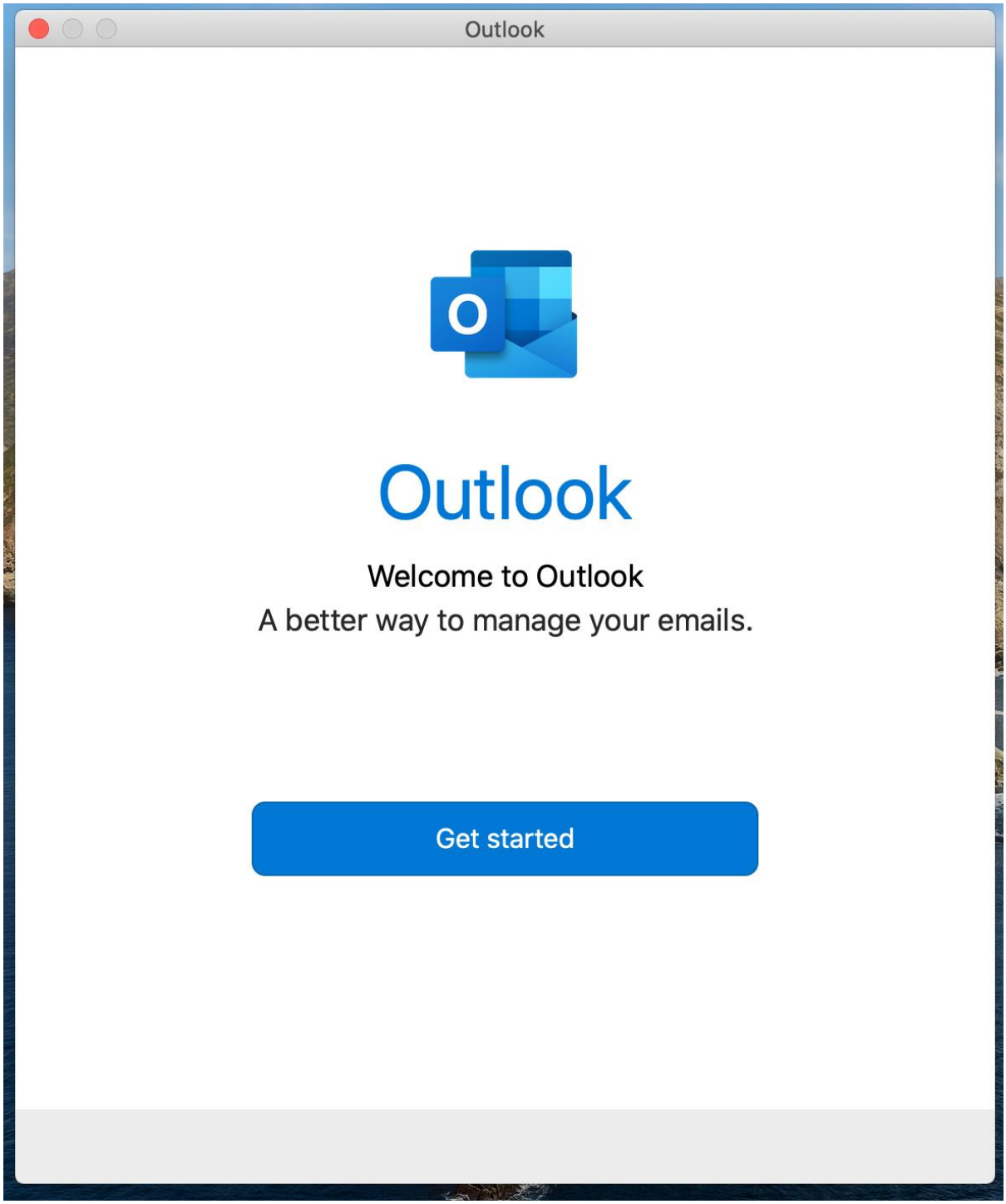
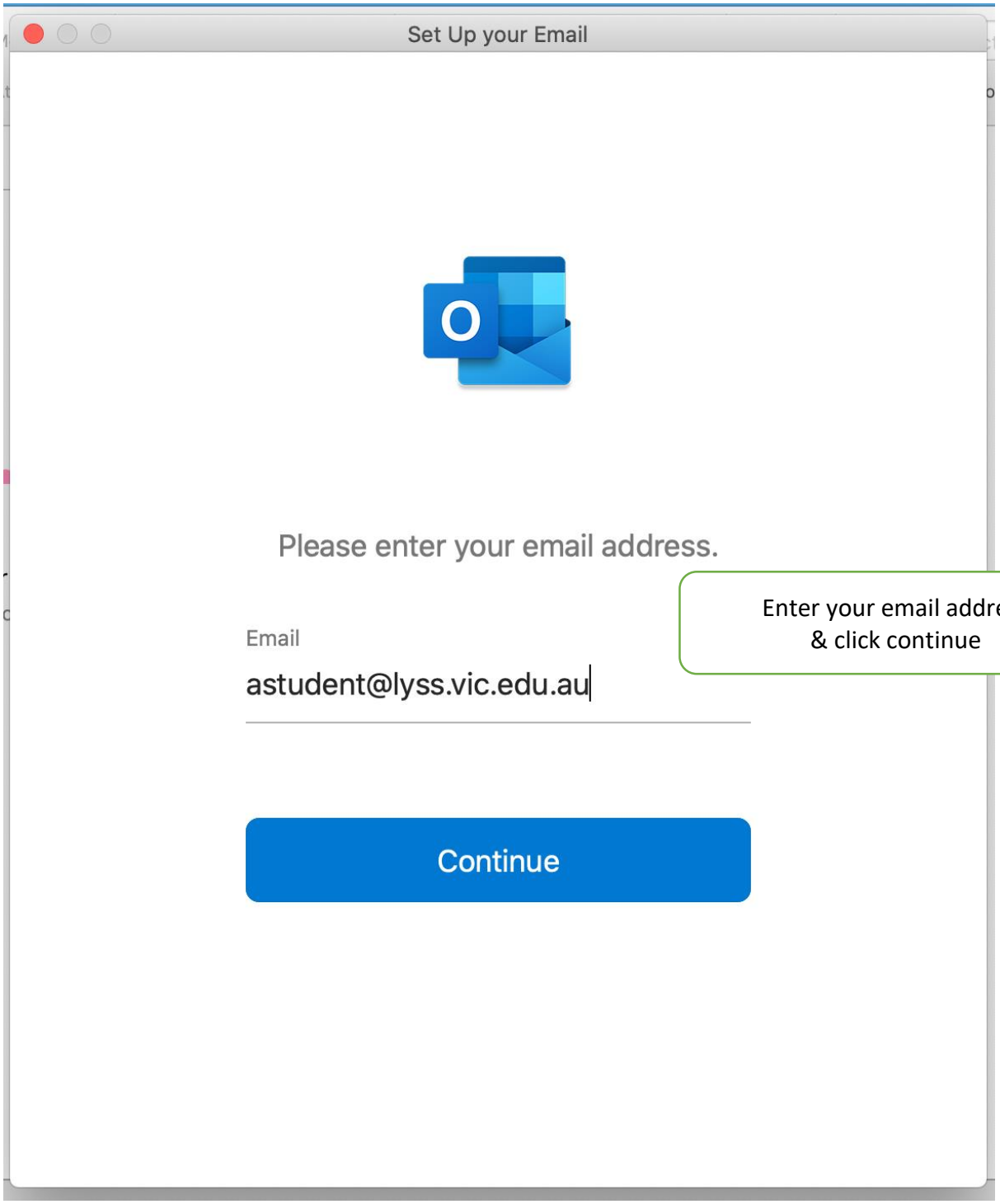
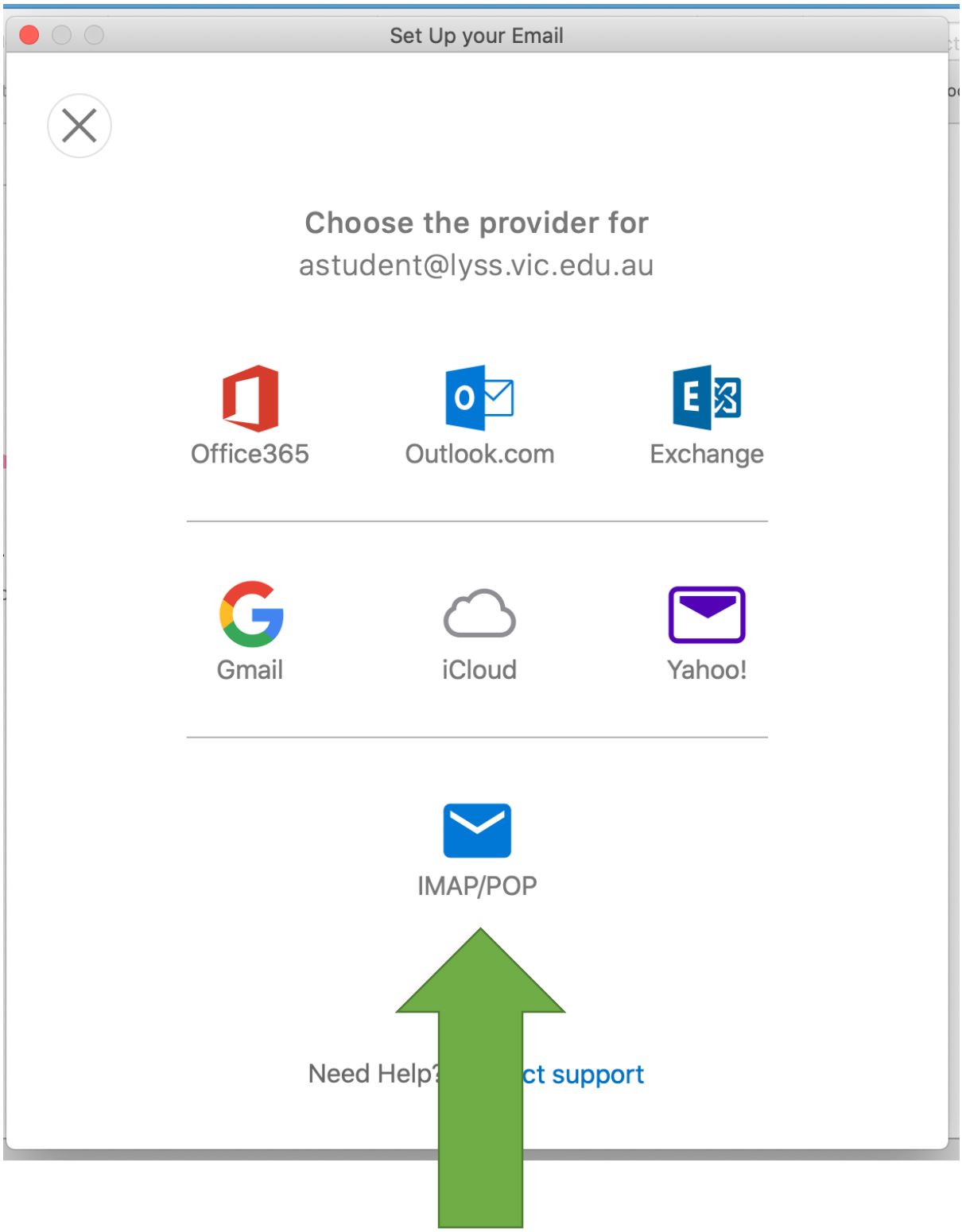
Setting up your School Email address in Outlook on a Mac
To Send & Receive from home

