continue](#)



6 Finally, select 'Continue' and 'Done.' Your email account has now been added to your Outlook app/program.



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