

User Details

Mailbox:
rstest@process.nz

Created:
Temporarily Unavailable

Usage:
Temporarily Unavailable

Service:
Hosted Email

Status Online

Locked No

Send/Receive Online

Password Valid

Inbound (Secure IMAP):
secure.emailsrvr.com
(Port 993)

Outbound (Secure SMTP):
secure.emailsrvr.com
(Ports 465 or 587)

Webmail:
[webmail.emailsrvr.com](#)

Postmaster:
[postmaster.emailsrvr.com](#)

System Status Page:
[status.emailsrvr.com](#)

[Dashboard](#) / [Configure](#) / macOS: Outlook 2016 (IMAP)

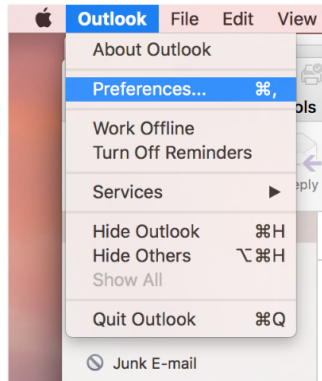
macOS: Outlook 2016 (IMAP)

This article will assist you with setting up Outlook 2016 for Mac with your Hosted Mailbox.

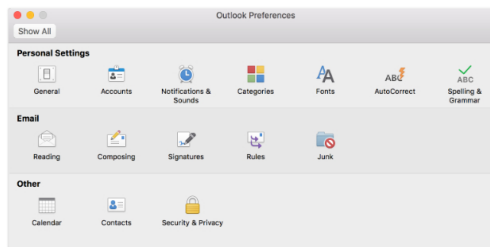
1. Launch Outlook 2016 for Mac

NOTE: If you do not have any accounts setup on Outlook 2016 for Mac, skip to **Step 5**

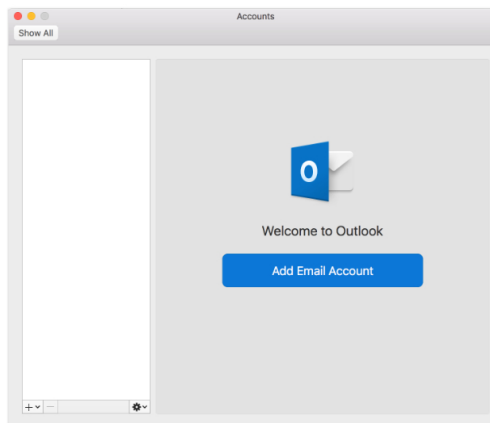
2. Select **Preferences** from the Outlook menu.



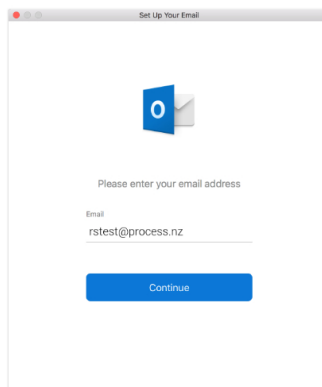
3. Select **Accounts**



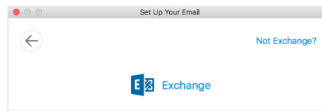
4. Select **Add Email Account**



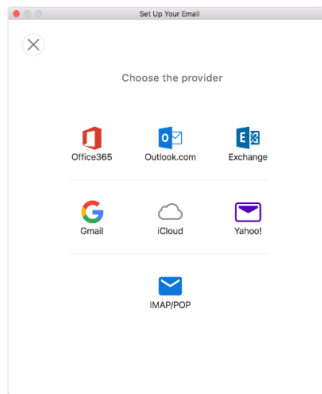
5. Enter your email address: **rstest@process.nz**



6. Outlook will sometimes automatically select Exchange as the account type. Click on **Not Exchange** on the top right corner to switch the account type



7. Select **IMAP/POP** at the bottom

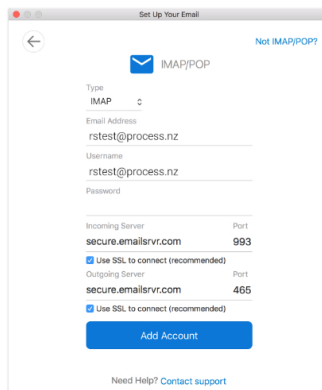


8. Enter the following details:

Type: IMAP
Email address: rstest@process.nz
Username: rstest@process.nz
Password: Your mailbox password

Incoming Server: secure.emailsrvr.com
Port: 993
Use SSL to connect: Checked

Outgoing Server: secure.emailsrvr.com
Port: 465
Use SSL to connect: Checked



9. Click **Add Account**.

10. Click **Done**

11. **You're done!** You should see the main Outlook window and your email should begin downloading shortly. Please allow 15 minutes for email to download before troubleshooting.

Don't forget about your other devices! [Click here](#) to set up a computer, tablet, or phone.

Was this article helpful?

