



General Information: We recommend using IMAP instead of POP for your Incoming Server type.  
Your Outgoing Server may be either SSL or TLS depending on your Email program capabilities.

<u>someone@ccrtc.com</u>	<u>someone@iendeavor.com</u>
Incoming Mail Server: mail.ccrtc.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes	Incoming Mail Server: mail.iendeavor.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes
Outgoing Mail Server: smtp.ccrtc.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server	Outgoing Mail Server: smtp.iendeavor.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server
Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password	Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password

Email Setup for: **Outlook 2011 Mac**

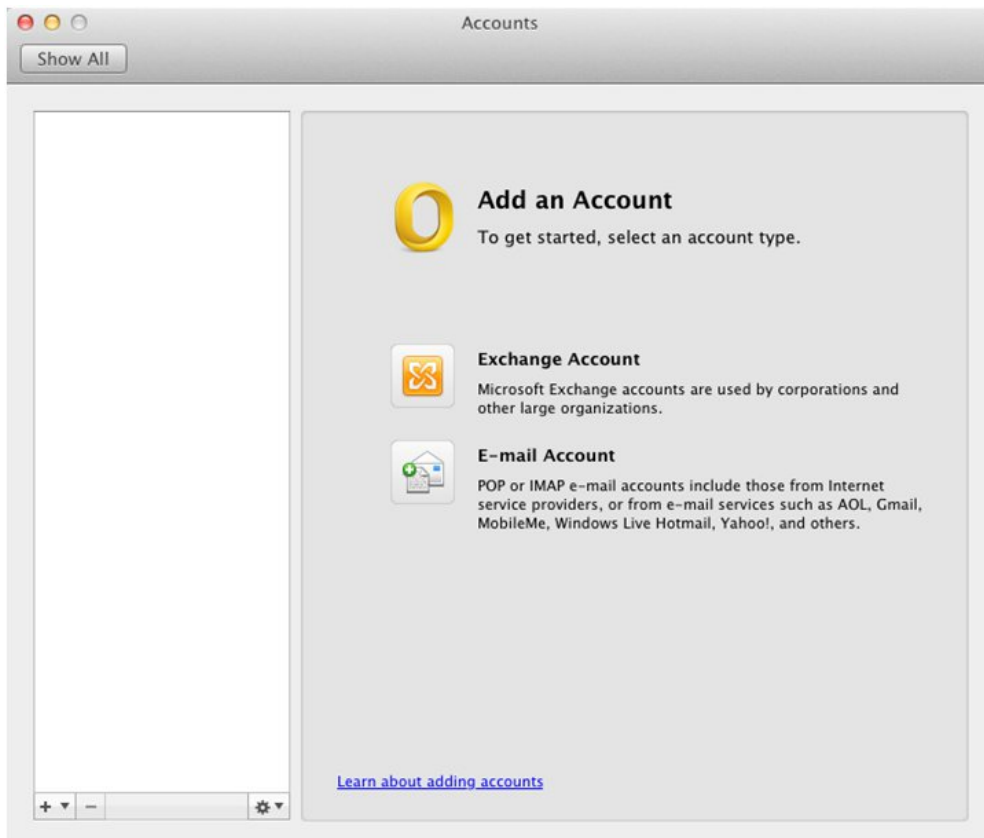
Scroll down for detailed steps to setup your email program.

Replace the example information with your information and the details listed above.

- Open Microsoft Office Outlook 2011. If you have just installed Outlook 2011 it will show in your Dock
- If you see a Welcome to Outlook screen, click **Add Account**. Otherwise click **Tools > Accounts > Add Account** from the Apple Menu bar



- Click **E-mail Account**



- Fill out the information as exemplified below then click Add Account.

The screenshot shows the 'Accounts' window with a modal dialog box titled 'Enter your account information.' The dialog box contains the following fields and options:

- E-mail address:** someone@example.com
- Password:** [masked with dots]
- ☐ Configure automatically
- User name:** someone@example.com
- Type:** IMAP (selected in a dropdown menu)
- Incoming server:** mail.example.com : 993
  - ☒ Override default port
  - ☒ Use SSL to connect (recommended)
- Outgoing server:** smtp.example.com : 465
  - ☒ Override default port
  - ☒ Use SSL to connect (recommended)

At the bottom of the dialog box are two buttons: 'Cancel' and 'Add Account'.

Below the dialog box, in the background window, is a link: [Learn about adding accounts](#)

If you've entered everything in correctly, the task will be completed successfully and you can close out of the window and begin using your account via Outlook 2011 mac.