



HOW TO Guide:
Setting Up Outlook on MAC

Version History

| Version | Date | Changes |
|---------|------------|-----------------|
| V1.0 | 25/11/2013 | Initial release |

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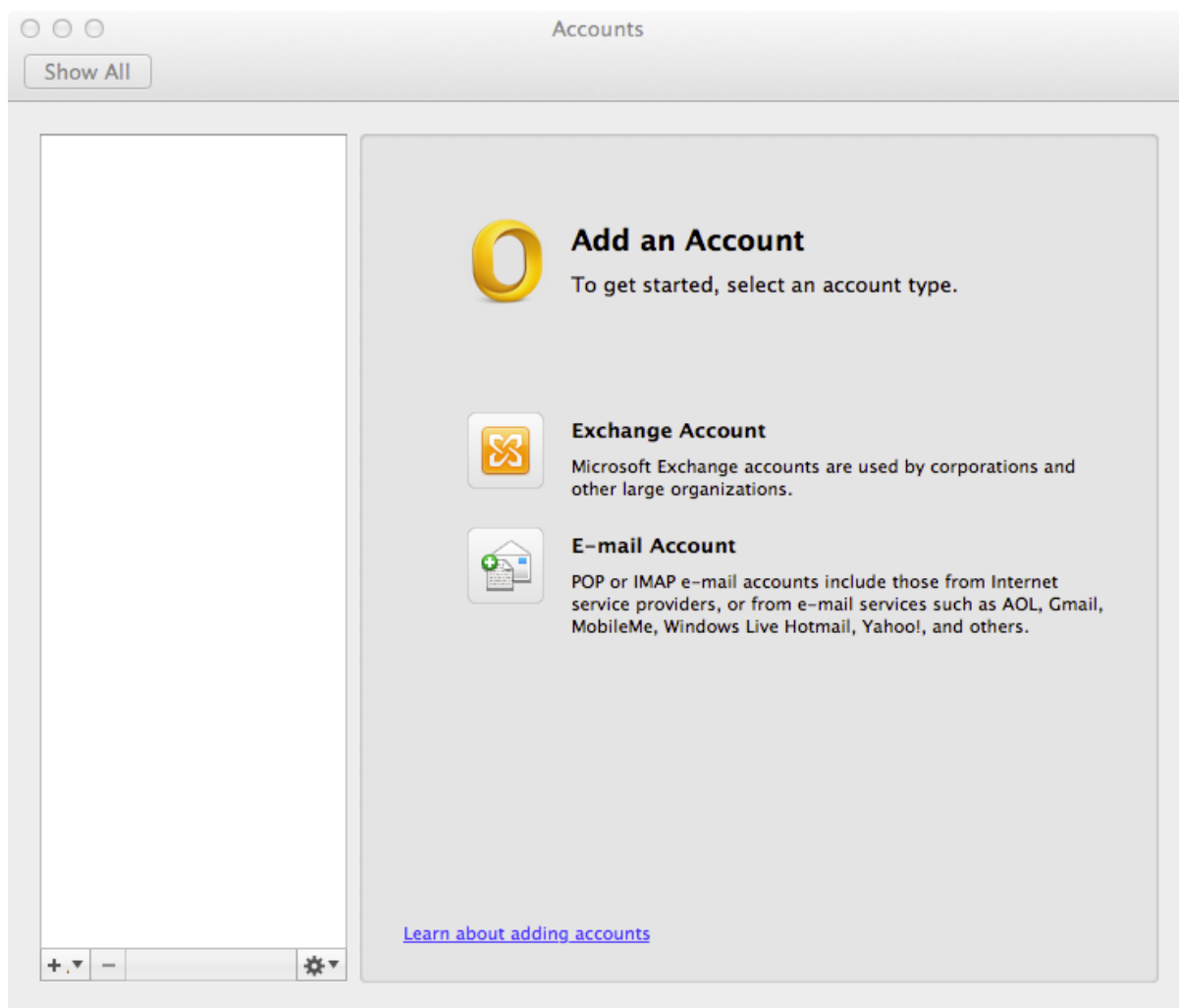
| | |
|---------------------------------------|----------|
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Important information:

- It is recommended that you have your office up to date to ensure that the program runs correctly

Setting up Email on MAC:

To add your email account click on E-mail Account



E-mail Address: Enter your email address

Password: Enter your Password

User Name: Enter your email address

Type: Select POP

Incoming Server: walle.sleepycat.com.au

Outgoing Server: walle.sleepycat.com.au

Click Add Account

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)

Account Description: Name it anything you want to call this account

Full Name: Enter Your Name

E-Mail Address: Your Email Address

Username: Your Email Address

Password: Your email password

Incoming Server: walle.sleepycat.com.au

Outgoing Server: walle.sleepycat.com.au

Tick the option use SSL to connect (recommended)

Click More Options...

