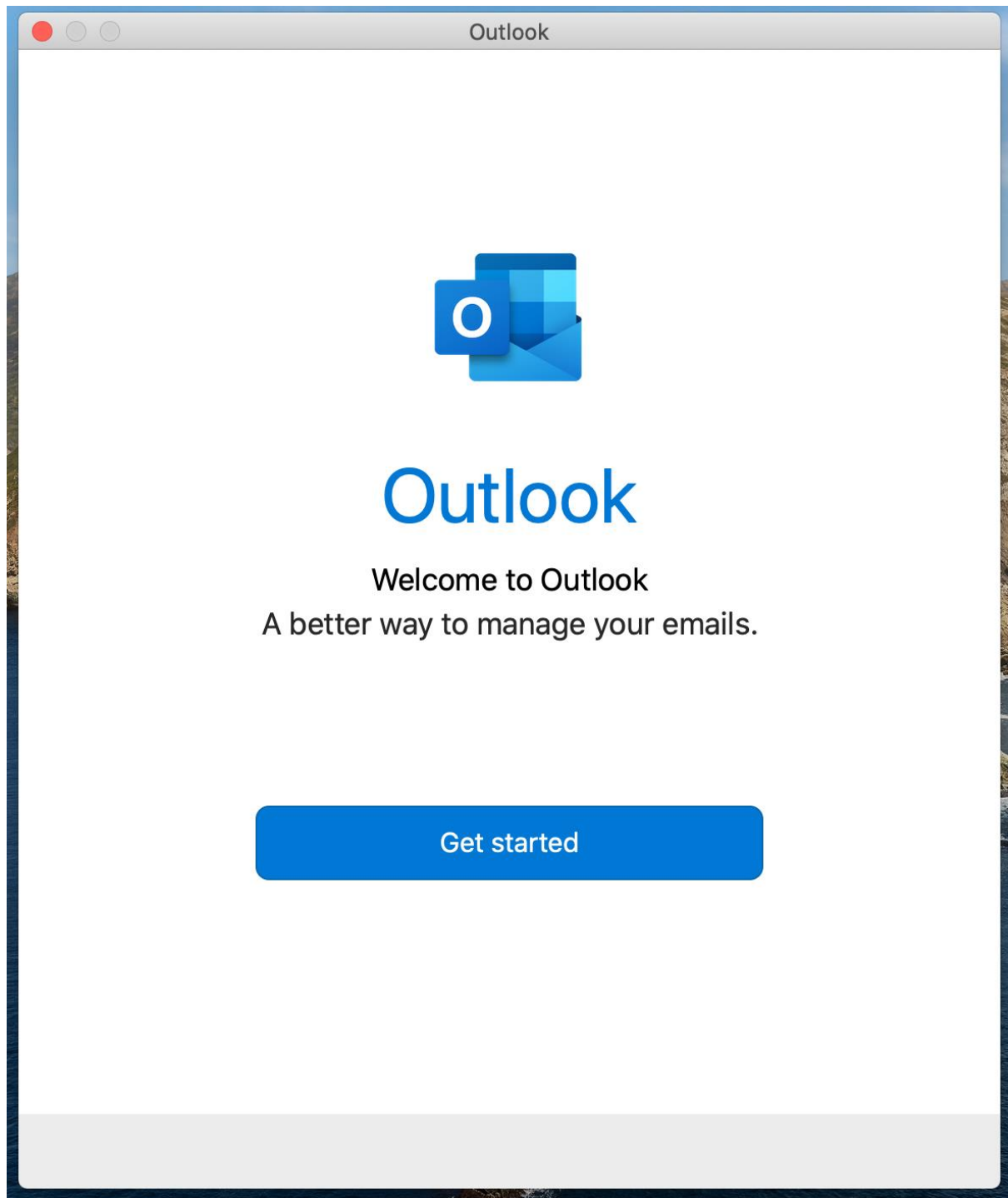


Setting up your School Email address in Outlook on a Mac  
To Send & Receive from home

