EMAIL SETUP

OUTLOOK

Works with: New Outlook for Windows, classic Outlook (Microsoft 365, 2021, 2024) and Outlook for Mac.

Windows now has two Outlooks. The **new Outlook** has a "New Outlook" toggle or a gear icon at the top right. **Classic Outlook** has a File tab that opens a full-page menu. Follow the section that matches yours.

YOUR SETTINGS	Have these ready. Swap **yourdomain.com** for your own website address.
USERNAME	Your **full** email address, e.g. `you@yourdomain.com`
PASSWORD	The email password we sent you. Copy and paste it to avoid typos.
ACCOUNT TYPE	**IMAP** (keeps every device in sync)
INCOMING SERVER	`mail.yourdomain.com` · Port `993` · Security `SSL/TLS`
OUTGOING SERVER	`mail.yourdomain.com` · Port `465` · Security `SSL/TLS` If 465 is refused, use port `587` with `STARTTLS`. The outgoing server needs the same username and password.

New Outlook for Windows

1. Click the gear icon at the top right, then **Accounts › Your accounts**.
2. Under Email accounts, click **Add account**. Type your full email address and click **Continue**.
3. If Outlook asks for a provider, choose **IMAP**.
4. Enter your password, then click **Show more** to reveal the server fields.
5. **IMAP incoming server:** `mail.yourdomain.com`, Port `993`, Secure connection type `SSL/TLS`.
6. **SMTP outgoing server:** `mail.yourdomain.com`, Port `465`, Secure connection type `SSL/TLS`. Username and password are the same as above.
7. Click **Continue**. When Outlook asks to sync your IMAP account, click **Continue** again, then **Done**.

> **Good to know:** the new Outlook keeps a copy of your mailbox on Microsoft's servers so it can sync and search. If your business has rules about where email is stored, use classic Outlook or Thunderbird instead.

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Classic Outlook for Windows

1. Click **File** › **Add Account**.
2. Type your email address, click **Advanced options**, tick **Let me set up my account manually**, then click **Connect**.
3. Choose **IMAP**.
4. **Incoming mail:** Server `mail.yourdomain.com`, Port `993`, Encryption method `SSL/TLS`.
5. **Outgoing mail:** Server `mail.yourdomain.com`, Port `465`, Encryption method `SSL/TLS`. Click **Next**.
6. Enter your password, click **Connect**, then **Done**.

Outlook for Mac

1. In the menu bar choose **Outlook** › **Settings** › **Accounts**. Click **+**, then **Add an Account**.
2. Type your email address and click **Continue**. Choose **IMAP/POP**.
3. Set Type to **IMAP**, enter the incoming and outgoing servers and ports from the box above, tick **Use SSL to connect** for both, and click **Add Account**.

> **Still on Windows Mail?** Microsoft retired the Windows Mail and Calendar apps at the end of 2024. Move to the new Outlook using the steps above.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

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