The screenshot shows a window titled "Accounts" with a "Show All" button. On the left is a "Default Account" list. The main area is for configuring a "POP Account".

Account description: [text field]

Personal information

Full name: test

E-mail address: test@

Server information

User name: test@

Password: [masked]

Incoming server: walle.sleepycat.com.au : 110

- Override default port
- Use SSL to connect (recommended)
- Always use secure password

Outgoing server: walle.sleepycat.com.au : 25

- Override default port
- Use SSL to connect (recommended)

[More Options...]

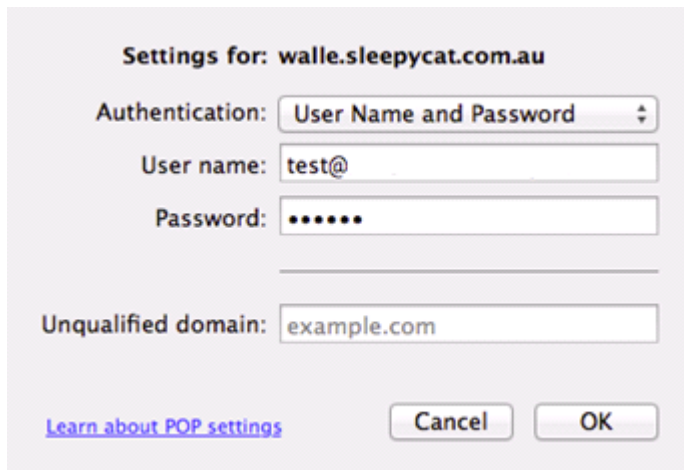
[Learn about POP account settings](#) [Advanced...]

