

# Add your Exchange 2013 Email Account to Outlook for Mac

Last Modified on 23/10/2019 12:36 pm BST

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

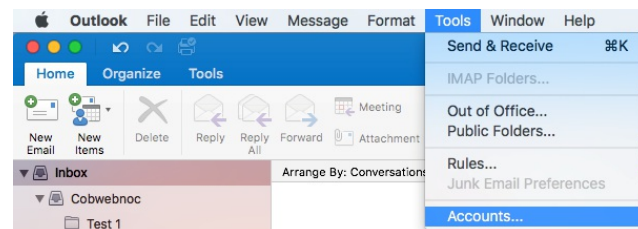
Outlook for Mac for Office 365

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

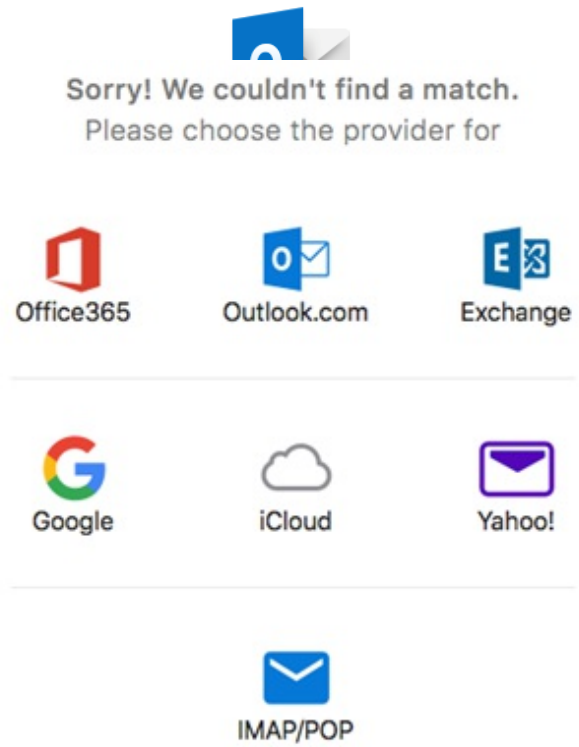
## Exchange

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.

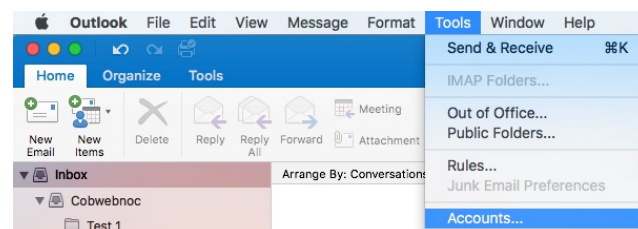
Add Another Account

Done

## IMAP/POP3

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.

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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

6. Press **Continue**

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



Please enter your email address

Email

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Continue

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



Office365



Outlook.com



Exchange



Google



iCloud



Yahoo!



IMAP/POP

**IMAP:**

Incoming Server: [imap.hs20.net](https://imap.hs20.net)

Incoming Server Port: 993

Use SSL: Enabled

**POP3:**

Incoming Server: [pop3.hs20.net](https://pop3.hs20.net)

Incoming Server Port: 995

Use SSL: Enabled

**Both:**

Outgoing Mail Server: [smtp.hs20.net](https://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