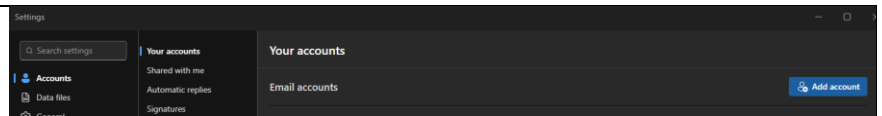




MachLink mail setup for Microsoft Outlook

Microsoft Outlook is included with an Office 365 subscription or with Microsoft Office Home & Business or Microsoft Office Professional suites.

1. Open Outlook. If this is the first time it's been opened, it will ask for your email address. Otherwise, go to Account Settings → Add account





MachLink mail setup for Microsoft Outlook

2. Enter your Machlink email address

A screenshot of the Outlook application's "Add all your email accounts" dialog box. The dialog has a dark gray background and a close button (X) in the top right corner. It displays icons for Microsoft 365, Gmail, Yahoo, iCloud, and a generic email icon. Below the icons, it states "Outlook supports Microsoft 365, Gmail, Yahoo, iCloud, IMAP, and POP." with a "Learn More" link. There is a text input field labeled "Enter an email address to sign in" containing the text "testme@machlink.com". Below the input field, it says "No account? Create an Outlook.com email account". A blue "Continue" button is located at the bottom right of the dialog.

Add all your email accounts

Outlook supports Microsoft 365, Gmail, Yahoo, iCloud, IMAP, and POP. [Learn More](#)

Enter an email address to sign in

testme@machlink.com

No account? [Create an Outlook.com email account](#)

Continue



MachLink mail setup for Microsoft Outlook

3. Click “show more” to enter server settings. Turn “use recommended settings” OFF

A dark-themed IMAP setup screen. At the top, it says "IMAP" in white. Below that is the email address "testme@machlink.com". There is a white envelope icon. A "Password" field with a red asterisk and an information icon is followed by a white input box. Below the password field is a link "Forgot password?". At the bottom, there are two toggle switches: "Show more" which is turned on (blue), and "Use recommended settings" which is turned off (grey).



MachLink mail setup for Microsoft Outlook

4. Enter your password for your Machlink email address.
- IMAP incoming server: mail.machlink.com
 - Port: 993
 - Secure connection type: SSL/TLS

IMAP

testme@machlink.com

Password * ⓘ

.....

[Forgot password?](#)

Show more ☒

Use recommended settings ☐

IMAP Incoming server * Port *

mail.machlink.com 993

Secure connection type

SSL / TLS (recommended) ▼

Continue Select provider



MachLink mail setup for Microsoft Outlook

5. SMTP username: your full Machlink email address

-Enter your password again

-SMTP outgoing server:
mail.machlink.com

-Port: 465

-Secure connection type: SSL/TLS

-Continue



IMAP

testme@machlink.com



SMTP username *

SMTP password

Enter your SMTP password if it differs from your IMAP/POP password.

SMTP Outgoing server *

Port *

Secure connection type

SSL / TLS (recommended) 

Continue

Select provider



MachLink mail setup for Microsoft Outlook

6. Your email should be added successfully
-Done

