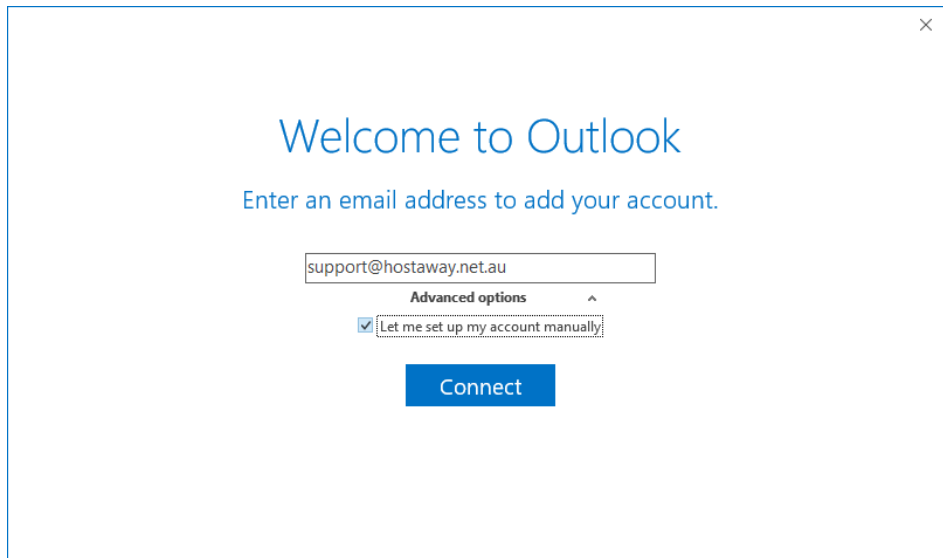


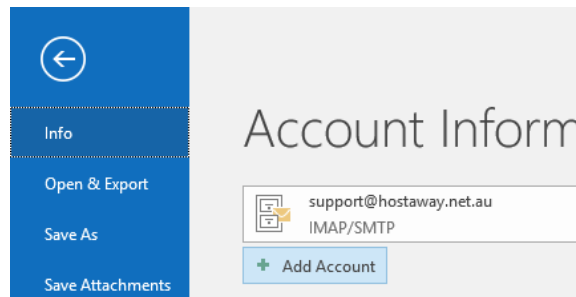
Outlook 365 (2016) configuration

If you are opening Outlook for the first time, you will be greeted with the following screen

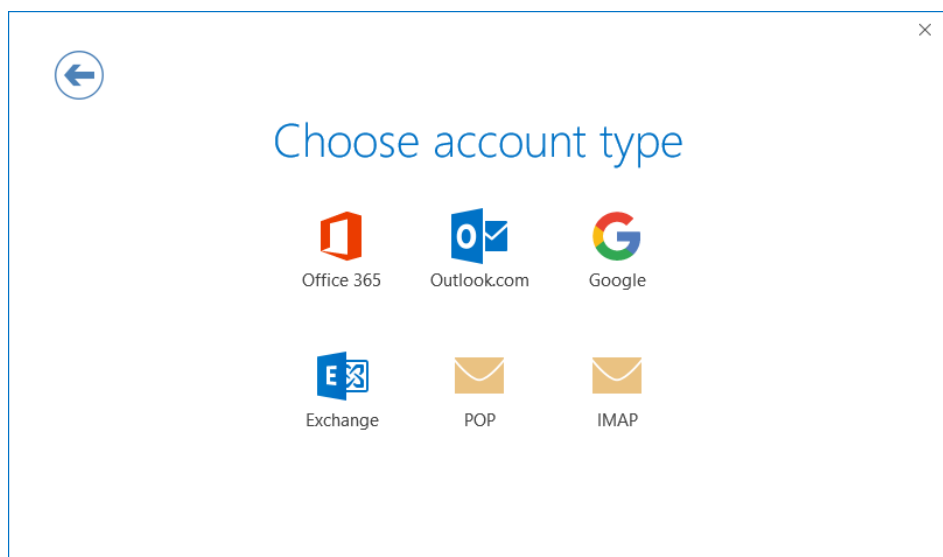
Enter your email address, and under **Advanced options** check the manual account set up box. Then hit **Connect**.