Tools > Accounts



## Set Up your Email



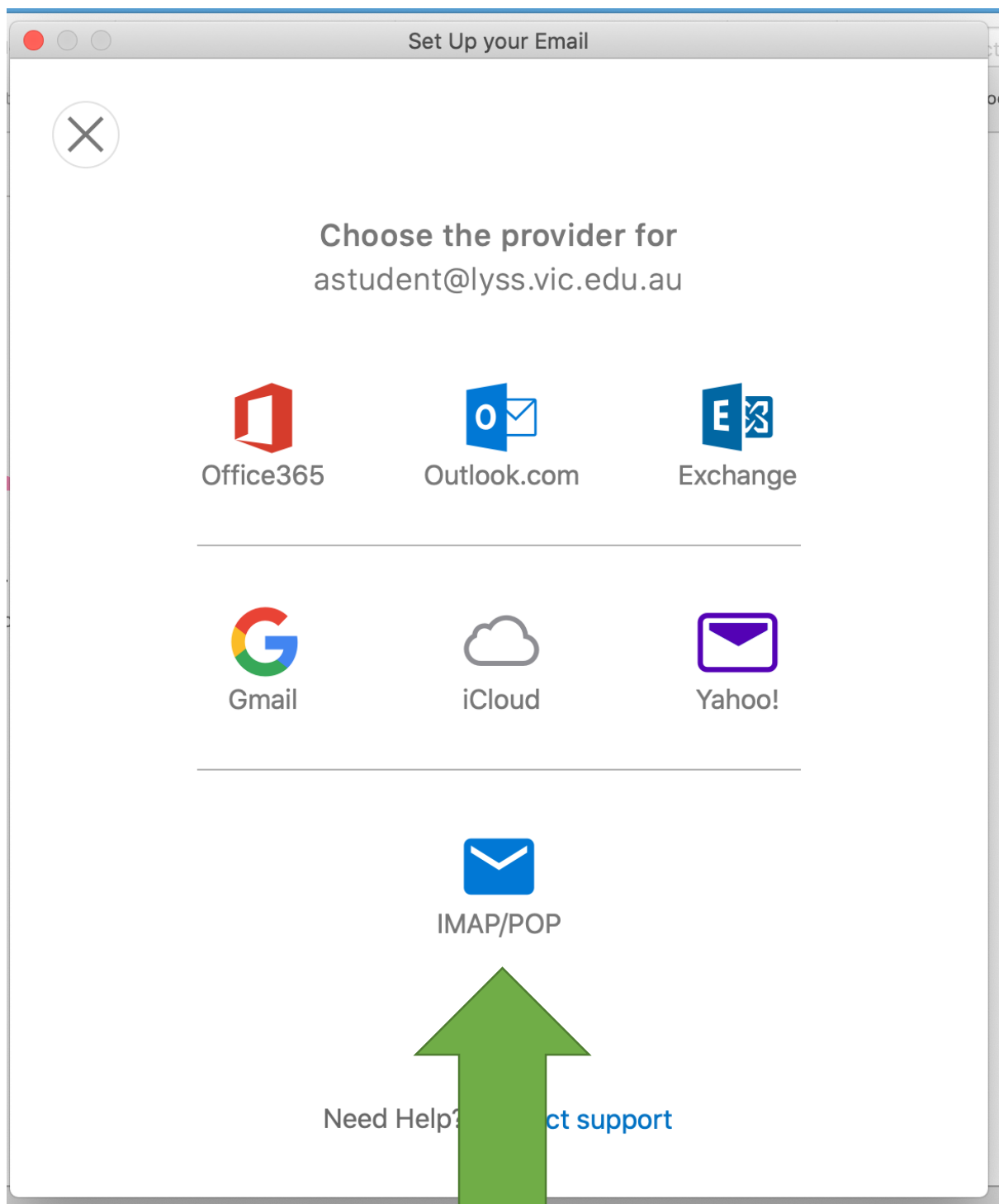
Please enter your email address.

