

Add your Exchange 2013 Email Account to Outlook for Mac

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Once your mailbox is ready to go, you can add your account to your preferred email application. Whilst you can add your account to most modern email clients, the recommendation is to use Outlook.

For Exchange 2013, the supported versions of Outlook are:

Outlook 2016 for Mac

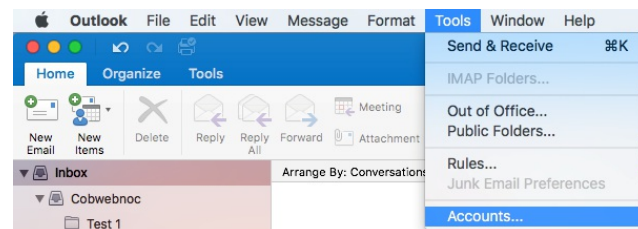
Outlook for Mac for Office 365

You will need to have the password for your account ready when setting up in Outlook for Mac.

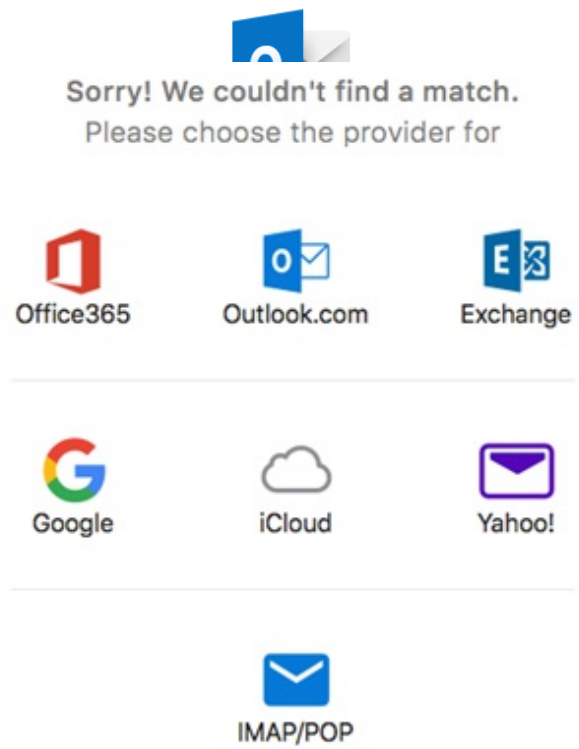
Exchange

If you have not set up an account in Outlook, you will be prompted automatically to add an account. Otherwise, you can add the account alongside any existing accounts in Outlook for Mac.

1. Open Outlook for Mac
2. Go to 'Tools > Accounts'
3. Select the '+' icon in the lower left
4. Select **New Account**
5. Enter the email address of the account you want to add
6. Press **Continue**



7. If prompted, select **Exchange** as the account provider



8. Enter your Password when prompted
9. If prompted for additional information, enter:

Domain\Username or Email: Your email address

Server: [Outlook.hs20.net](https://outlook.hs20.net)

and press **Add Account**

Method
Username and Password

Email Address
DOMAIN\username or Email

Password
●●●●●●●●

Show Password

Server (optional)
outlook.hs20.net

Add Account

10. Press Done

NOTE: It may take a bit of time for Outlook to synchronise your data with the Exchange server. During this time, some folders may appear empty.



has been added

Did you know?

Outlook supports Google, Yahoo!, and iCloud accounts.

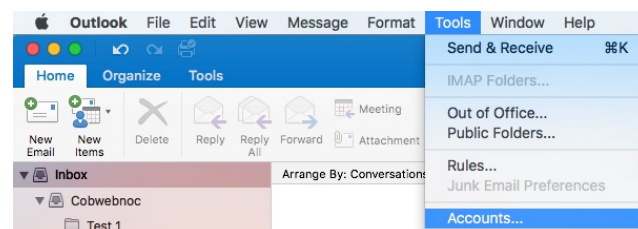
Add Another Account

Done

IMAP/POP3

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2. Go to 'Tools > Accounts'



3. Select the '+' icon in the lower left

4. Select **New Account**



5. Enter the email address of the account you want to add

Please enter your email address

Email

Continue

6. Press **Continue**

Sorry! We couldn't find a match.
Please choose the provider for



7. If prompted, select **IMAP/POP** as the account provider



8. Select the Account Type as either IMAP or POP

9. For Settings, enter:

Username: Your email address

Password: Your mailbox password

IMAP:

Incoming Server: imap.hs20.net

Incoming Server Port: 993

Use SSL: Enabled

POP3:

Incoming Server: pop3.hs20.net

Incoming Server Port: 995

Use SSL: Enabled

Both:

Outgoing Mail Server: smtp.hs20.net

Outgoing Mail Server Port: 587

Use SSL: Enabled

10. Press **Add Account**

IMAP/POP

Type
IMAP

Email Address

Username

Password
●●●●●●●●

Show Password

Incoming Server	Port
imap.hs20.net	993

Use SSL to connect (recommended)

Outgoing Server	Port
smtp.hs20.net	587

Use SSL to connect (recommended)

Add Account

11. Press **Done**

NOTE: It may take a bit of time for Outlook to synchronise your data with the Exchange server. During this time, some folders may appear empty.

has been added

Did you know?
Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done