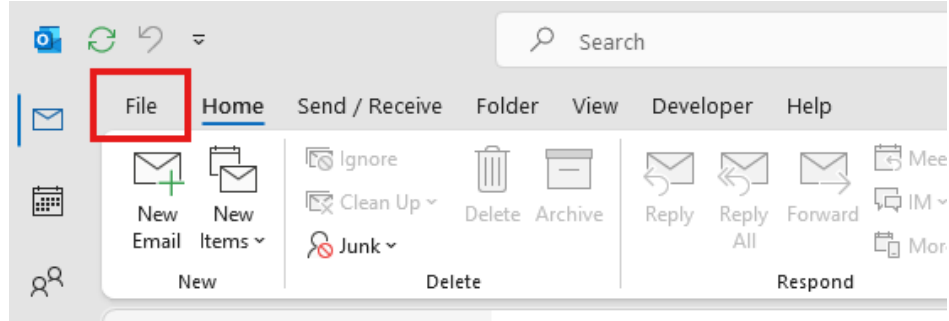
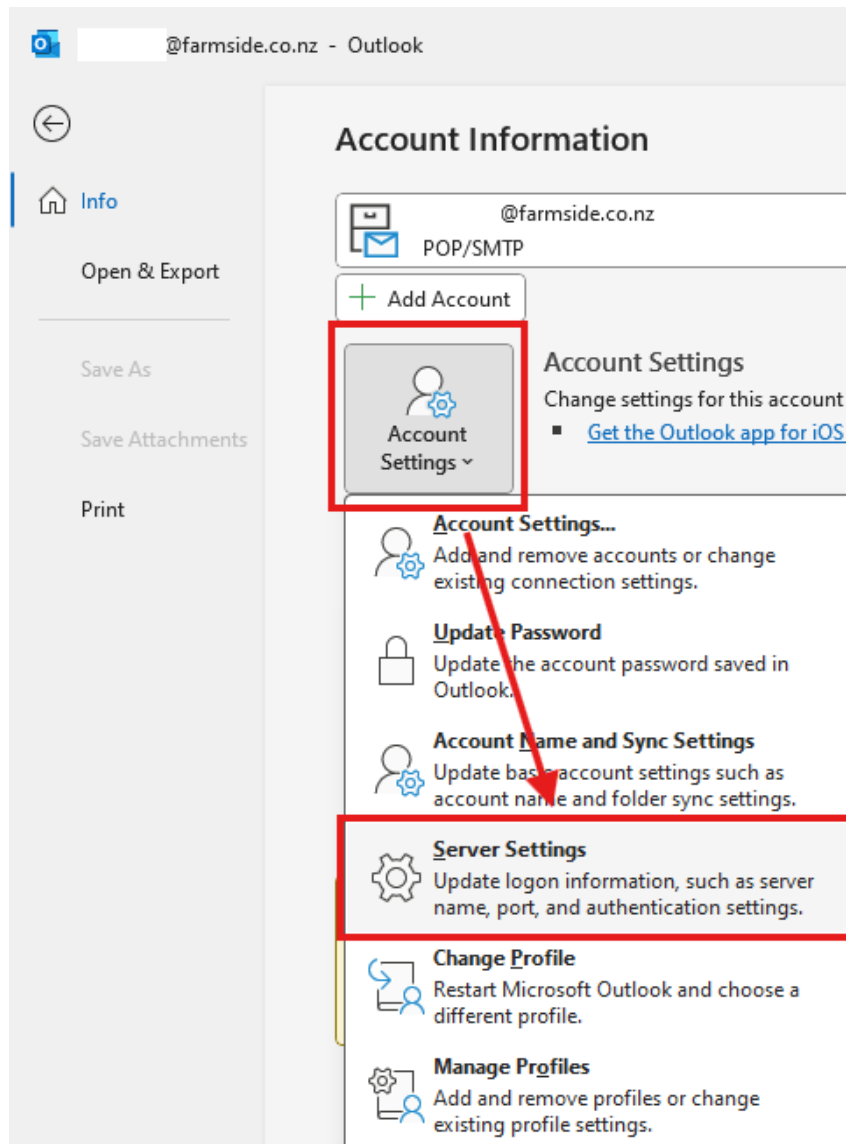


# Outlook 365 App

1) Click File at the top left



- 2) Click Account Settings (below)
- 3) Click Server Settings from the dropdown



- 4) Under Incoming mail,
  - a) tick the first box "This server requires an encrypted connection"
  - b) Ensure the User name has your full Farmside email address, including the @farmside.co.nz
  - c) Ensure the Port is 995

POP Account Settings  
@farmside.co.nz

Incoming mail

User name

Password

Remember password

Server  Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

- 5) Click on Outgoing Mail
  - a) Tick the box "My Outgoing (SMTP) server requires authentication"
  - b) Ensure the Port is 465
  - c) Ensure "Use same settings as my incoming mail server" is selected

POP Account Settings  
@farmside.co.nz

Incoming mail

Outgoing mail

Server  Port

Encryption method

Server timeouts

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

Use same settings as my incoming mail server

Log on using user name and password

Log on to incoming mail server before sending mail

[Next](#)

- 6) Click Next to finalize- it will check the settings are valid
- 7) Click Done when prompted to finish