Email

astudent@lyss.vic.edu.au

Enter your email address  
& click continue

Continue




Need Help? [Contact support](#)

Select IMAP/POP

Set Up your Email

Not IMAP/POP?

 IMAP/POP

Type  
IMAP

Email Address  
astudent@lyss.vic.edu.au

Username  
astudent

Password  
●●●●●●●●

☐ Show Password

Incoming Server Port  
firewall.lyss.vic.edu.au 143

☐ Use SSL to connect (recommended)

Outgoing Server Port  
smtp.bigpond.com 587

☒ Use SSL to connect (recommended)

Add Account

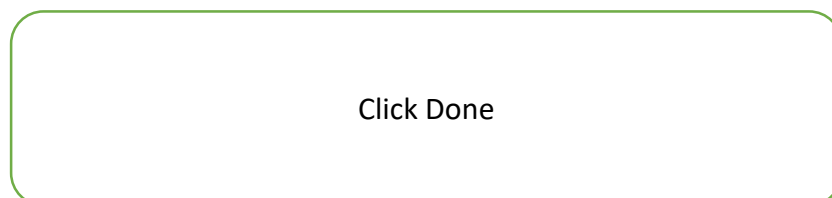
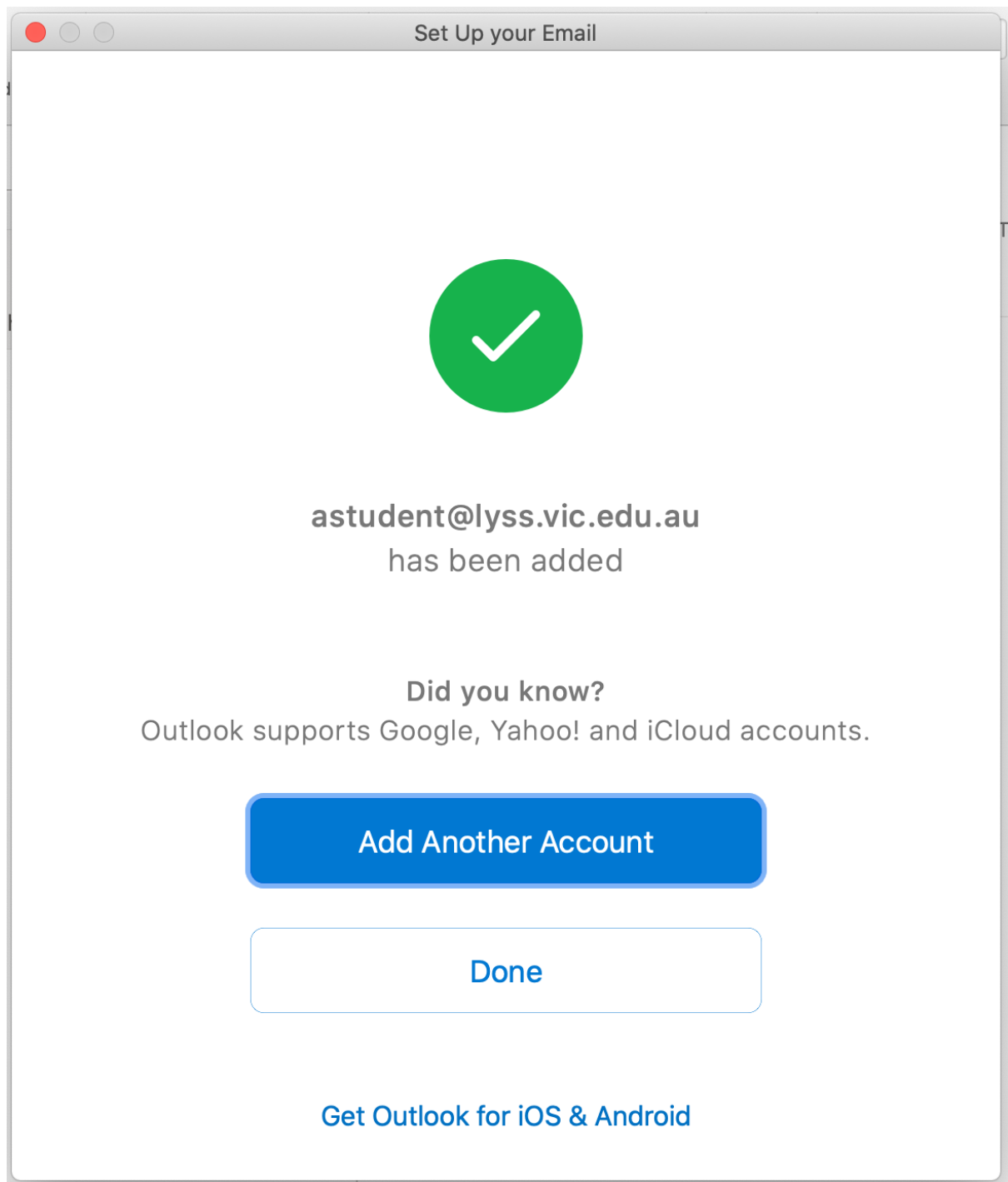
Need Help? [Contact support](#)

