

Standard Email Accounts

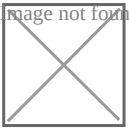
- [Outlook 2016 / 2019 - Windows](#)
- [Outlook 2013 - Windows](#)
- [Outlook 2010 - Windows](#)
- [Windows Mail](#)
- [iPhone/iPad](#)
- [Apple Mail - MacOS](#)
- [Outlook for Mac 2016 / 2019](#)
- [ChromeBook](#)
- [Windows Phone](#)
- [Set up in Outlook for iOS](#)
- [Set up in Outlook for Android](#)

Outlook 2016 / 2019 -

Windows

1. Click on **File > Account Settings > Account Settings...**
2. Click **New** to add an email address to Outlook.
3. Type in your email address and click **Advanced Options** and check **Let me set up my account manually**. Then click **Connect**.

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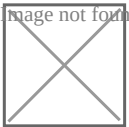
4. In the Choose Account Type window, click on **POP**

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5. Fill in the fields as per the details below:
 - **Incoming mail server:** email.barweb.com.au
 - **Port:** 995
 - **Check:** This server requires an encrypted connection (SSL/TLS)
 - **Outgoing mail server (SMTP):** email.barweb.com.au
 - **Port:** 587
 - **Encryption method:** STARTTLS

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6. Click **Connect**.
7. Fill in your password as you are prompted in the popup and click

OK.

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8. Click **OK** on the account setup complete window and your BarWeb Mail account is now ready to use.

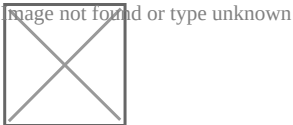
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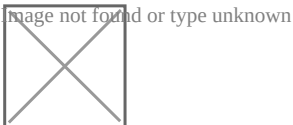
Outlook 2013 - Windows

1. Open Outlook 2013

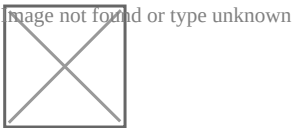
2. Click on **Next**



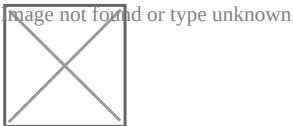
3. Select **Yes** and click on **Next**



4. Select **Manual setup or additional server types**



5. Select **POP** or **IMAP**



6. Enter the following details

- **Your Name** - The name you want to appear on emails you send
- **Email Address** - Your email address
- **Account Type** - POP
- **Incoming Mail Server** - email.barweb.com.au
- **Outgoing Mail Server** - email.barweb.com.au
- **Username** - Your email address
- **Password**

- Your email account password

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7. Click on **More Settings ...**

8. Select the **Outgoing Server** tab and select the following options

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server

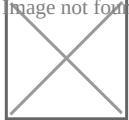
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9. While in the **More Settings ...** screen, select the **Advanced** tab and change the following settings

- Incoming server (POP3) to **995**
- **Tick** the checkbox for **This server requires an encrypted connection (SSL)**
- Outgoing server (SMTP) to **587**
- Use the following type of encrypted connection to **Auto**

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10. Click **OK** and then click on **Next**

11. Tests will be performed to confirm settings are correct

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12. Click **Close**

13. Click **Finish** and start using your email account

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Outlook 2010 - Windows

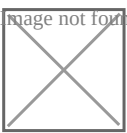
1. Click on **File > Account Settings > Account Settings...**
2. Click **New** to add an email address to Outlook.
3. If you are prompted with an **Auto Account Setup** window, select **Manually configure server settings or additional server types** and select **Next** to continue.

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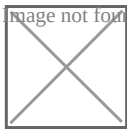
4. Select **Internet E-mail** and click **Next**.

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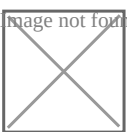
5. Fill in the fields with the following details:
 - **Your Name:** Your full name (This is the name that will appear with all outgoing emails)
 - **E-mail Address:** Your full email address
 - **Incoming mail server:** email.barweb.com.au
 - **Outgoing mail server (SMTP):** email.barweb.com.au
 - **User Name:** Your full email address
 - **Password:** Your account password

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6. Click **More Settings**
7. In the **Outgoing Server** tab, select **My outgoing server (SMTP) requires authentication**

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8. In the **Advanced** tab, in the **Outgoing server (SMTP)** field, enter **587**.

9. Tick the checkbox **(This server requires an encrypted connection (SSL/TLS))**
10. Change the Drop down Menu item to Auto for (Use the following type of encrypted connection)
image not found or type unknown
11. Click **OK**
12. Click **Next**, a test will be performed to confirm your settings are correct, once the test is complete, click **Close** then click on **Finish** on the following screen

Windows Mail

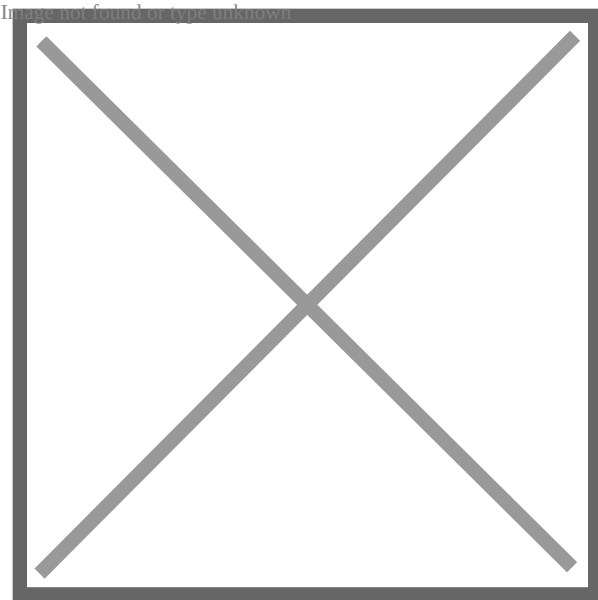
1. Open the Windows Mail app
2. Click on **Accounts** on the left, then click on **Add account** on the right



