

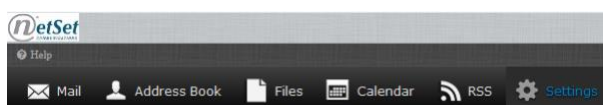
Changing NetSet Email Settings in Microsoft Outlook 365/2019 on a Mac

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to **step 6**.

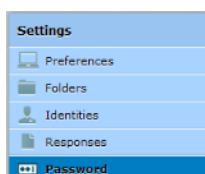
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



4. Enter your **Current random Password**, and then your **New Password** twice

5. Click **Save**

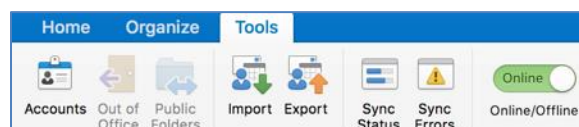
Backup your Email Messages (recommended)

Before you change any settings, it's highly recommended (but not required) that you export your email messages first as a backup (see <https://support.office.com/en-us/article/export-items-to-an-archive-file-in-outlook-for-mac-281a62bf-cc42-46b1-9ad5-6bda80ca3106>).

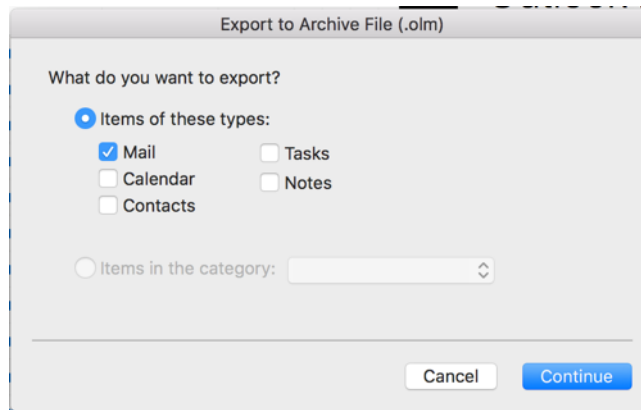
6. Open **Outlook**



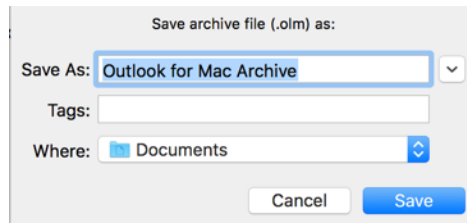
7. On the **Tools** tab, click **Export**



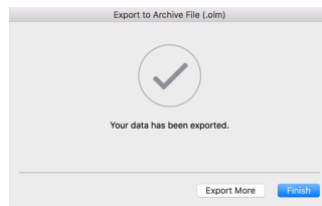
8. In the **Export to Archive File (.olm)** box, check the **items** you want to export (be sure to include **Mail**), and click **Continue**



9. In the **Save As** box, you can change the archive file name if you desire
 - a. In the **Where** box, select the location for where to save the archive file

