

How To Update Outlook On Your Mac

These step-by-step instructions describe how to update your email account settings in Outlook, and apply to most modern Outlook versions. However, if the steps provided below do not match what you see on your Mac, or you have a question, please feel free to reach out for help at 765.998.6192 or support@eiwifi.com.

- 1.) Open Outlook on your computer.
- 2.) In the menu bar at the top of your screen, click "Outlook", then in the drop down menu that appears, click "Preferences".
- 3.) In the Outlook Preferences window that appears, click the "Accounts" icon and this will open the Accounts window.
- 4.) Click on your eiwifi.com email account. This will open your email account settings.
- 5.) Locate the "User Name" field and verify that your complete email address is listed, for example: jane@eiwifi.com. If only part of your email address is listed, for example: jane, then change it to your complete email address, for example: jane@eiwif.com
- 6.) Locate the "Incoming server" field and change it to: emailhosting.cloud with a port number of 993. You may need to click the "override default port" check box to edit the port number. Ensure the "Use SSL to connect" check box is also checked.
- 7.) Locate the "Outgoing server" field and change it to: emailhosting.cloud with a port number of 587. You may need to click the "override default port" check box to edit the port number. Ensure the "Use SSL to connect" check box is also checked.
- 8.) Close the Accounts window.
- 9.) Quit Outlook, then re-open Outlook for the setting changes to go in to effect. You may see your email messages & folders disappear for up to 1 minute, then begin re-appearing. This is normal and is expected behavior as Outlook re-downloads all of your folders & email messages from the server.