3. Scroll down and select **Advanced setup**



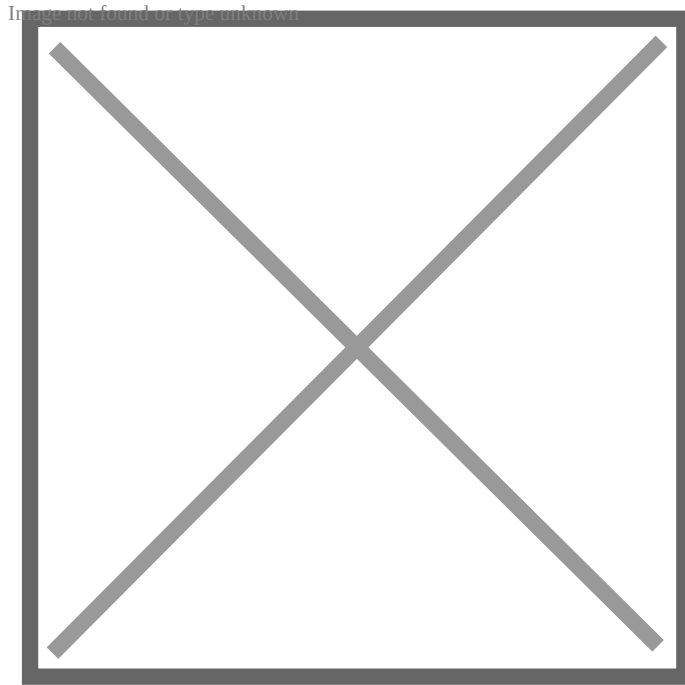
4. Select **Internet email**



5. Enter the following details
 - **Email Address** - your email address
 - **Username** - your email address
 - **Password** - your email account password
 - **Account Name** - this is for your reference (eg. work account)
 - **Send your messages using this name** - name you want appearing on your send

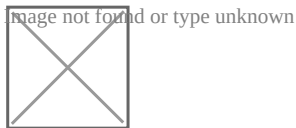
emails

- **Incoming email server** - email.barweb.com.au
- **Account Type** - POP3
- **Outgoing (SMTP) email server** - email.barweb.com.au
- **Outgoing server requires authentication** - enabled
- **Use the same username and password for sending emails** - enabled
- **Require SSL for incoming emails** - enabled
- **Require SSL for going emails** - enabled

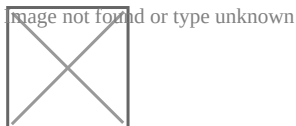


6. Click **Sign in**

7. Click **Done**

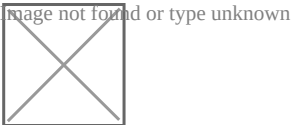


8. Click on **Go to inbox**

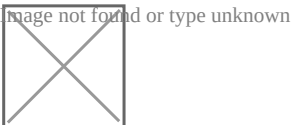


iPhone/iPad

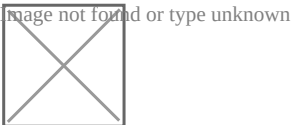
1. From the Home Screen, tap **Settings > Mail > Accounts**
2. Under the Accounts section, click **Add Account**.



3. Click **Other**

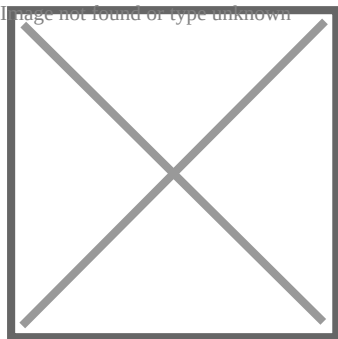


4. Click **Add Mail Account**



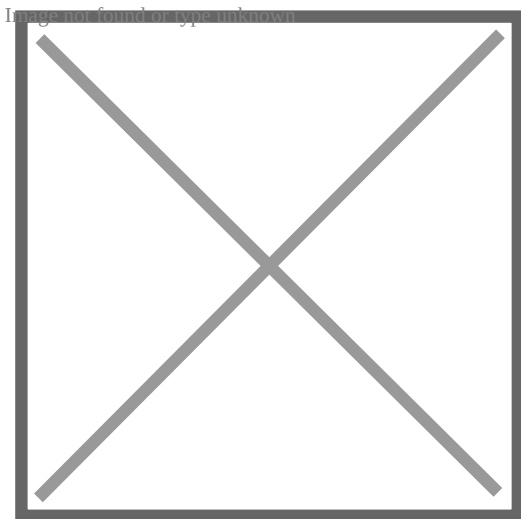
5. Enter the following details into the fields that appear:

- **Name:** Your name (this is the name that will be attached to outgoing emails)
- **Email:** Your email address
- **Password:** Your account password
- **Description:** Description of the account (Optional)



6. In the following screen, be sure that "POP" at the top of the page is highlighted and enter the following details into the fields:

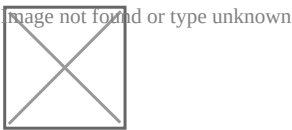
- **Name:** Your name (this field should already be filled)
- **Email:** Your email address (this field should already be filled)
- **Description:** Account description (this field should already be filled)
- **Incoming Mail Server:**
 - **Host Name:** email.barweb.com.au
 - **User Name:** Your full email address
 - **Password:** Your account password
- **Outgoing Mail Server:**
 - **Host Name:** email.barweb.com.au
 - **User Name:** Your full email address
 - **Password:** Your account password



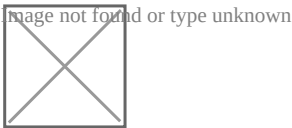
7. Click **Save**. Your iOS device is now configured to use your email address.

