

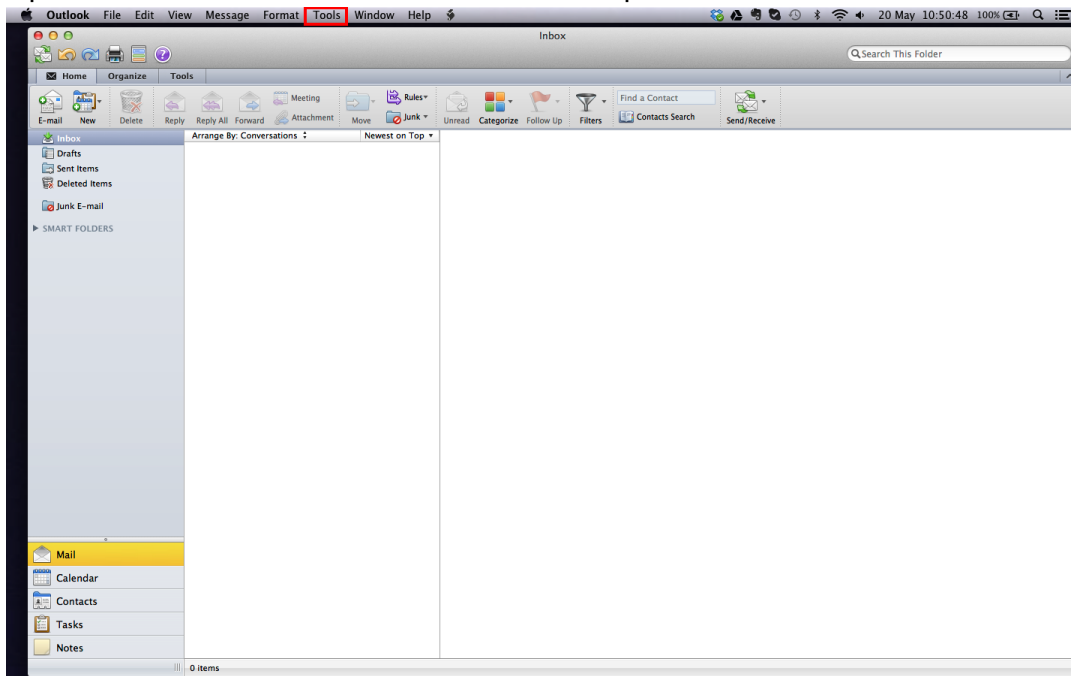
Email Setup Guide

Setting up Outlook For Mac

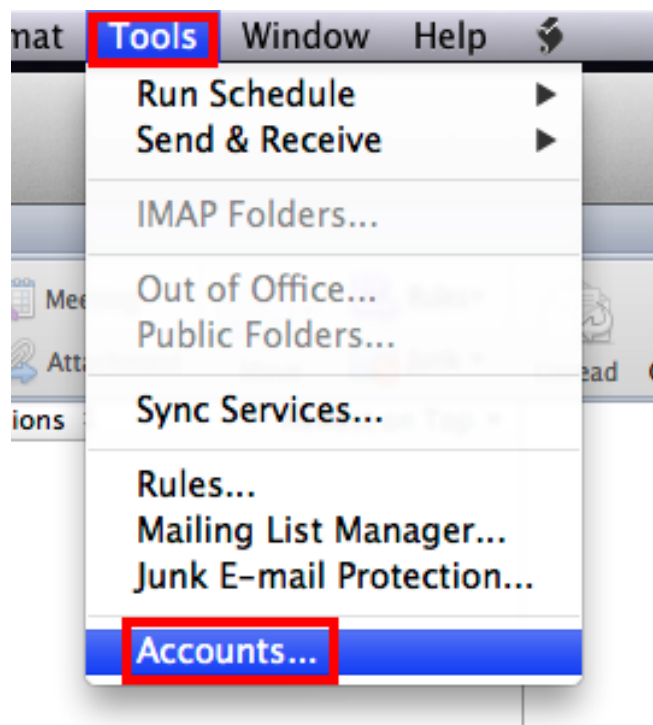


Outlook For Mac

Open Outlook for Mac. On the menu bar is an option called **Tools**. Click this.




Under the tools menu is an option called **Accounts**. This will allow you to add your Activ8me email account to outlook. Click it.

