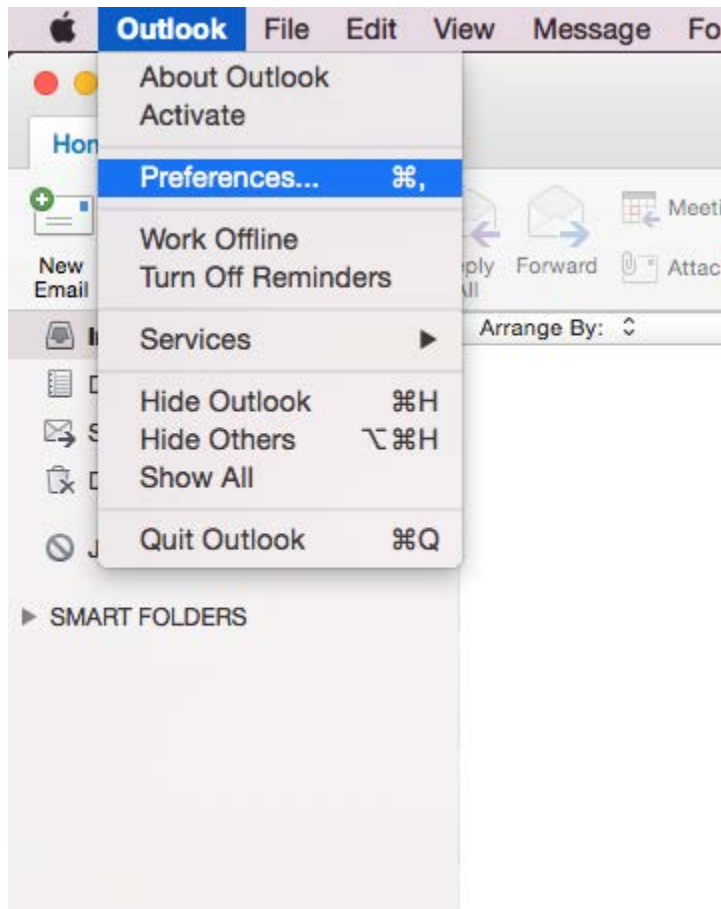
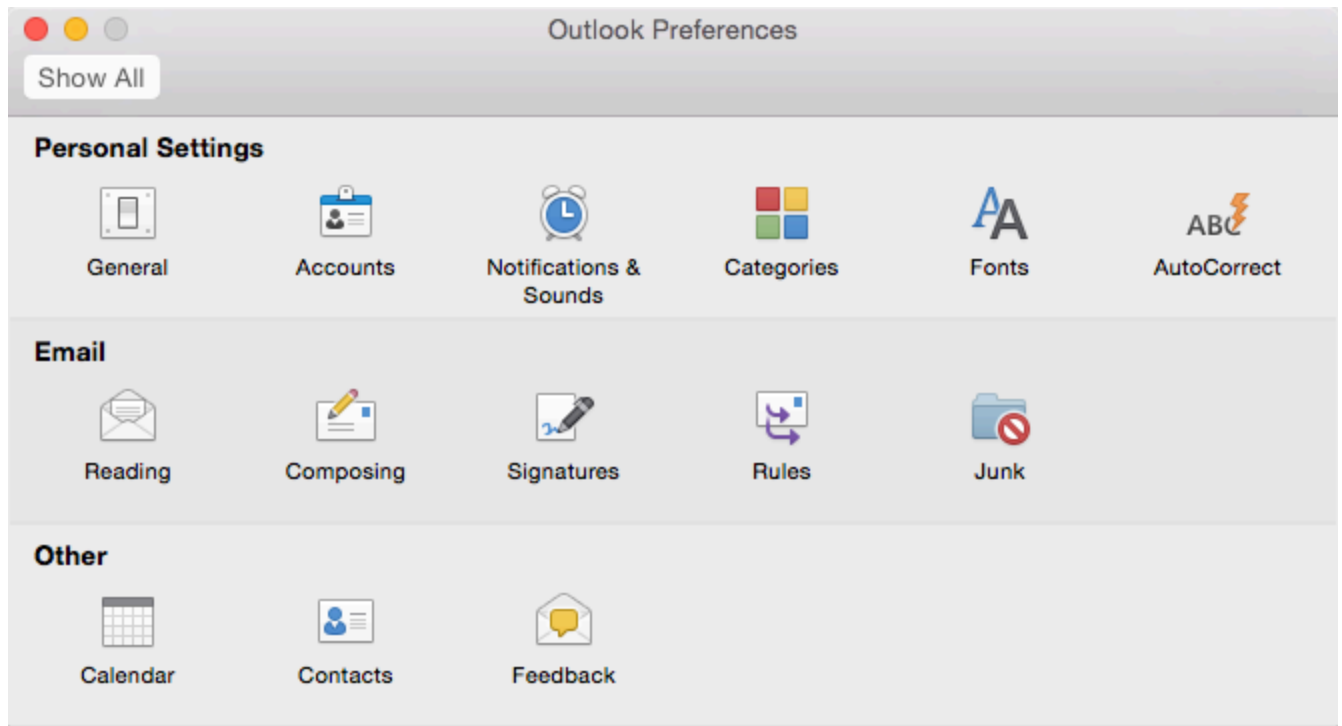


This article will assist you with setting up Outlook 2016, using IMAP, for your Hosted Mailbox.

