Sofx.net Login - Outlook on Mac

- 1. Open the Outlook app.
- 2. Select "Outlook" \rightarrow "Settings" in the top left menu.

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3. Select "Accounts."



4. Click "+" in the bottom left corner, then "Add an Account..."

Accounts			Show All
Default Account	0	Exchange/Office 365 Account	
	Account description:		
	Personal information		
	Full name:		
	E-mail address:		
	Authentication		
	Method:	User Name and Password	6
	User name:		
	Password-		
	Fassword.		
Add an Account			
Directory Service			Advanced

5. Enter your sofx.net email address. Click "Continue."



6. If this page pops up, click the **red dot** to close it. **Do not** enter your password or click Sign In.



7. Select "Not Microsoft 365?"



8. Select "IMAP/POP."

		Set Up Your Email	
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- 9. Enter the following Information:
 - a. Enter your sofx.net email address for fields: Email Address AND Username.
 - b. Enter your sofx.net Password.
 - c. Enter Incoming Server "mail.sofx.net" and Port "993."
 - d. Enter Outgoing Server "mail.sofx.net" and Port "465."
 - e. Click "Add Account."

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