Apple Mail - MacOS

1. Open **Mail** from the dock or from the **Applications** folder.
 - If this is the first time opening the Mail application or the first account being added to the system, you may proceed to Step 4.
2. Click **Mail** on the top left and select **Preferences** from the drop down menu (if **Mail** is not there, you may need to select the Mail icon in the dock to bring it to the top).
3. Click the **Accounts** tab at the top of the new window, then click on the **+** icon at the bottom left-hand side of the window.

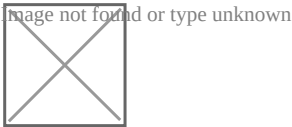


4. On the following screen, choose **Other Mail Account** as the mail provider and click **Continue**.



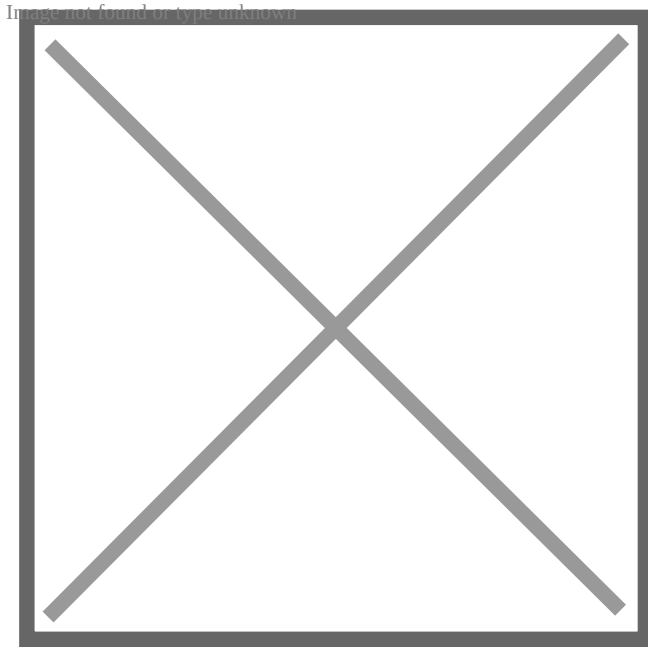
5. On the **Add Account** screen, enter the following details:
 - **Full name** - This will appear on your emails
 - Full QLD Bar email address
 - Password for the account

6. Click Sign In when all fields are filled in.

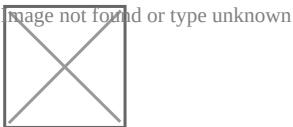


7. On the following screen, configure the options to reflect the settings below:
 - **Email Address:** Full QLD Bar email address
 - **User Name:** Full QLD Bar email address

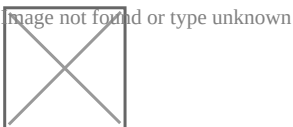
- **Password:** Password for the account
- **Account Type:** POP
- **Incoming Mail Server:** email.barweb.com.au
- **Outgoing Mail Server:** email.barweb.com.au



8. Click **Sign in**
9. Check that all the details are correct in the **Account Information** window (ensure the new account is selected in the left bar).
10. Click the drop-down button next to **Outgoing Mail Server (SMTP)**.



11. Select **Edit SMTP Server List...**



12. In the following screen, make sure the **email.barweb.com.au** server name is highlighted, then click the **Advanced** tab.
 - **Uncheck** the setting to Automatically detect account settings.
 - Change the port number to **465** (and make sure **Use SSL** is ticked).
 - Change **Authentication** to password by selecting it in the dropdown menu.

- Type in your **username** (Your Email Address) and the **password** (Your Email Password)

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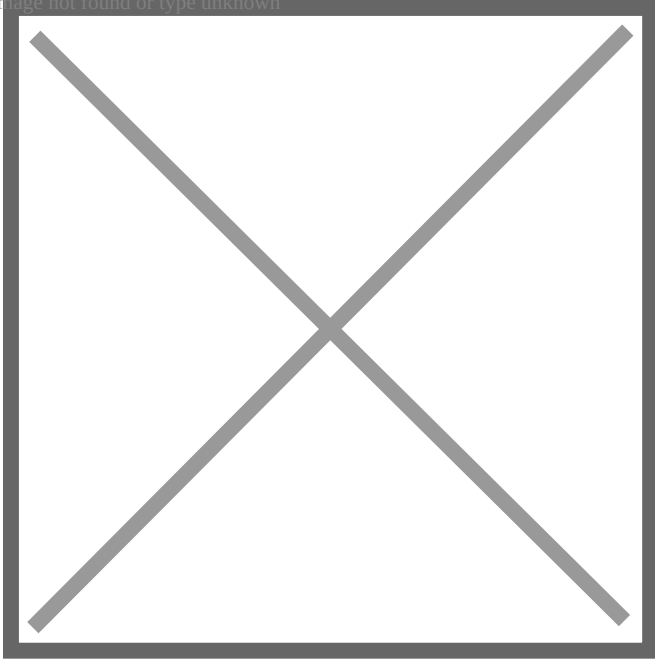