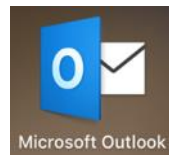


- b. Click **Save**
10. Click **Finish**

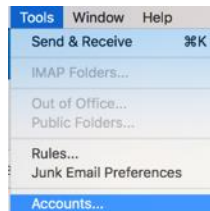


Changing Your Settings

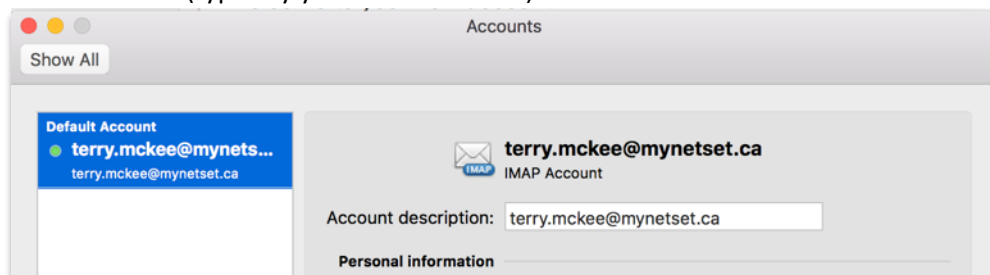
11. Open **Outlook**



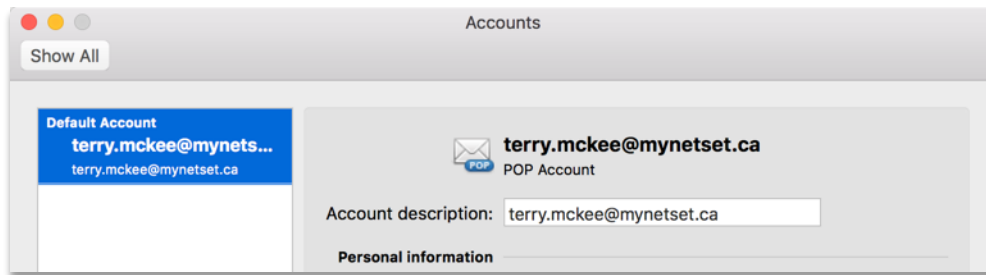
12. Click **Tools**, then **Accounts...**



13. Select your **account** on the left (typically your email address)



If using IMAP



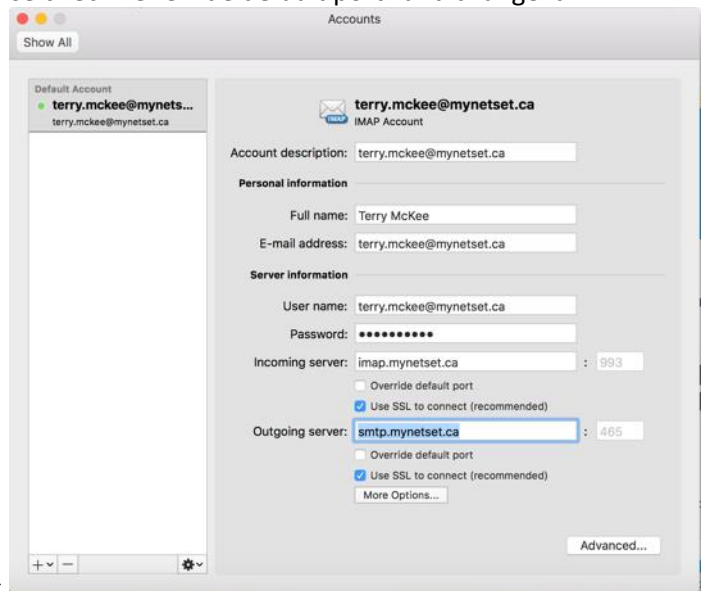
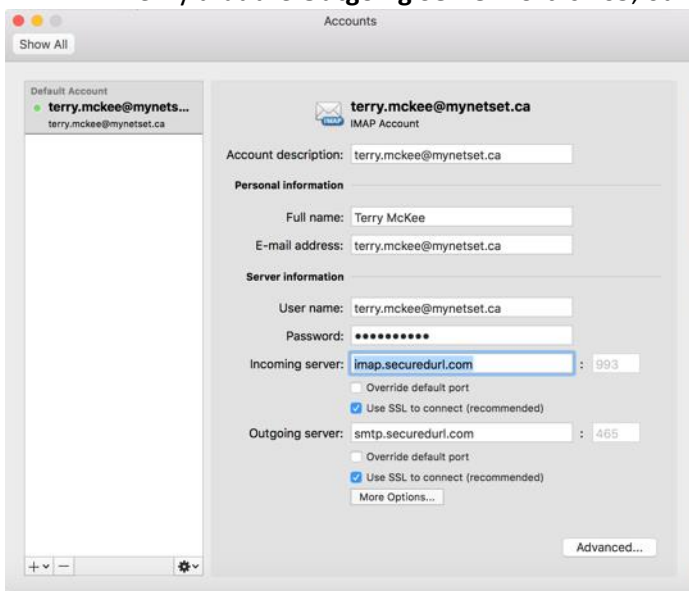
If using POP