Tools > Accounts

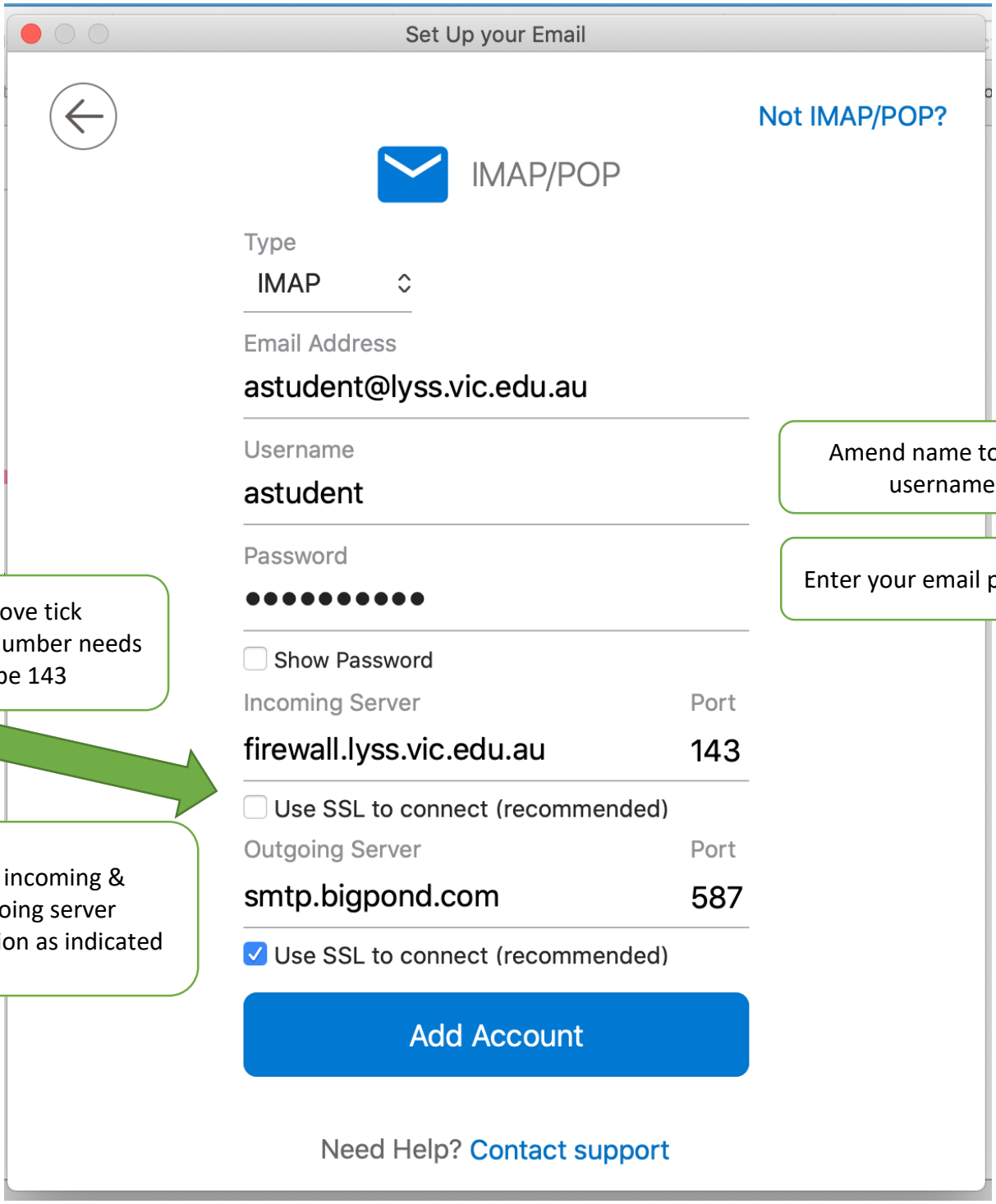


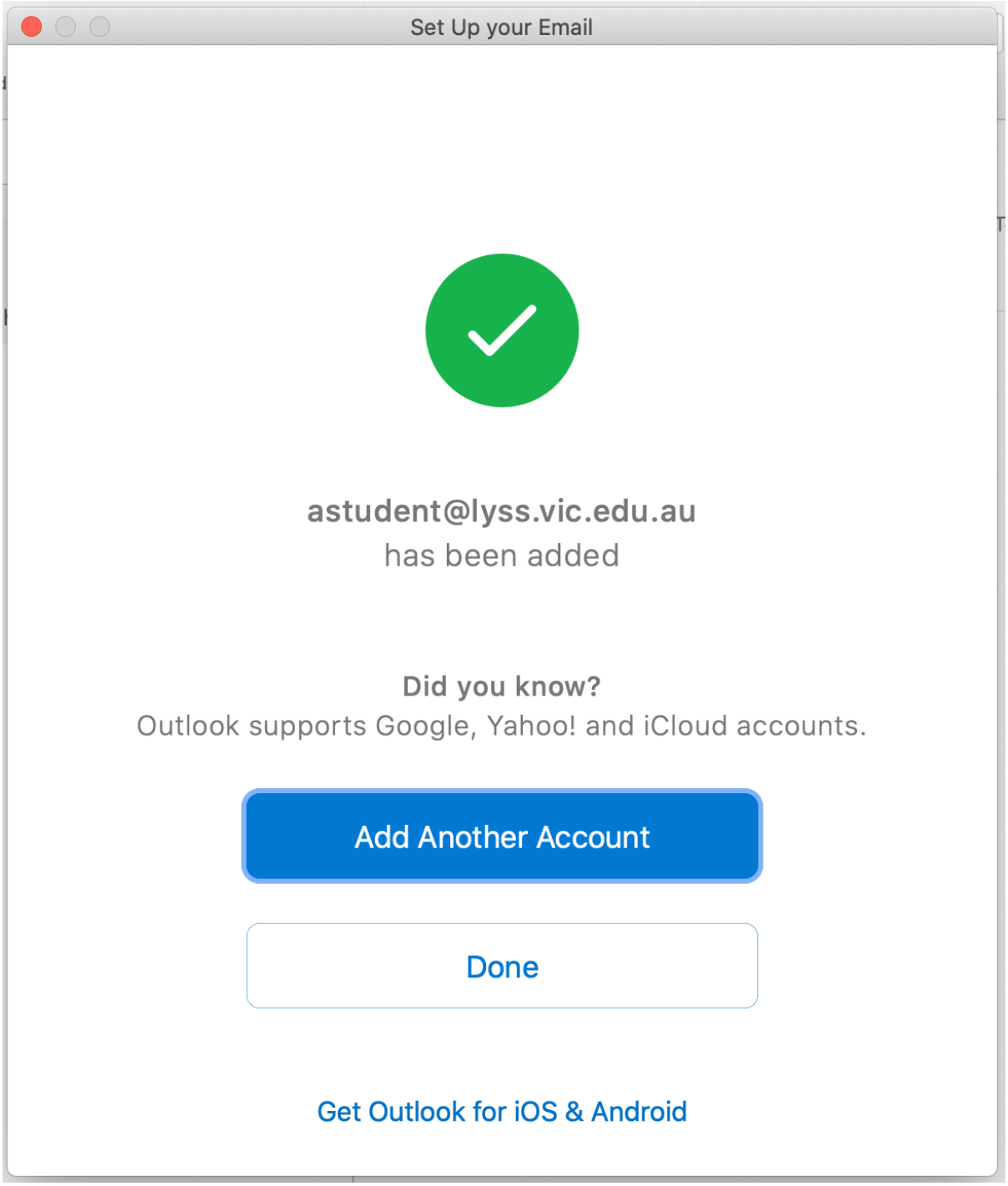


Enter your email address
& click continue



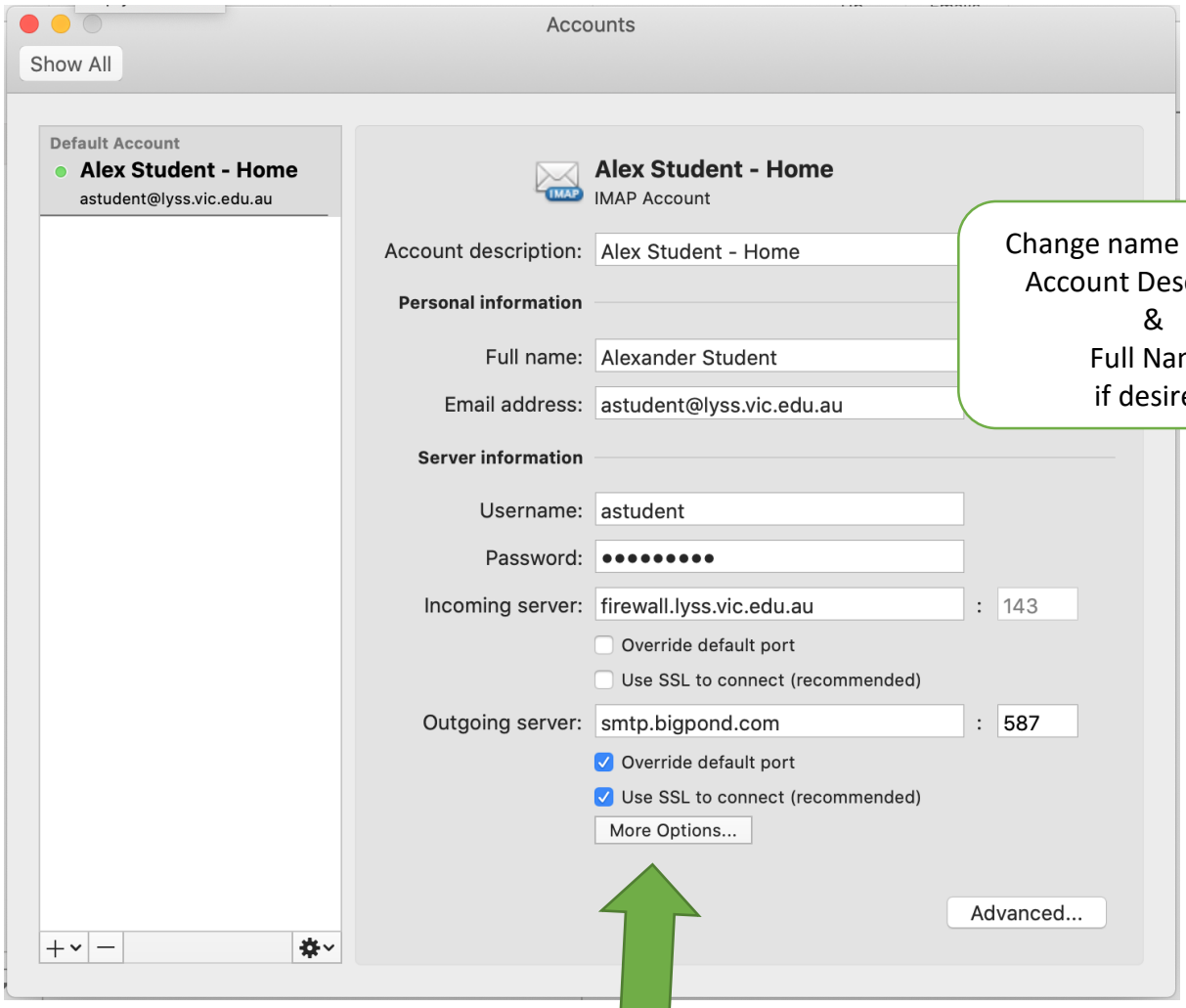
Select IMAP/POP


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
Amend name to your username
Enter your email password
Remove tick
The Port number needs to be 143
Enter incoming & outgoing server information as indicated


Set Up your Email
astudent@lyss.vic.edu.au
has been added
Did you know?
Outlook supports Google, Yahoo! and iCloud accounts.
Add Another Account
Done
Get Outlook for iOS & Android