13. Your **BarWeb Mail** account has now been successfully set up. You can begin to send and receive mail as per usual.

Outlook for Mac 2016 / 2019

1. Open Outlook for Mac 2016 / 2019
2. Enter your email address and click **Continue**

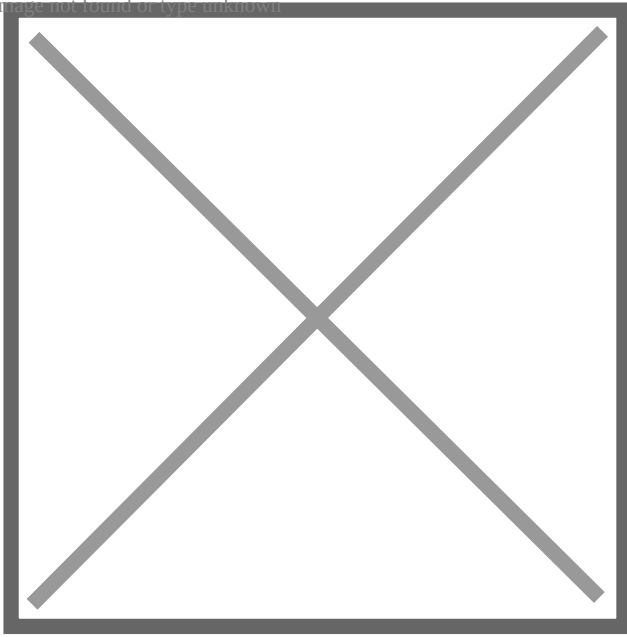
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3. Click on

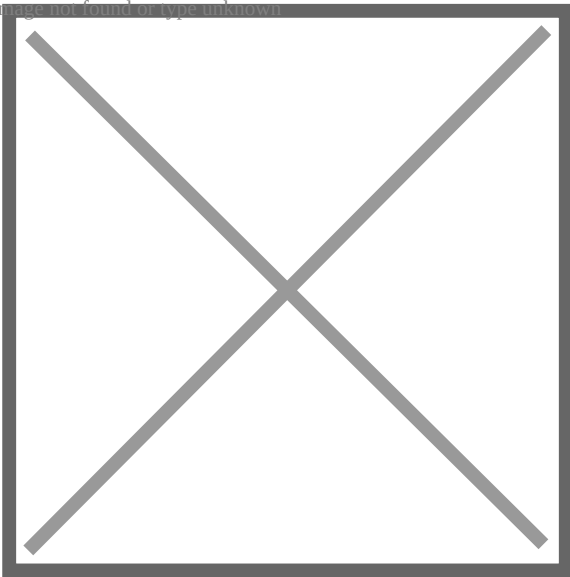
Choose the provider

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4. Select **IMAP/POP**

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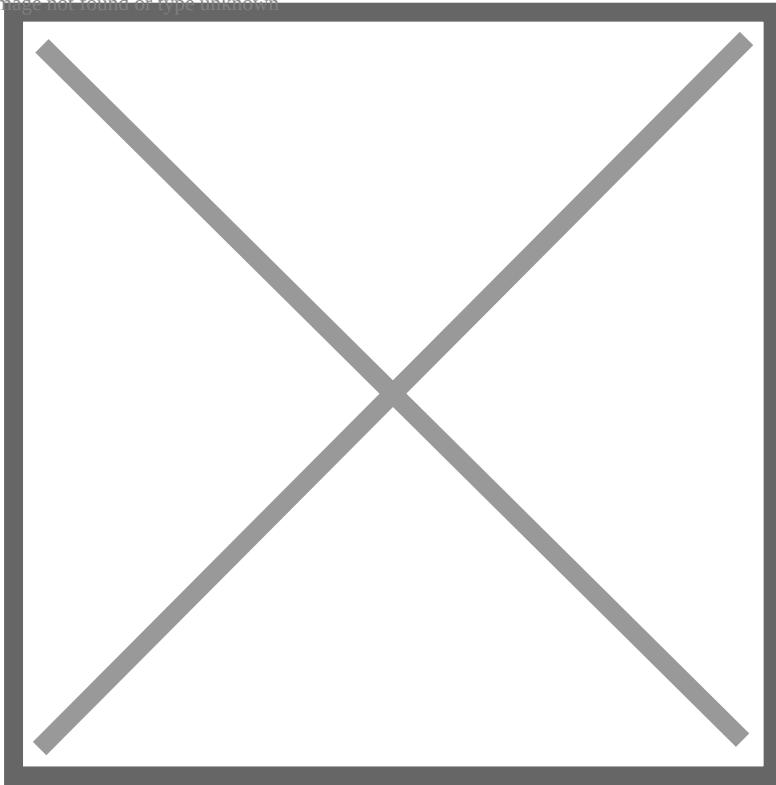


5. Enter the following details

- Type - **POP**
- Email Address - **your email address**
- Username - **your email address**
- Incoming Server - **email.barweb.com.au port 995**
- Outgoing server - **email.barweb.com.au port 587**
- Use SSL to Connect-

Ticked (enabled)