Authentication User Name and password

Username: Your Email Address

Password: Your Password

Click OK



Settings for: walle.sleepycat.com.au

Authentication: User Name and Password

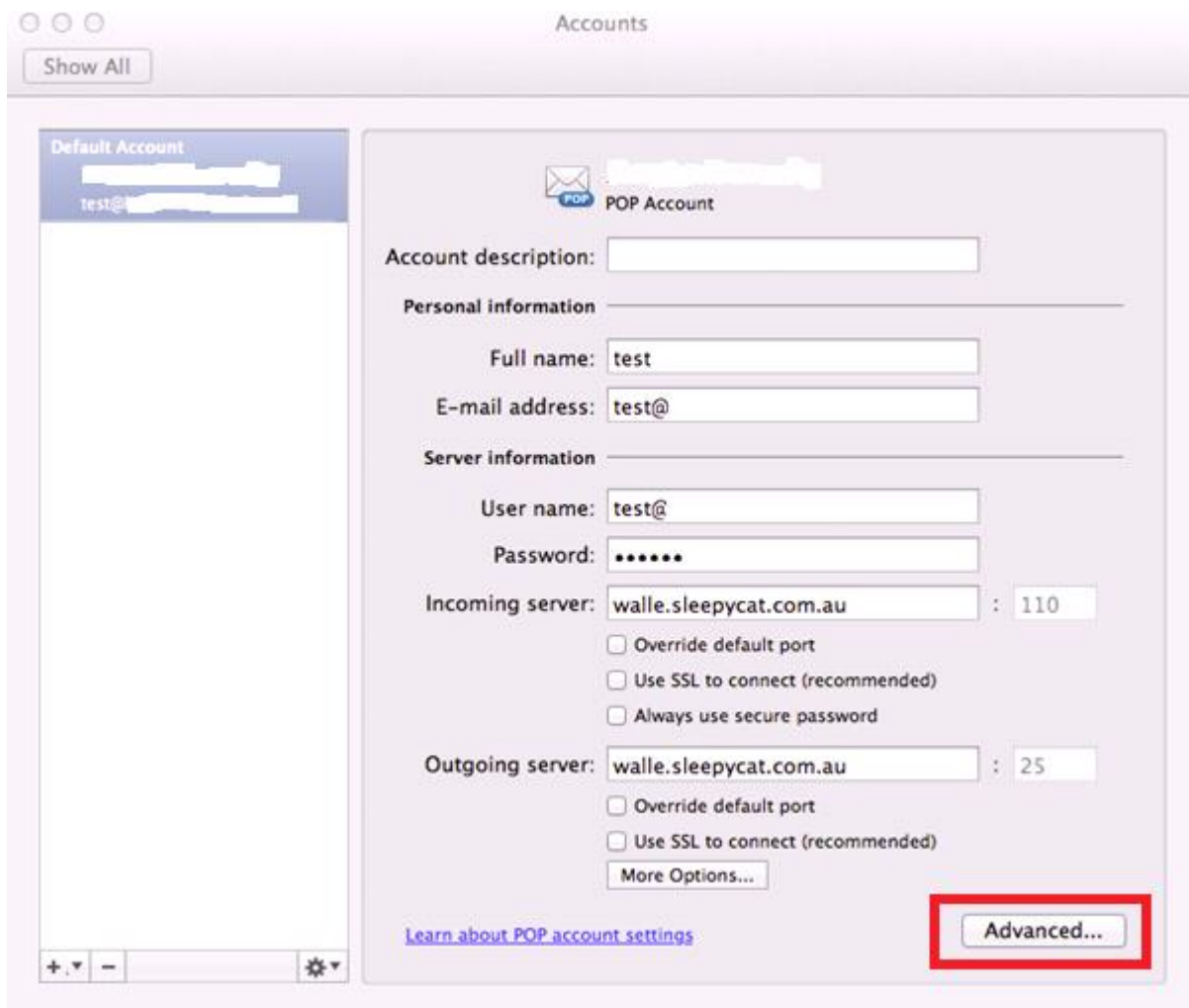
User name: test@

Password:

Unqualified domain: example.com

[Learn about POP settings](#) Cancel OK

Click Advanced



Accounts

Show All

Default Account

test@

POP Account

Account description:

Personal information

Full name: test

E-mail address: test@

Server information

User name: test@

Password:

Incoming server: walle.sleepycat.com.au : 110

Override default port

Use SSL to connect (recommended)

Always use secure password

Outgoing server: walle.sleepycat.com.au : 25

Override default port

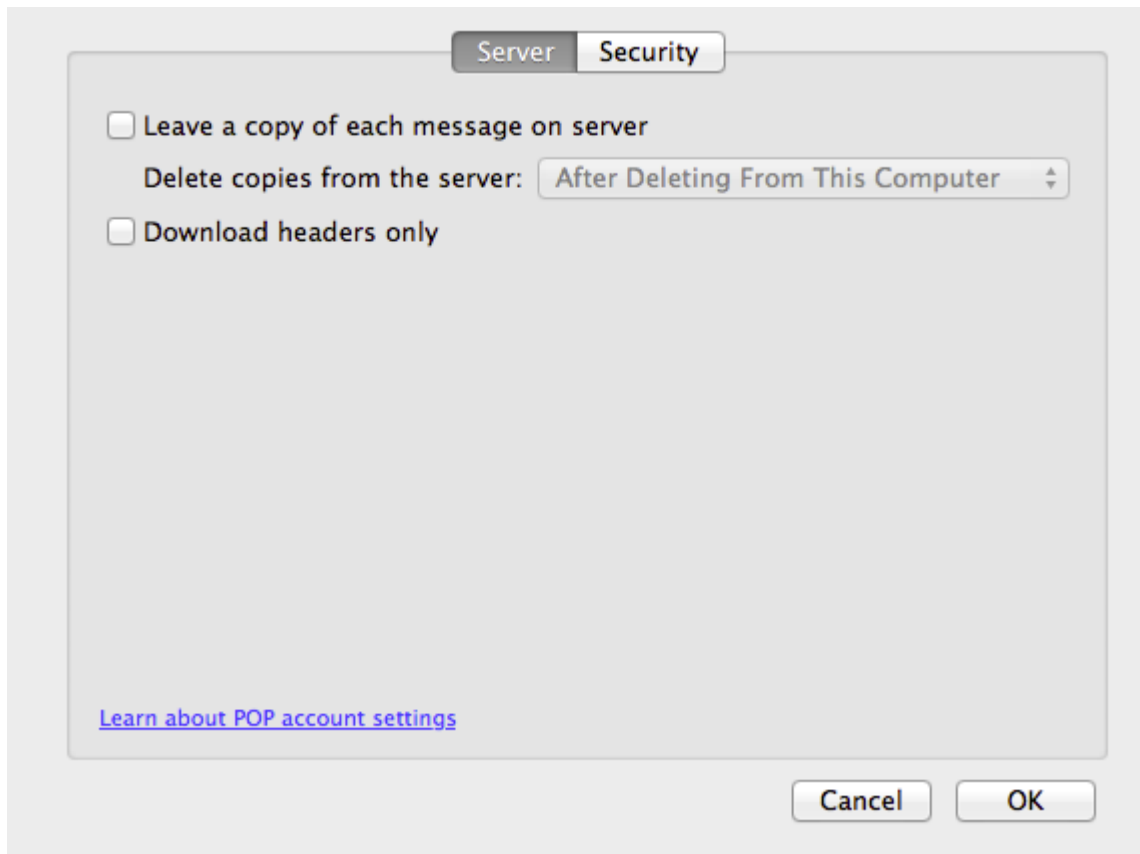
Use SSL to connect (recommended)

More Options...

[Learn about POP account settings](#) **Advanced...**

Un-tick Leave a Copy of each message on server

Click OK



Done!

Now open outlook and send away!