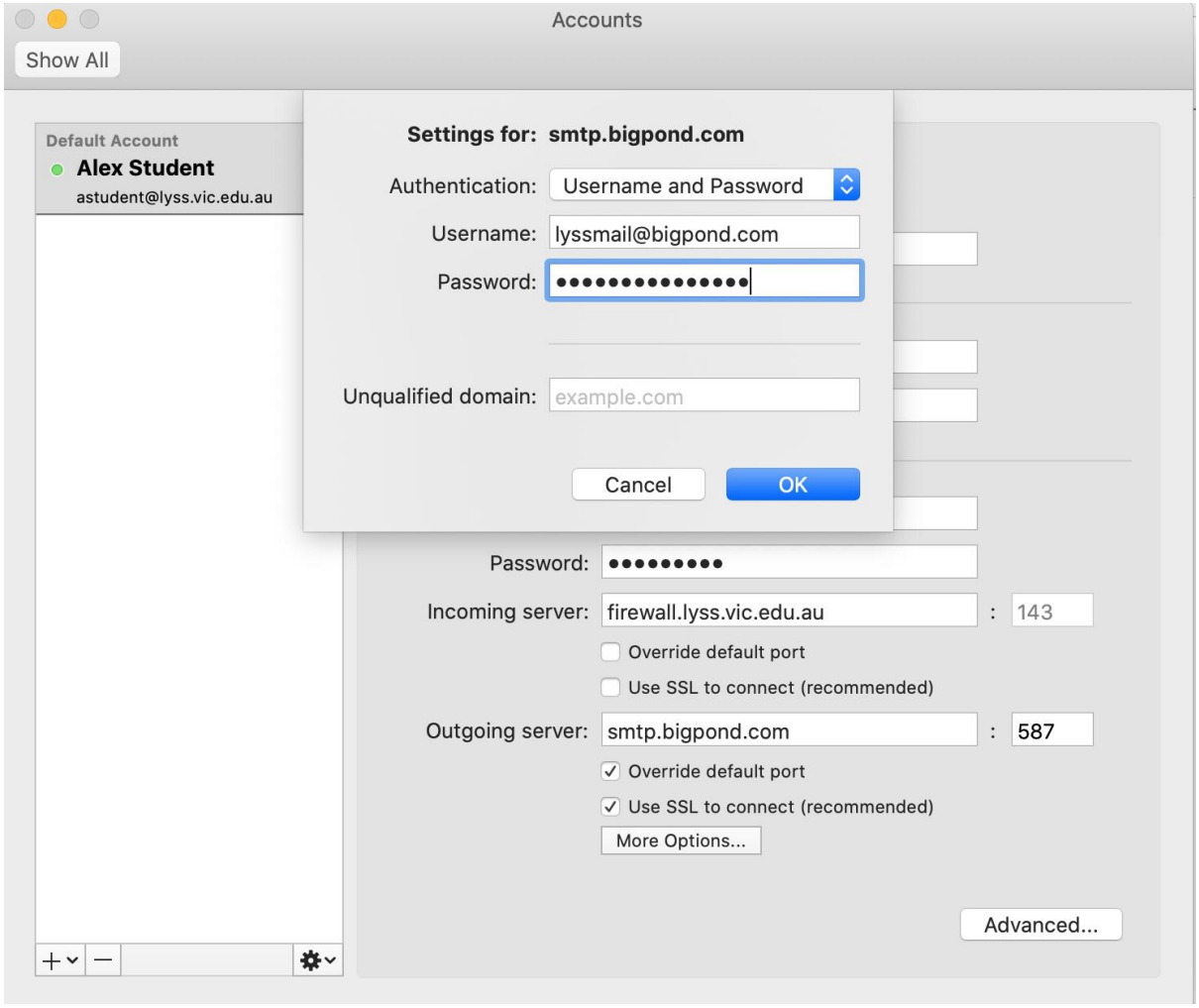
Click Done

Tools > Accounts



Change name details in Account Description & Full Name if desired

Select More Options