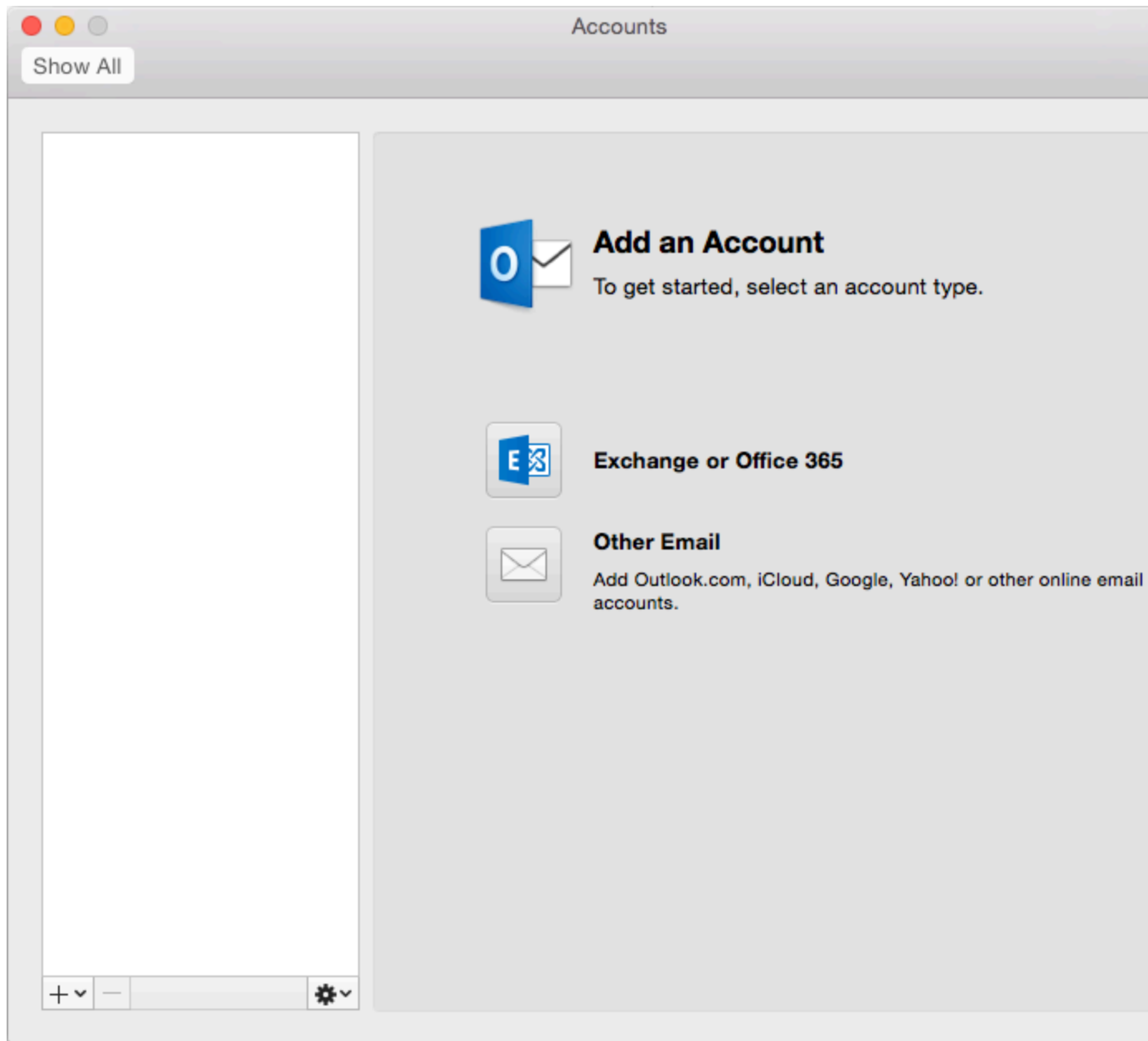
1. Launch Outlook, if it's not already open.
2. From the upper menu, select "**Outlook**" -> "**Preferences**".