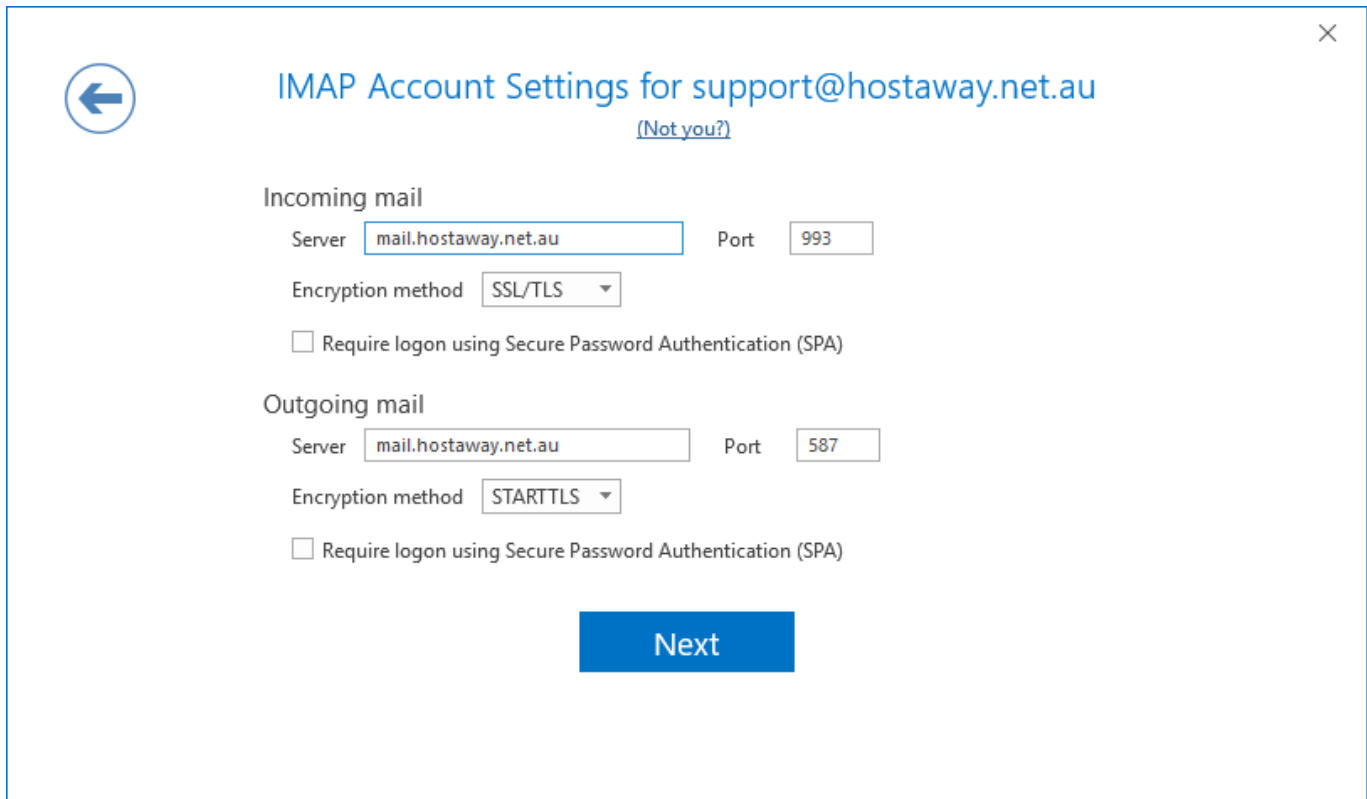
If you have existing addresses already, you can get to this screen by clicking on **File** and then **+ Add Account**



