- 1. Open the Outlook app.
- 2. Click the **HOUSE** icon in the top left.



3. Click the **MAIL** icon with the "+" button on the left side.



4. Select "Add Email Account."



5. Enter your sofx.net email address. Click "Add Account."



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

	2:24 - outlook Cancel	ıı ≎ ■)
~	Microsoft	
	Enter password	
	Password	
	Forgot my password	
	Sign in with another account	
		Sign in

7. Select "Not Microsoft 365"



Terms of use Privacy & cookies ...

8. Select "Change Account Provider."



9. Select "IMAP."

10. Fill out the following information:

- a. Email Address: Your sofx.net email address
- b. Display Name: Your Name
- c. Description (optional)
- d. IMAP Hostname: mail.sofx.net
- e. IMAP Port: 993
- f. Port Security: Leave SSL
- g. IMAP Username: Your sofx.net email address
- h. IMAP Password: Your sofx.net Password
- i. SMTP Hostname: mail.sofx.net
- j. SMTP Port: 465
- k. Port Security: Leave SSL
- I. SMTP Username: Your sofx.net email address
- m. SMTP Password: Your sofx.net Password
- n. Click "Sign In."

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ІМАР	
Email Address	
Display Name e.g. John Appleseed	
Description e.g. Work	
IAP Incoming Mail Server	
nail.sofx.net	
MAP Port 993)
Port Security	SSL >
MAP Username e.g. john.appleseed	
MAP Password	
SMTP Outgoing Mail Server SMTP Hostname mail.sofx.net	
SMTP Port 465	
Port Security	SSL >
SMTP Username e.g. john.applesee	ed
SMTP Password	
Use Advanced Settings	
Use Advanced Settings	