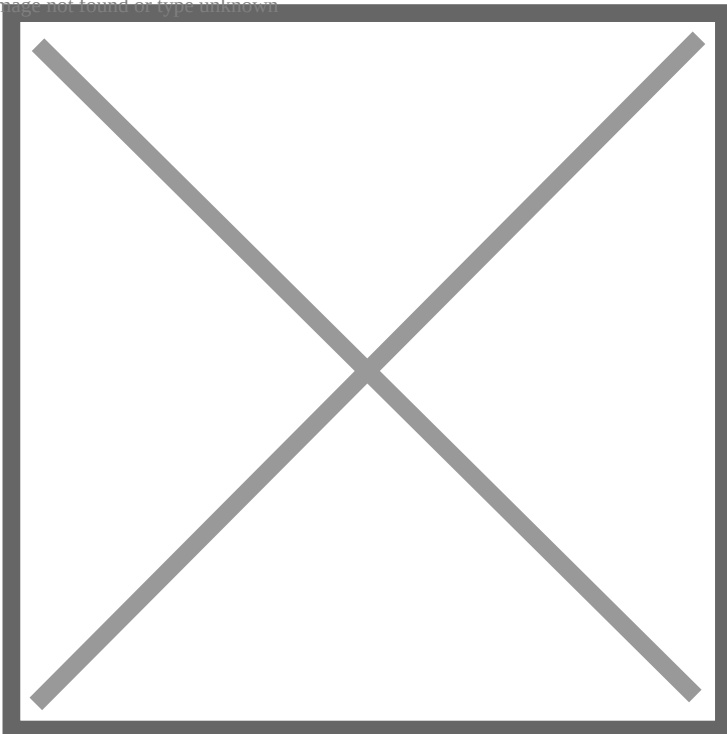
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6. Click **Add Account**

7. Click **Done**

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ChromeBook

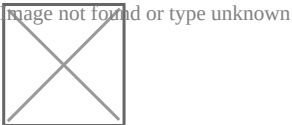
To access your emails via your ChromeBook you will need to use the Standard Accounts Webmail which can be accessed using the link below

Please Note - Only emails stored on the server will be accessible via Webmail

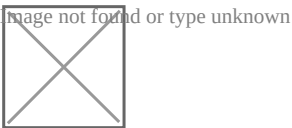
Standard Webmail - <https://email.barweb.com.au/mail>

Windows Phone

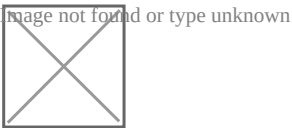
1. Open **Settings**
2. Tap **Email + Accounts**



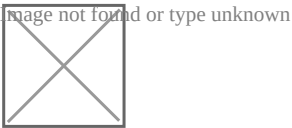
3. Tap **Add an account.**



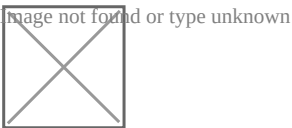
4. Tap **Advanced Setup.**



5. Enter your full email address and password and hit **Next.**



6. Select **Internet email.**



7. Fill in the fields with the following details:

- Account name: **The name you would like to use to identify the account** (for personal use)
- Your name: **Your full name** (This is the name that will appear with outgoing emails)
- Incoming email server: **mail.barweb.com.au**
- Account type:

POP3

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8. Keep scrolling down and fill in the fields with the following details:

- User name: **Your full email address**
- Password: **Your account password**
- Outgoing (SMTP) email server: **mail.barweb.com.au**
- Outgoing server requires authentication: **Tick**
- Use the same user name and password for sending email: **Tick**