Remove tick  
The Port number needs  
to be 143

Enter incoming &  
outgoing server  
information as indicated

Amend name to your  
username

Enter your email password



## Tools > Accounts

The screenshot shows the 'Accounts' window in macOS. On the left, a sidebar lists the 'Default Account' as 'Alex Student - Home' with the email 'astudent@lyss.vic.edu.au'. The main area displays the configuration for this account, which is an 'IMAP Account'. The configuration is organized into sections: 'Account description' (Alex Student - Home), 'Personal information' (Full name: Alexander Student, Email address: astudent@lyss.vic.edu.au), and 'Server information'. Under 'Server information', the 'Incoming server' is 'firewall.lyss.vic.edu.au' on port '143', with options to 'Override default port' and 'Use SSL to connect (recommended)'. The 'Outgoing server' is 'smtp.bigpond.com' on port '587', with checked options for 'Override default port' and 'Use SSL to connect (recommended)'. A 'More Options...' button is located below the outgoing server settings. A green arrow points from a callout box at the bottom to this button. Another green callout box points to the 'Account description' and 'Full name' fields.

Accounts

Show All

Default Account

- Alex Student - Home  
astudent@lyss.vic.edu.au

**Alex Student - Home**  
IMAP Account

Account description: Alex Student - Home

**Personal information**

Full name: Alexander Student

Email address: astudent@lyss.vic.edu.au

**Server information**

Username: astudent

Password: ••••••••

Incoming server: firewall.lyss.vic.edu.au : 143

☐ Override default port

☐ Use SSL to connect (recommended)