Choose **POP** or **IMAP** in the next screen. If you are unsure which to use, please refer to this page: <https://www.hostaway.net.au/news/imap-vs-pop/>



If you chose IMAP, use enter following settings:



IMAP Account Settings for support@hostaway.net.au
(Not you?)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

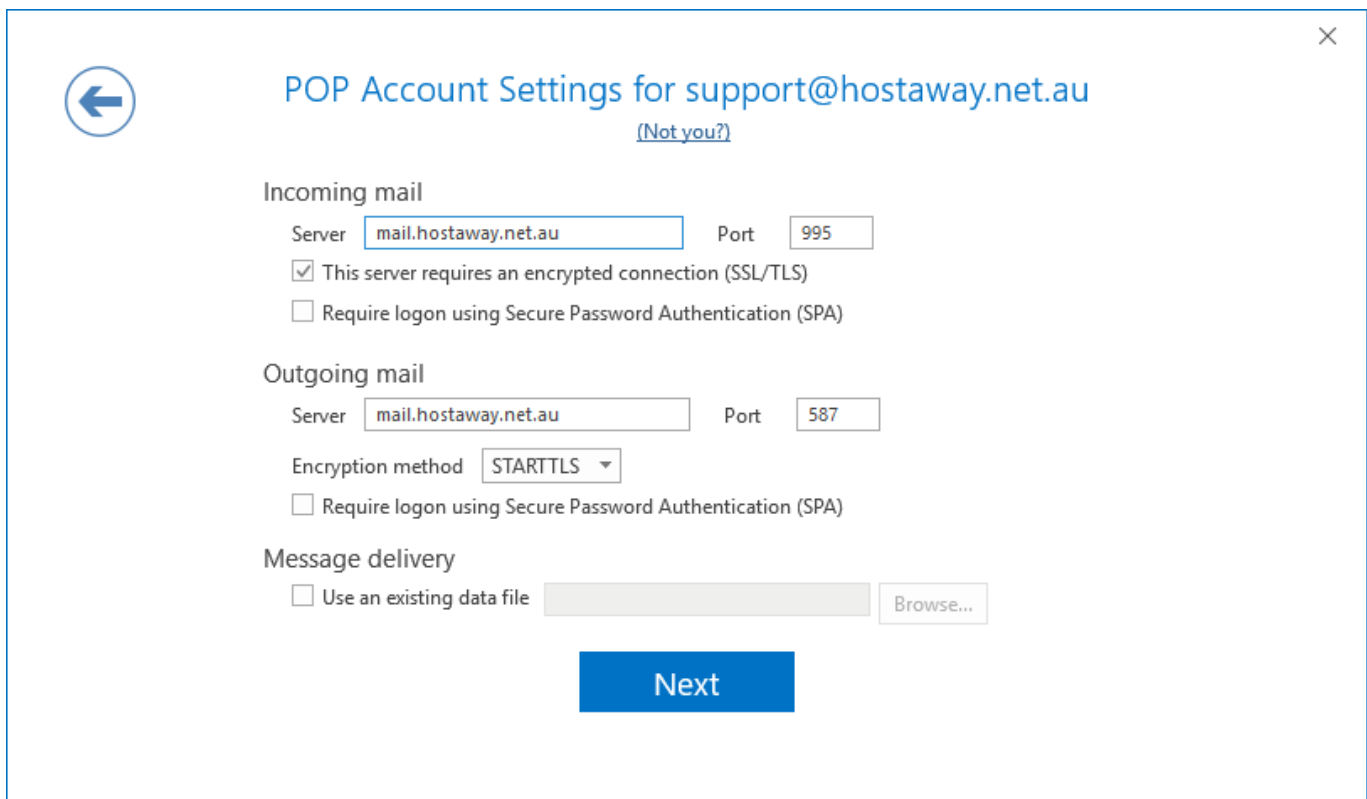
Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

If you chose POP, enter the following settings:



POP Account Settings for support@hostaway.net.au
(Not you?)