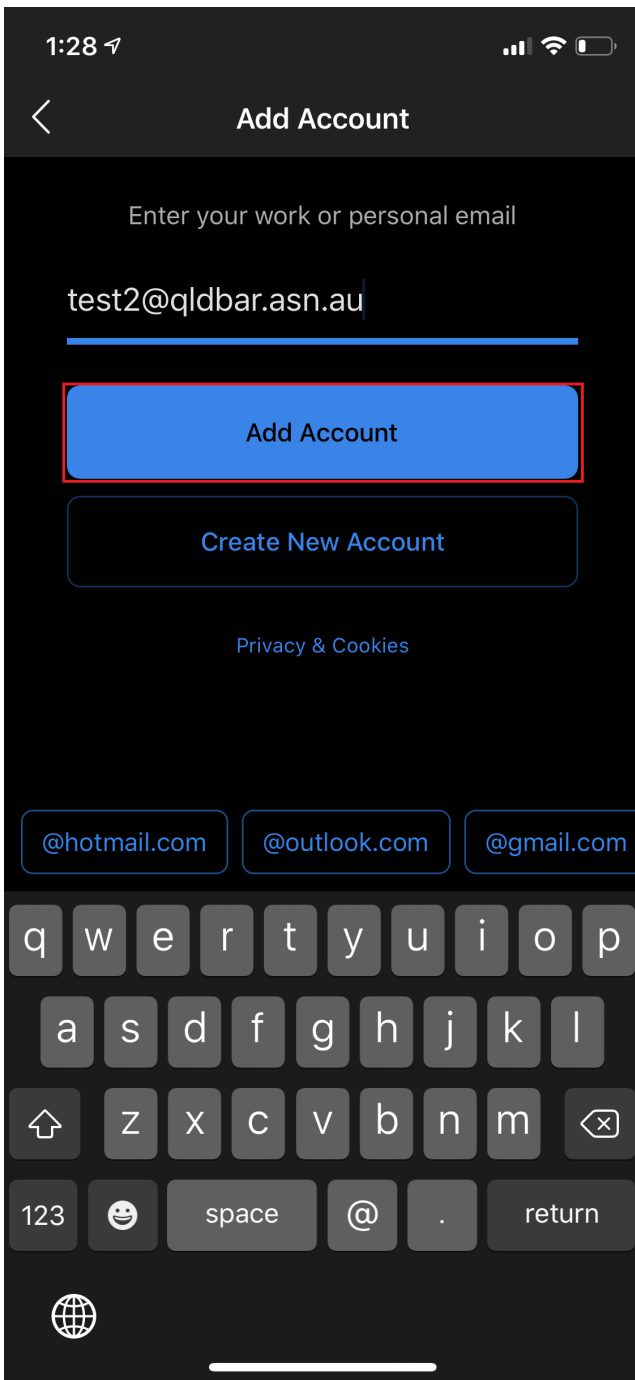
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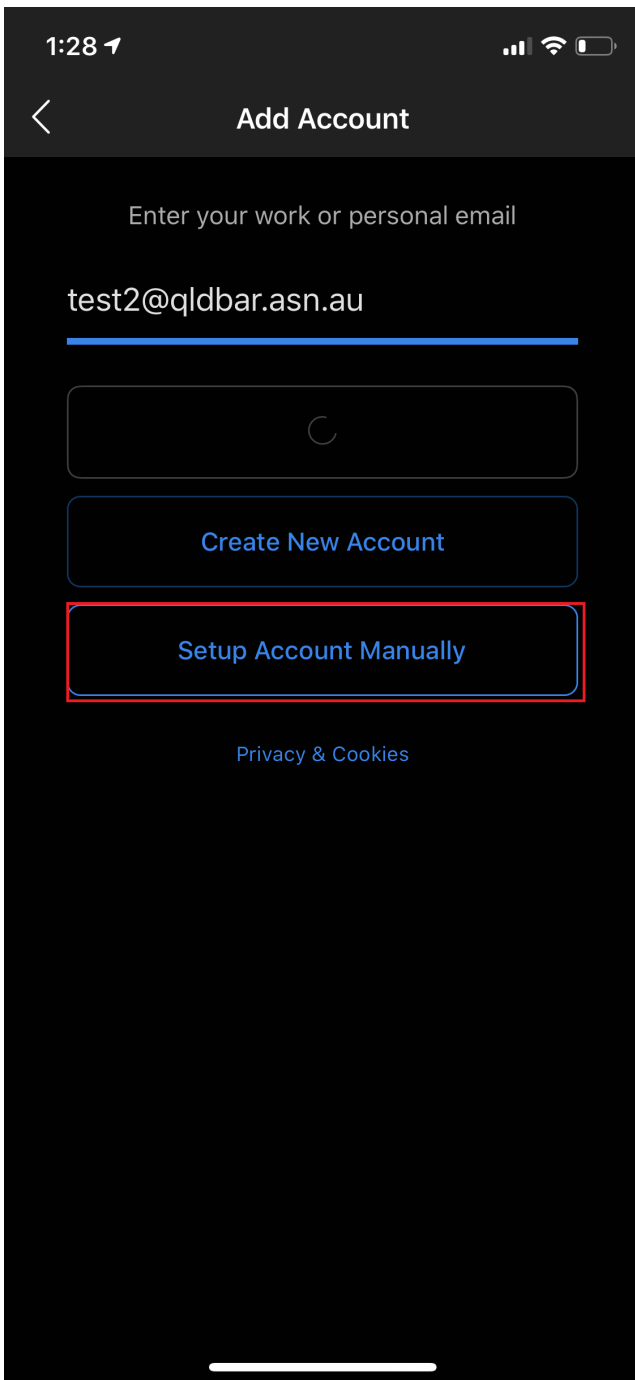
9. Click **Sign in**. Your Windows Phone is now configured to use your email address.

Set up in Outlook for iOS

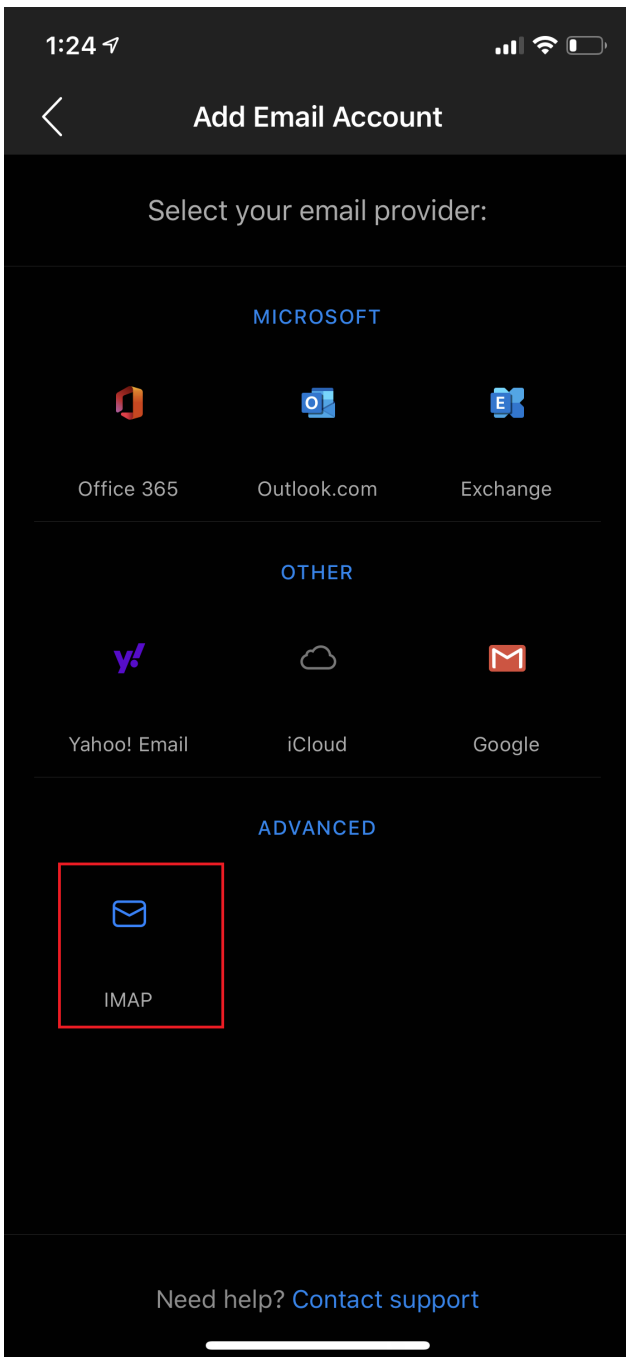
1. Launch Outlook for iOS, tap on "Add Account" button.