Outgoing server: smtp.bigpond.com : 587

☒ Override default port

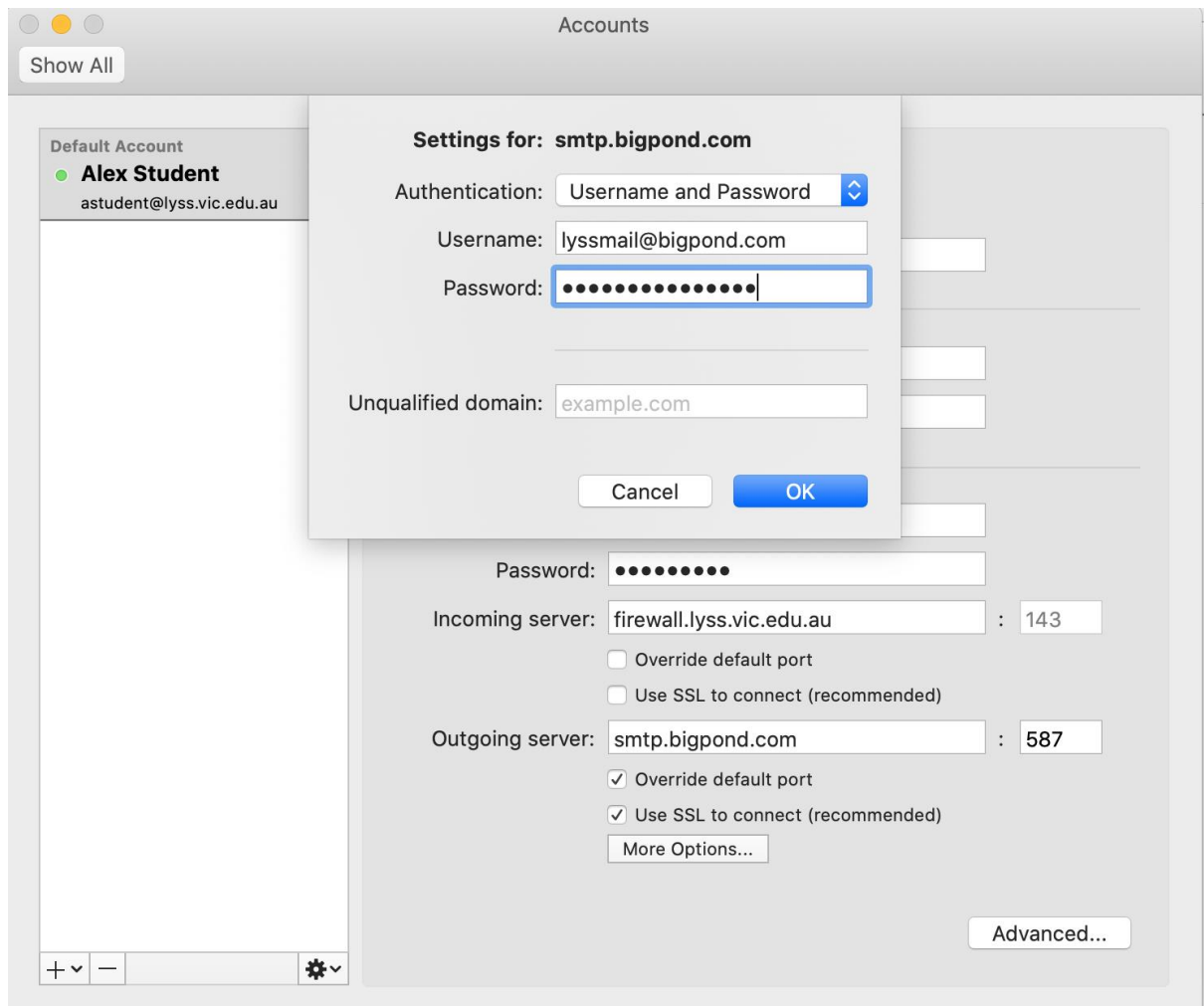
☒ Use SSL to connect (recommended)

More Options...

Advanced...

Change name details in  
Account Description  
&  
Full Name  
if desired

Select More Options



Select User Name and Password in Authentication

User Name = [lyssmail@bigpond.com](mailto:lyssmail@bigpond.com)

Password = LittleYarra1234


Click OK

Finished

## Setting up your School Email address in Outlook on a Mac To Send & Receive from School

Tools > Accounts

Set Up your Email



Please enter your email address.

Email

astudent@lyss.vic.edu.au

Continue





[Not IMAP/POP?](#)



IMAP/POP

Type

IMAP



Email Address

astudent@lyss.vic.edu.au

Username

astudent

Password

●●●●●●●●

☐ Show Password

Incoming Server

10.1.1.1

Port

143

☐ Use SSL to connect (recommended)

Outgoing Server

10.1.1.1

Port

25

☐ Use SSL to connect (recommended)

Add Account

Need Help? [Contact support](#)

Accounts

Show All

Default Account

Alex Student - Home

astudent@lyss.vic.edu.au


Alex Student - School

astudent@lyss.vic.edu.au

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 **Alex Student - School**  
IMAP Account

Account description:

**Personal information**

Full name:

Email address:

**Server information**

Username:

Password:

Incoming server:  : 

☐ Override default port  
☐ Use SSL to connect (recommended)

Outgoing server:  : 

☐ Override default port  
☐ Use SSL to connect (recommended)