3. In the next prompt, select "**Accounts**".



4. Within the Accounts dialog, select "**Other Email**".



5. The pop up dialog will require the following:
- a. **"Email Address"**: example@unifyamerica.com
 - b. **"Password"**: Enter your mailbox password.
 - c. **"User name"**: example@unifyamerica.com
 - d. **"Type"**: IMAP
 - e. **"Incoming Server"**: secure.emailsrvr.com
 - f. **"Override default port"**: Checked

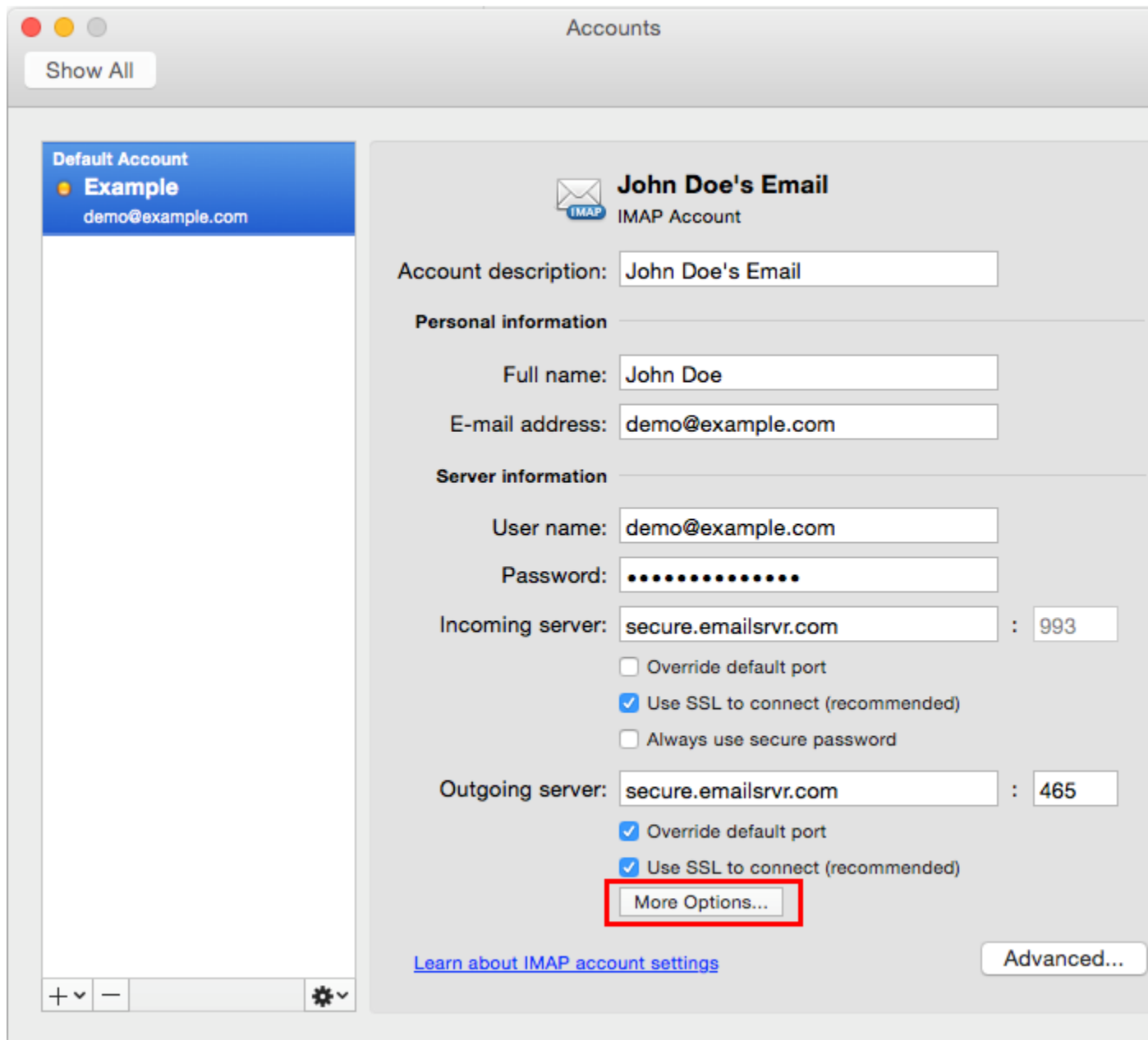
- g. "Use SSL to connect (recommended)": Checked
- h. "Incoming Server Port": 993
- i. "Outgoing Server": secure.emailsrvr.com
- j. "Override default port": Checked
- k. "Use SSL to connect (recommended)": Checked
- l. "Outgoing Server Port": 465

The screenshot shows the 'Accounts' window in macOS. A dialog box titled 'Enter your account information.' is open. It contains the following fields and options:

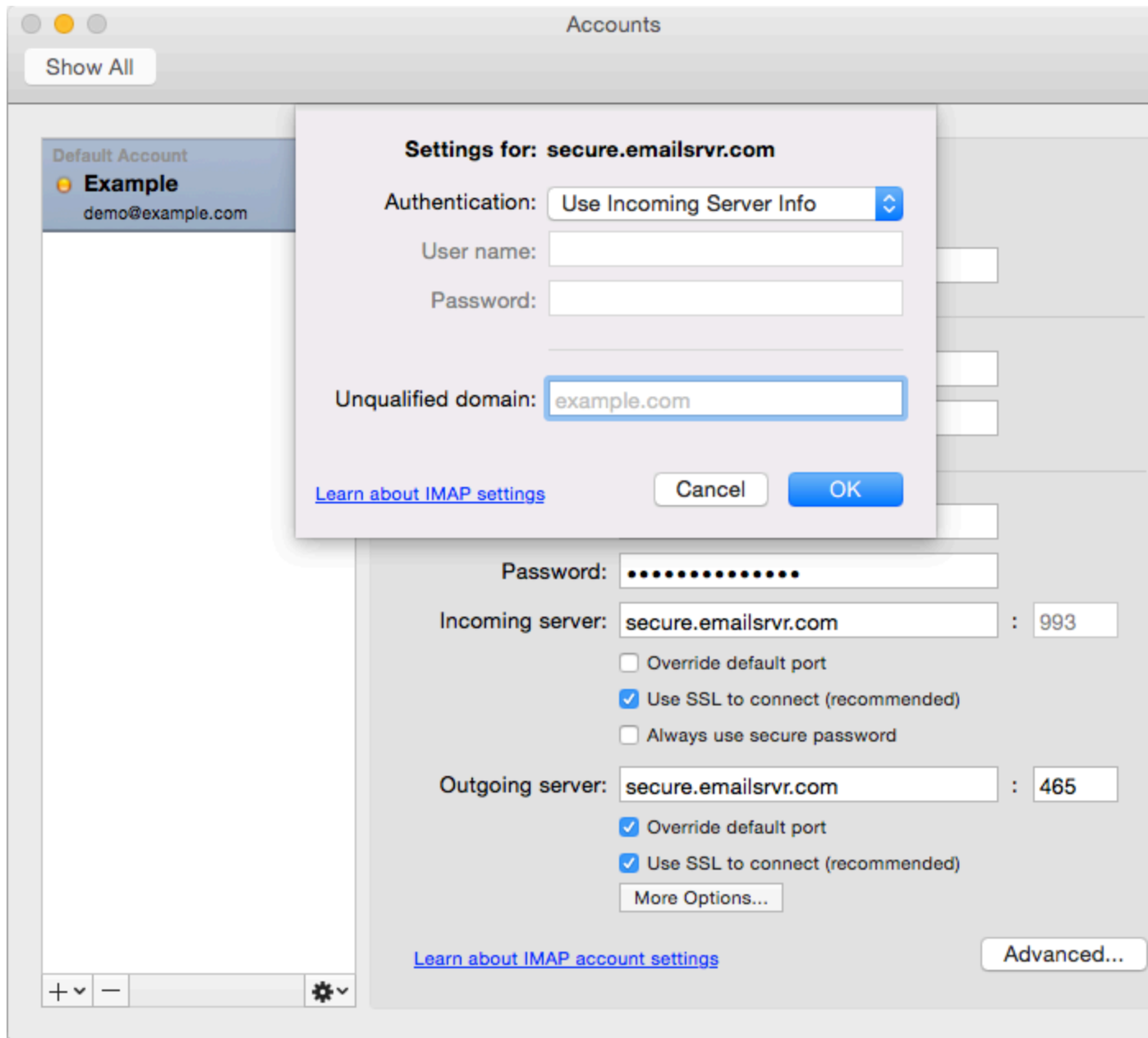
- E-mail address: demo@example.com
- Password: [masked with dots]
- ☐ Configure automatically
- User name: demo@example.com
- Type: IMAP (dropdown menu)
- Incoming server: secure.emailsrvr.com : 993
 - ☒ Override default port
 - ☒ Use SSL to connect (recommended)
- Outgoing server: secure.emailsrvr.com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

At the bottom of the dialog are 'Cancel' and 'Add Account' buttons. Below the dialog, in the background window, is a link: [Learn about adding accounts](#).

6. Select "**Add Account**".
7. Within the Accounts dialog. Select "**More Options...**" under the "Outgoing server" section.



8. Within the dialog, ensure the following:
 - a. "**Authentication**": Use Incoming Server Info
 - b. "**Unqualified Domain**": Leave Blank



9. Click **"OK"**.
10. Close the Accounts window.
11. Click **"Send/Receive"**. Your email should begin syncing with the server.