2. Enter your POP Qldbar email address, tap on "Add Account", there will be a new button "Setup Account Manually" appear on the screen, tap on it.



3. Tap on "IMAP" on the next screen.



4. Enter your email details on the next screen, and switch on "Use Advanced Settings" toggle button.

- **Email Address:** Your email address
- **Display Name:** Your name.
- **Description:** Account description, e.g. Exchange, BAQ Email, etc.

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Email Address
test2@qldbar.asn.au

Password
Your Password

Display Name
Test Two

Description
qldbar

Use Advanced Settings ☐

Sign In

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 😊 space go
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5. In the following screen, enter the following details into the fields:

- **IMAP Incoming Mail Server:**

- **Hostname:** email.barweb.com.au
- **Username:** Your full email address
- **Password:** Your account password

- **SMTP Outgoing Mail Server:**

- **Hostname:** email.barweb.com.au

- **Username:** Your full email address
- **Password:** Your account password

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Description

qldbar

IMAP Incoming Email Server

IMAP Hostname

email.barweb.com.au

IMAP Username

test2@qldbar.asn.au

IMAP Password

Your Password

SMTP Outgoing Email Server

SMTP Hostname

email.barweb.com.au

SMTP Username

test2@qldbar.asn.au

SMTP Password

Your Password

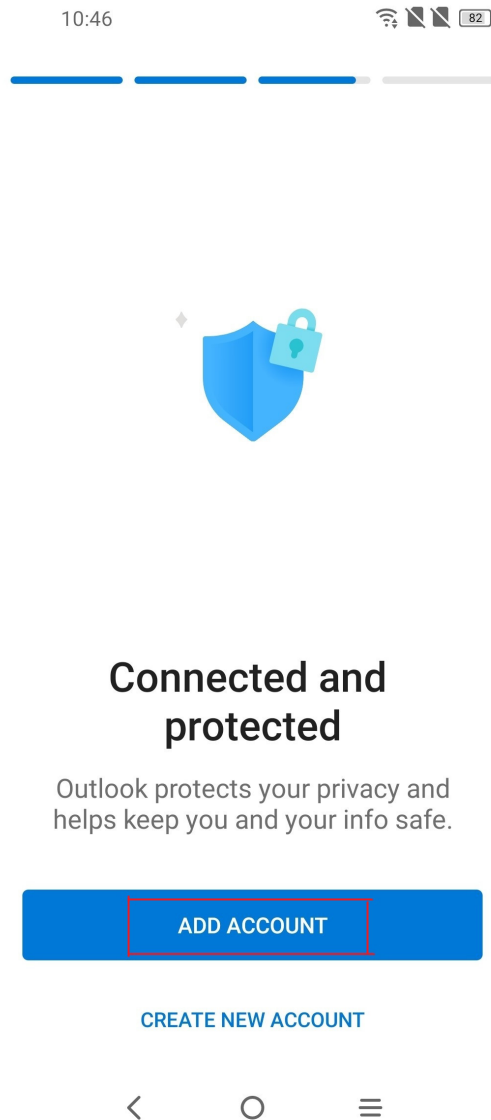
Use Advanced Settings ☒

Sign In

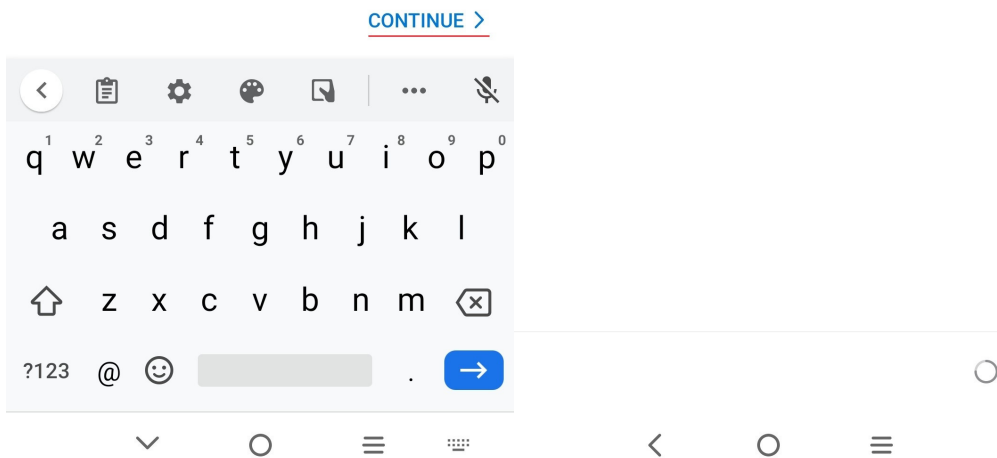
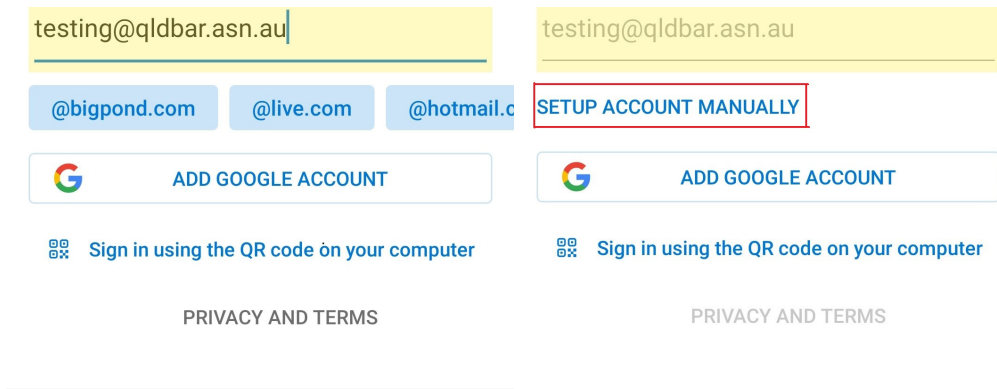
6. Tap on "Sign In" button. Your Outlook app for iOS is now configured to use your email address.