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

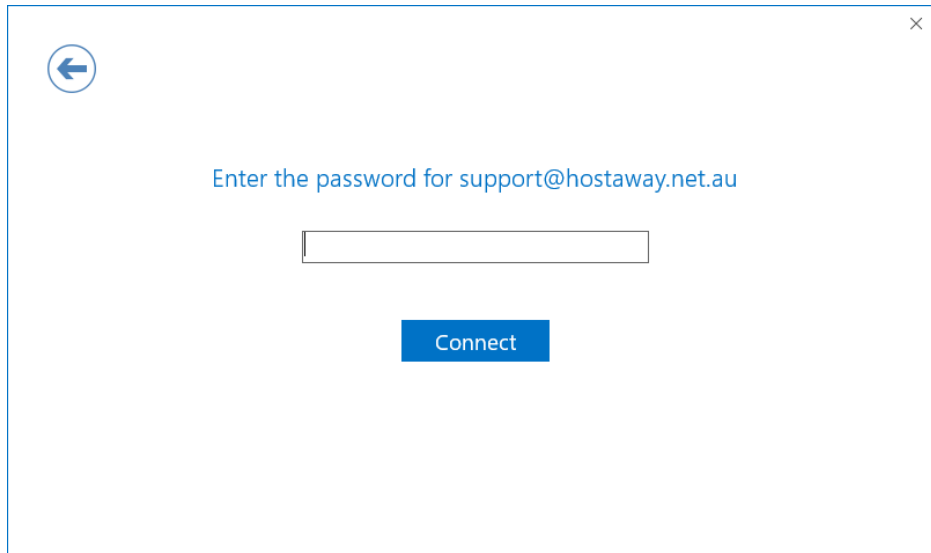
Require logon using Secure Password Authentication (SPA)

Message delivery

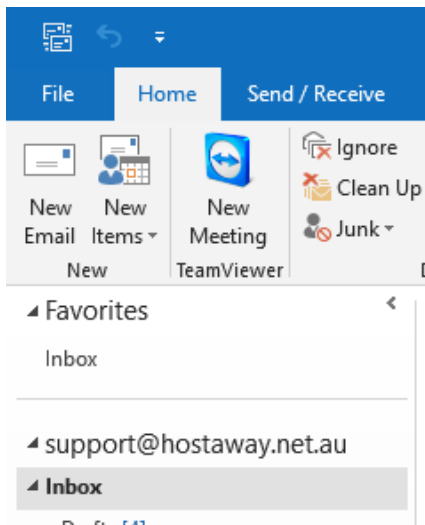
Use an existing data file

The mail server in both cases should be set to **mail.hostaway.net.au**.

Enter your password in the following screen, and then **Connect**

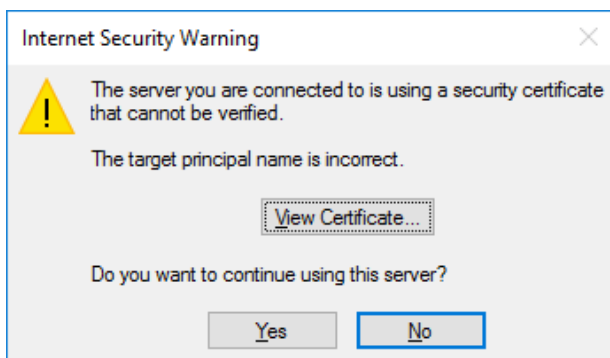


If everything is successful, you will now see your email account in the folder list



I am getting an Internet Security Warning. What do I do?

If this warning message pops up during the set up stage, choose **No**, and then on the following screen, **Change Account Type**



Something went wrong

⚠ We couldn't connect to the incoming (IMAP) server using the specified encryption method. Please check the incoming (IMAP) server encryption method and try again.

Retry

Change Account Type

This will take you back to the account type screen. Choose **POP** or **IMAP** and continue as above.