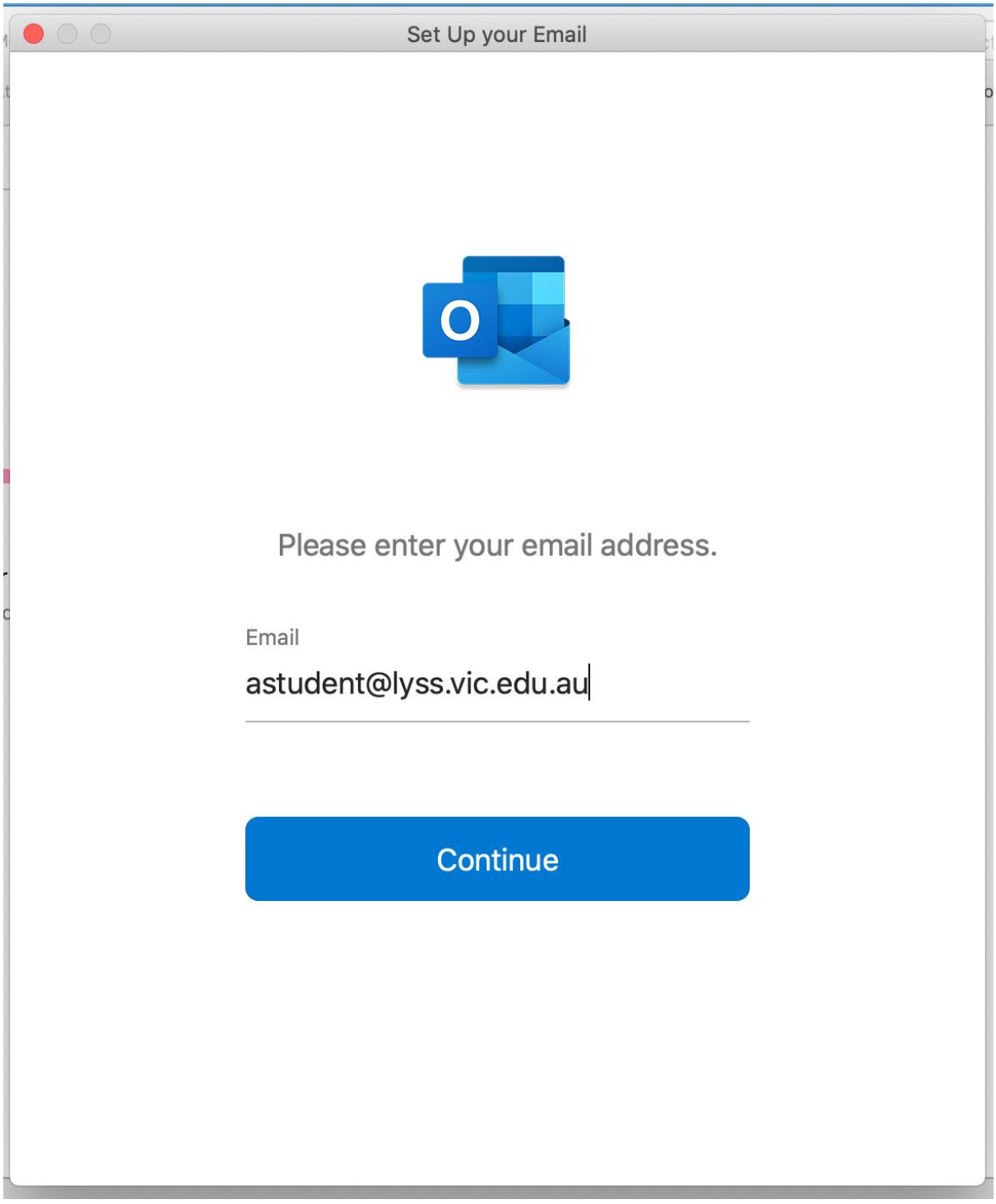


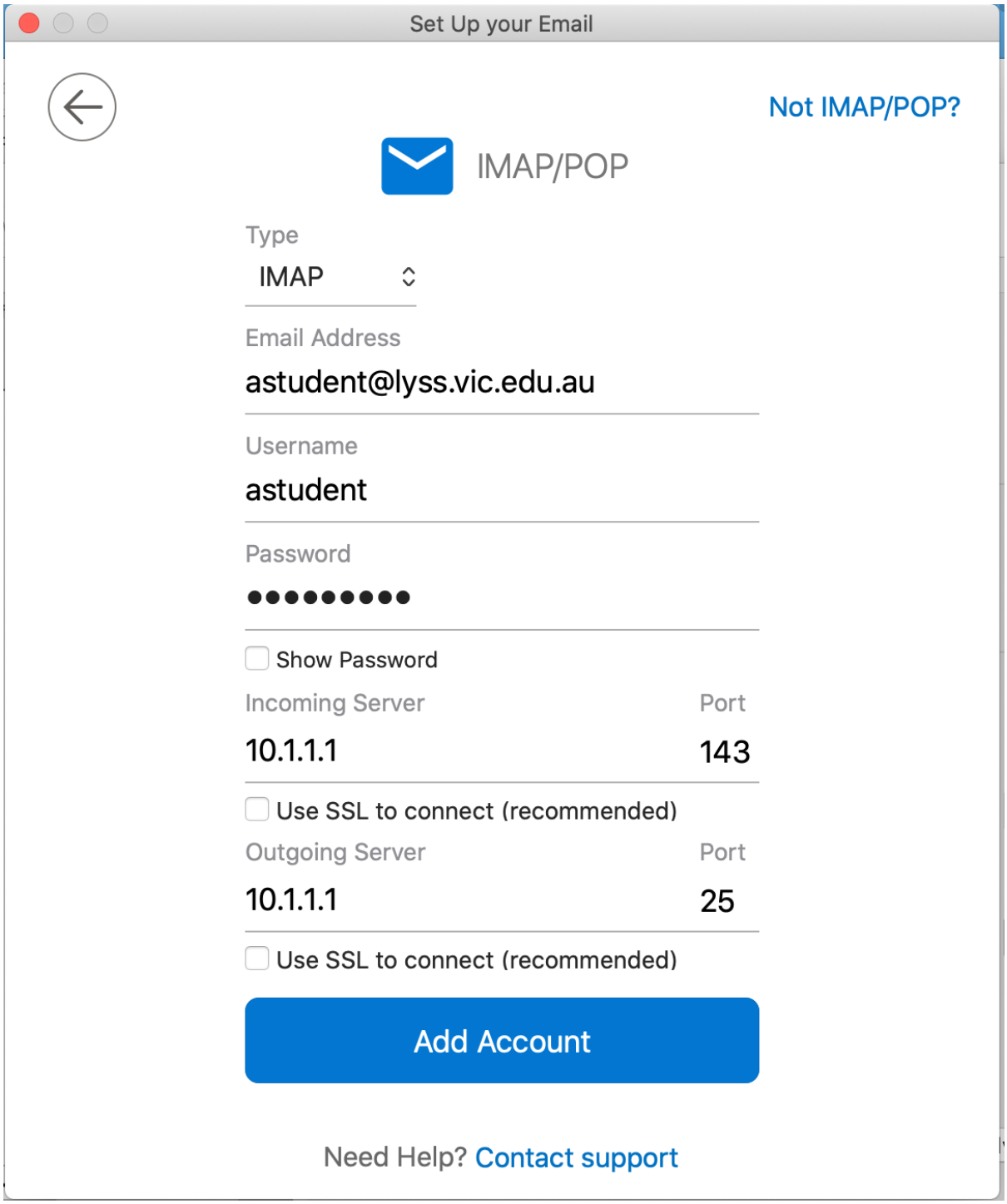
Select User Name and Password in Authentication
User Name = lyssmail@bigpond.com
Password = LittleYarra1234
Click OK