Set up in Outlook for Android

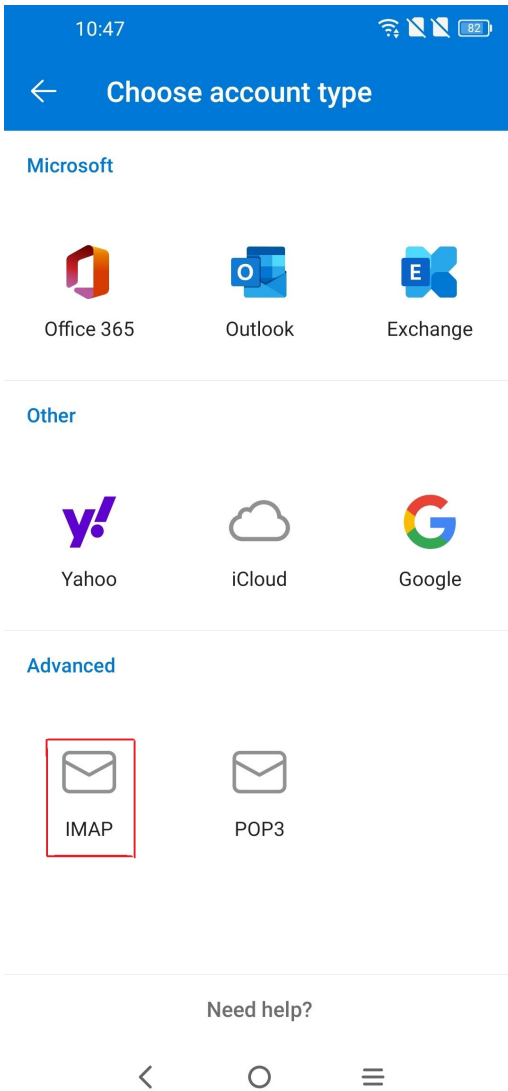
1. Launch Outlook for Android, tap on the "ADD ACCOUNT" button.



2. Enter your Qldbar email address, tap on "CONTINUE >", there will be a new button "SETUP ACCOUNT MANUALLY" appear on the screen, tap on it.



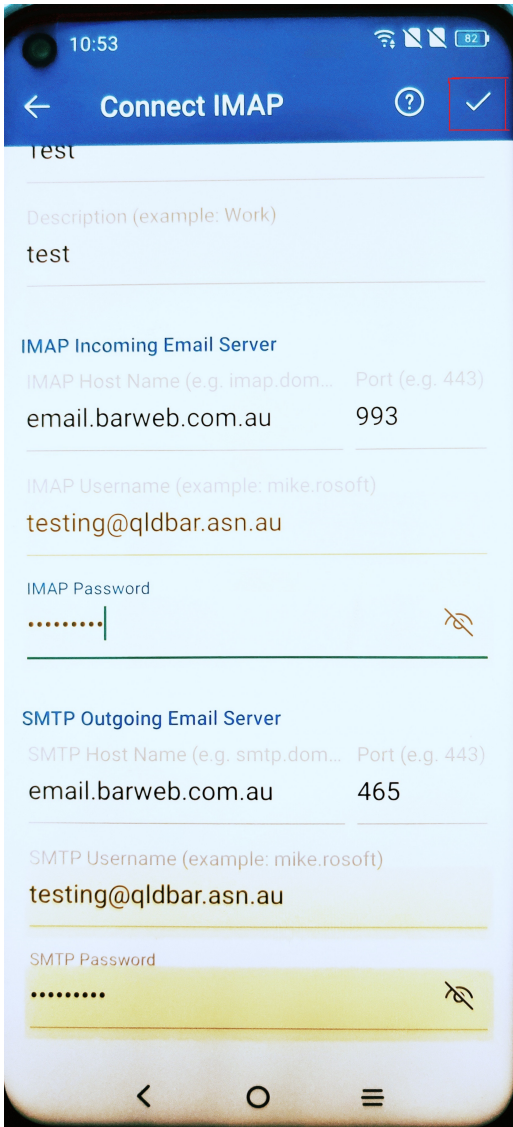
3. Tap on "IMAP" on the next screen.



4. Enter your email details on the next screen (The app prevents taking screenshot on this page, the image was taken on another phone.)

- **Email Address:** Your email address
- **Display Name:** Your name.
- **Description:** Account description, e.g. Exchange, BAQ Email, etc.
- **IMAP Incoming Mail Server:**
 - **Hostname:** email.barweb.com.au
 - **Port:** 993
 - **Username:** Your full email address
 - **Password:** Your account password
- **SMTP Outgoing Mail Server:**

- **Hostname:** email.barweb.com.au
- **Port:** 465
- **Username:** Your full email address
- **Password:** Your account password



5. Tap on the tick button. Your Outlook app for Android is now configured to use your email address.