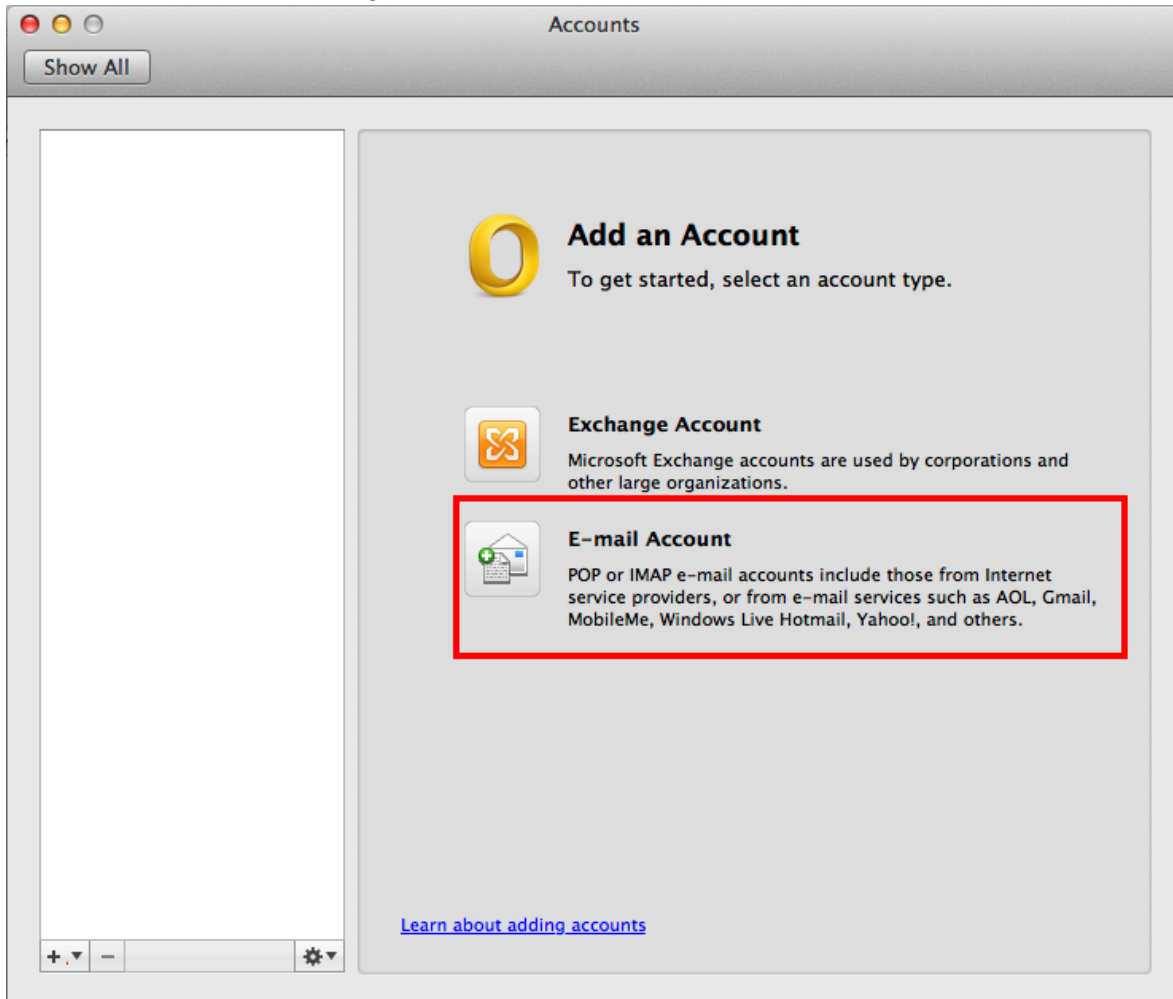


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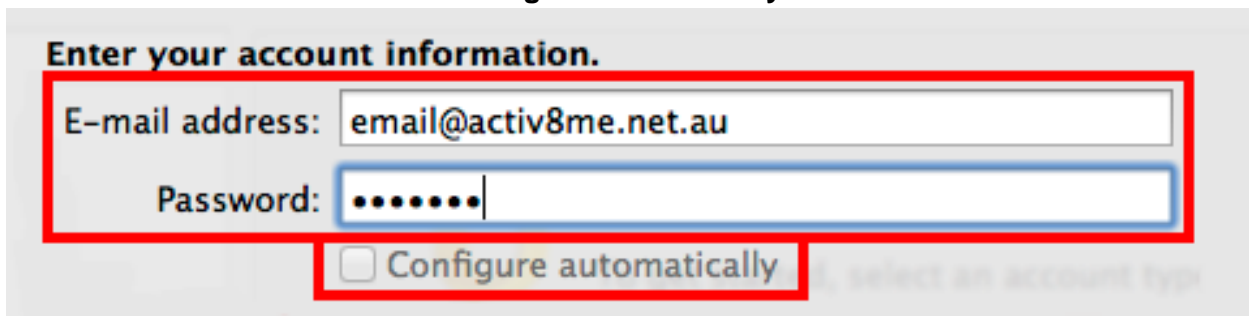
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The Accounts window will now open, listing any accounts that you have previously added to Outlook in the left navigation pane. Lets add your Activ8me account by clicking on  next to the **E-mail Account** heading.



In the window that opens, enter your email address into the **E-mail address** box, your password into **Password** and then uncheck **Configure automatically**.



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This will expand the window to show more configuration options.

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)

In the **User name** field, enter your Activ8me Username.

User name:

Set the **Type** to POP and the Incoming server as mail.activ8.net.au.

Make sure that **Override default port** is checked and the number box next to the incoming server is set to 110. This changes the account to use a port compatible with our servers.

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

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In the outgoing server settings, set the **Outgoing server** as mail.activ8.net.au.

Make sure that the port number listed in the box to the right of your mail server is set to 25. If it's not, then tick the **Override default port** and enter 25.

A screenshot of the outgoing server settings in Outlook. The 'Outgoing server' field is set to 'mail.activ8.net.au' and the port is set to '25'. The 'Override default port' checkbox is checked, and the 'Use SSL to connect (recommended)' checkbox is unchecked. Red boxes highlight the server name, port, and the SSL checkbox.

Click the **Add Account** button to finish adding your account.



A summary of the account will now be visible in the **Accounts** window.

A screenshot of the 'Accounts' window in Outlook. The 'Default Account' is 'Net' with email address 'email@activ8me.net.au'. The account details are as follows:

- Account description: Net
- Personal information:
 - Full name: Matthew C Robbins
 - E-mail address: email@activ8me.net.au
- Server information:
 - User name: Your Activ8me Username
 - Password: [Redacted]
 - Incoming server: mail.activ8.net.au : 110
 - Override default port
 - Use SSL to connect (recommended)
 - Always use secure password
 - Outgoing server: mail.activ8.net.au : 25
 - Override default port
 - Use SSL to connect (recommended)
 -

At the bottom, there is a link to 'Learn about POP account settings' and an 'Advanced...' button. Red boxes highlight the account name and the server information section.