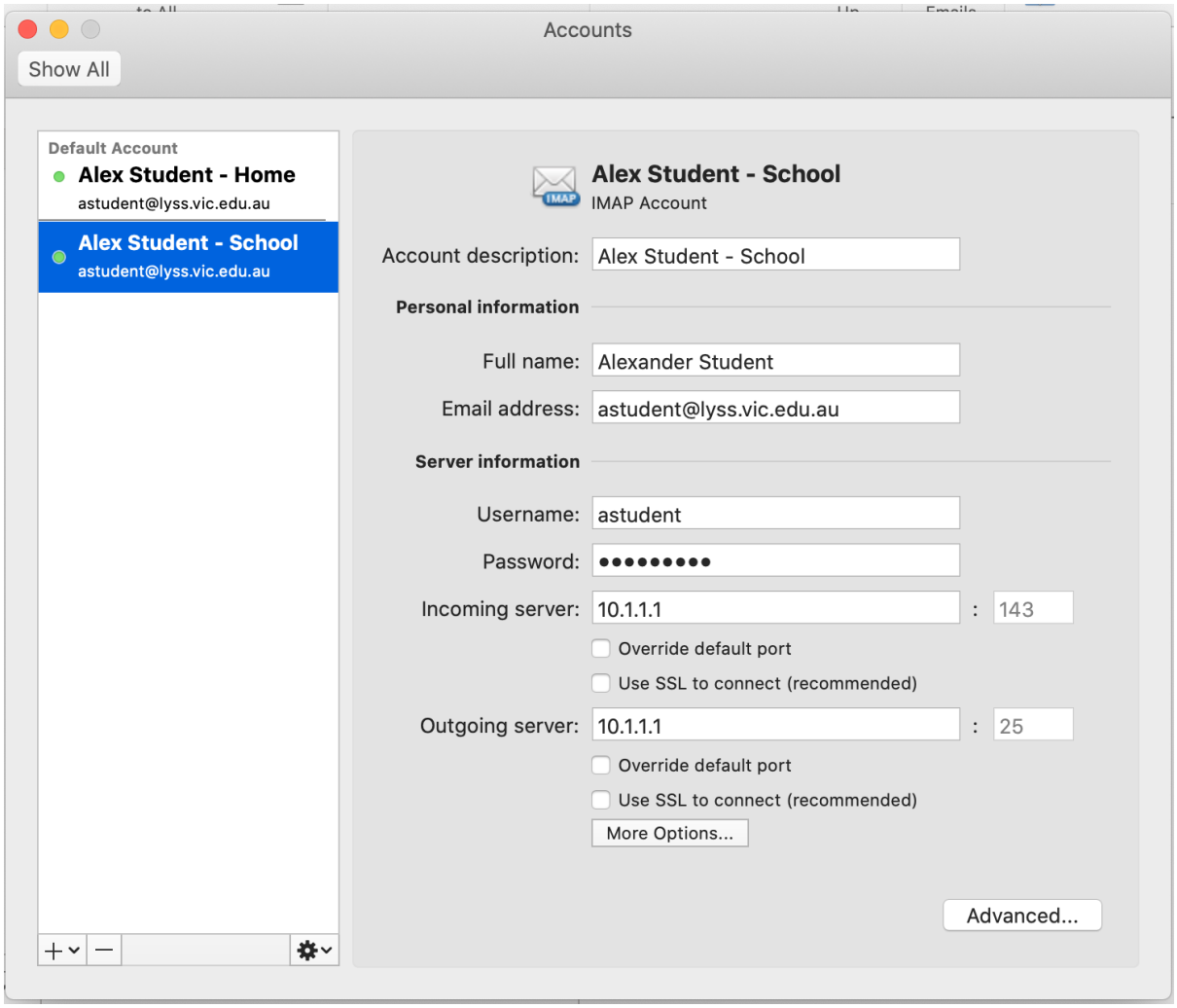
Finished

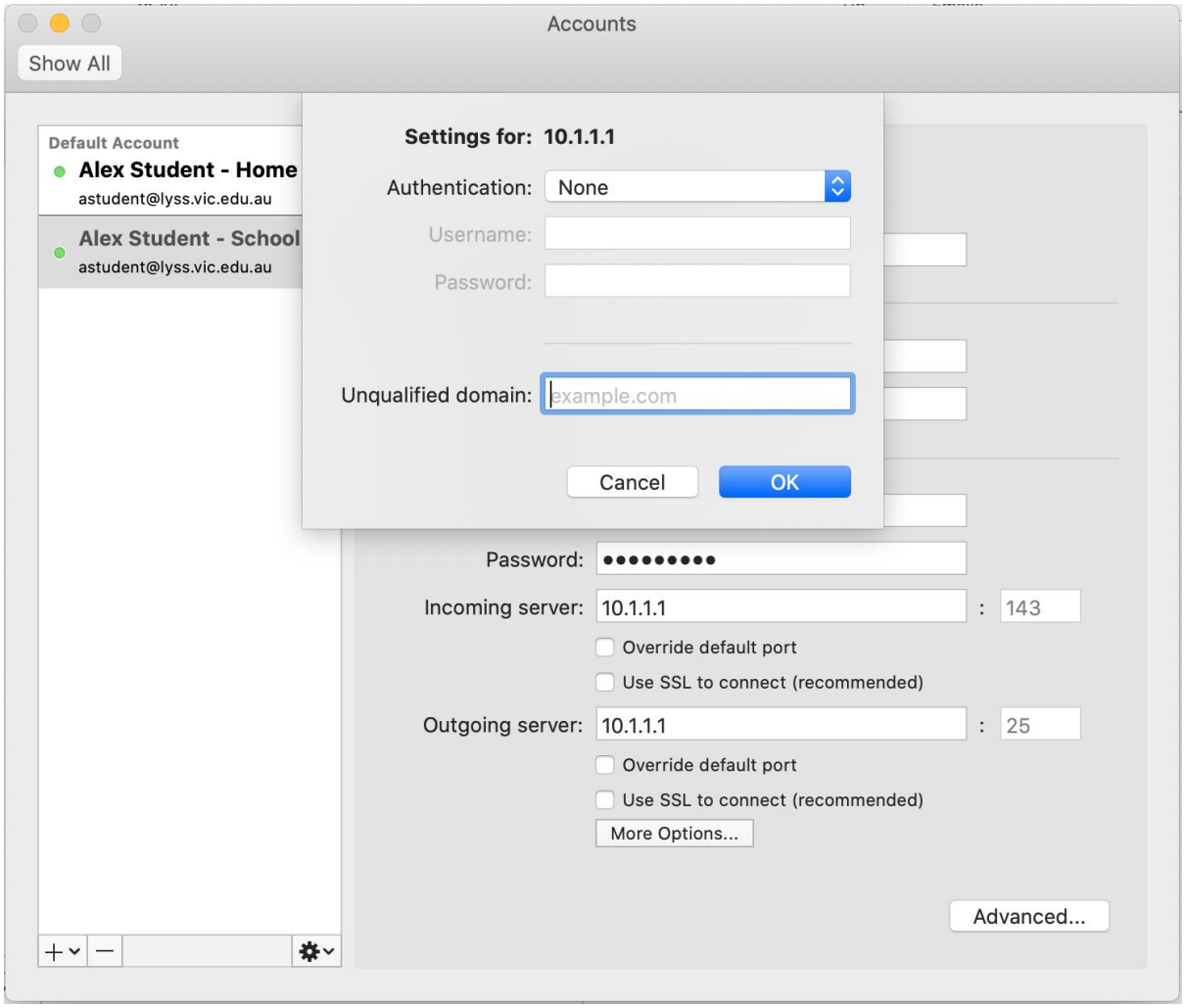
Setting up your School Email address in Outlook on a Mac
To Send & Receive from School

Tools > Accounts




Set Up your Email
Not IMAP/POP?
IMAP/POP
Type
IMAP
Email Address
astudent@lyss.vic.edu.au
Username
astudent
Password
Show Password
Incoming Server
Port
10.1.1.1
143
Use SSL to connect (recommended)
Outgoing Server
Port
10.1.1.1
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
Alex Student - School
IMAP Account
Account description:
Alex Student - School
Personal information
Full name:
Alexander Student
Email address:
astudent@lyss.vic.edu.au
Server information
Username:
astudent
Password:
Incoming server:
10.1.1.1
143
Override default port
Use SSL to connect (recommended)
Outgoing server:
10.1.1.1
25
Override default port
Use SSL to connect (recommended)
More Options...
Advanced...


Accounts
Show All
Default Account
Alex Student - Home
astudent@lyss.vic.edu.au
Alex Student - School
astudent@lyss.vic.edu.au
Settings for: 10.1.1.1
Authentication: None
Username:
Password:
Unqualified domain: example.com
Cancel
OK
Password:
Incoming server: 10.1.1.1 : 143
Override default port
Use SSL to connect (recommended)
Outgoing server: 10.1.1.1 : 25
Override default port
Use SSL to connect (recommended)
More Options...
Advanced...