14. If using **POP**, go to **step 23**; otherwise continue here for the **IMAP** steps

IMAP Account

15. Change these settings:

- c. Enter your new email **Password**
- d. Change the **Incoming Server** to **imap.mynets.ca**
- e. Verify that the box next to “**Use SSL to connect**” is **checked** for both the **Incoming Server** and the **Outgoing Server**
- f. Verify that the **Incoming Server Port** is **993**; otherwise check “**Override default port**” and change it
- g. Change the **Outgoing Server** to **smtp.mynets.ca**
- h. Verify that the **Outgoing Server Port** is **465**; otherwise check “**Override default port**” and change it



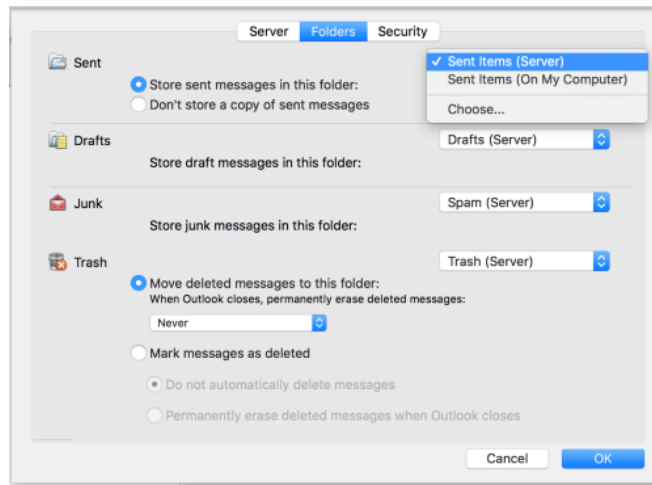
16. **Close** the **Accounts** window

17. Click **Tools**, then **Accounts...**

18. Select your **account** on the left

19. Click **Advanced...** in the bottom right

20. Go to the **Folders** tab and verify the **Sent**, **Drafts**, **Junk** and **Trash** folders selected are as below (**Sent Items**, **Drafts**, **Spam** and **Trash**) and from the **Server** (not “**On My Computer**”)

