

Configuring Outlook 2011 for Mac to Connect Mailbox via IMAP

1. Open Outlook 2011 for Mac
2. Open **Tools > Accounts...**
3. On the displayed page click on the + sign in the bottom left corner and then click **E-mail...**
4. Fill out the following fields:
 - Enter *youremail@domain.com.au* in the **E-mail address** field.
 - Enter your password to the **Password** field.
 - Enter *youremail@domain.com.au* in the **Username** field.
 - In the **Type** drop-down select **IMAP**.
 - Enter *exchange.openconnect.com.au* in the **Incoming server** field.
 - Check the **Use SSL to connect (recommended)** checkbox under the **Incoming server** field.
 - Enter *smtpauth.openconnect.com.au* in the **Outgoing server** field.
 - Check the **Use SSL to connect (recommended)** checkbox under the **Outgoing server** field.
5. Click **Add Account**.
6. Enter your name in the **Account description** field.
7. Click **More Options...**
8. In the **Authentication** drop-down select **Use Incoming Server Info**.
9. Click **OK**.