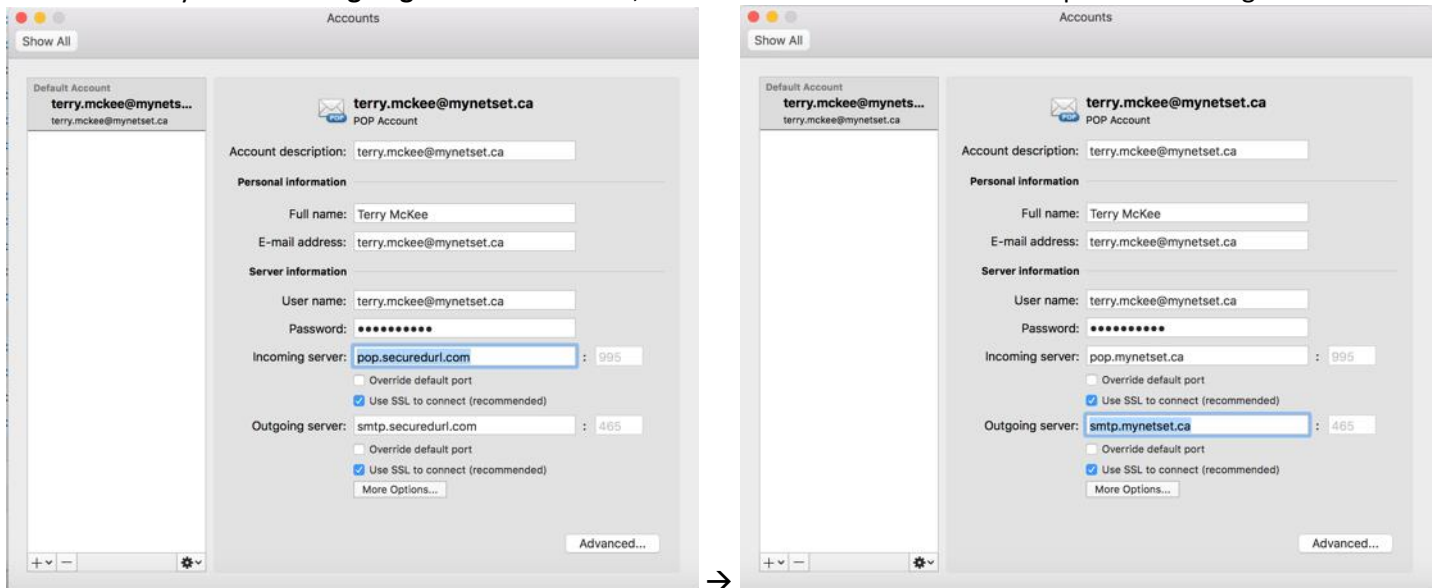


21. Click **OK**
22. **Close** the **Accounts** window.

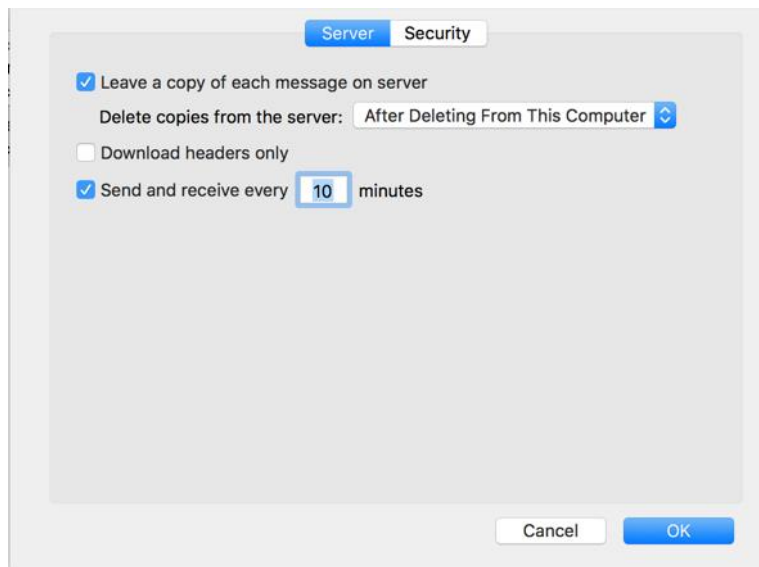
Your **IMAP** account is now ready for post-migration use in Outlook on a Mac.

POP Account

23. Change these settings:
 - i. Enter your new email **Password**
 - j. Change the **Incoming Server** to **pop.mynetsnet.ca**
 - k. Verify that the box next to “**Use SSL to connect**” is **checked** for both the **Incoming Server** and the **Outgoing Server**
 - l. Verify that the **Incoming Server Port** is **995**; otherwise check “**Override default port**” and change it
 - m. Change the **Outgoing Server** to **smtp.mynetsnet.ca**
 - n. Verify that the **Outgoing Server Port** is **465**; otherwise check “**Override default port**” and change it



24. Click **Advanced...** in the bottom right
25. If “**Leave a copy of each message on server**” is unchecked, **Check** it
 - o. Ensure that “**Delete copies from the server**” is set to either “**After Deleting From This Computer**” or **Never**



p. Click **OK**

26. **Close** the **Accounts** window.

Your **POP** account is now ready for post-migration use in Outlook on a Mac.