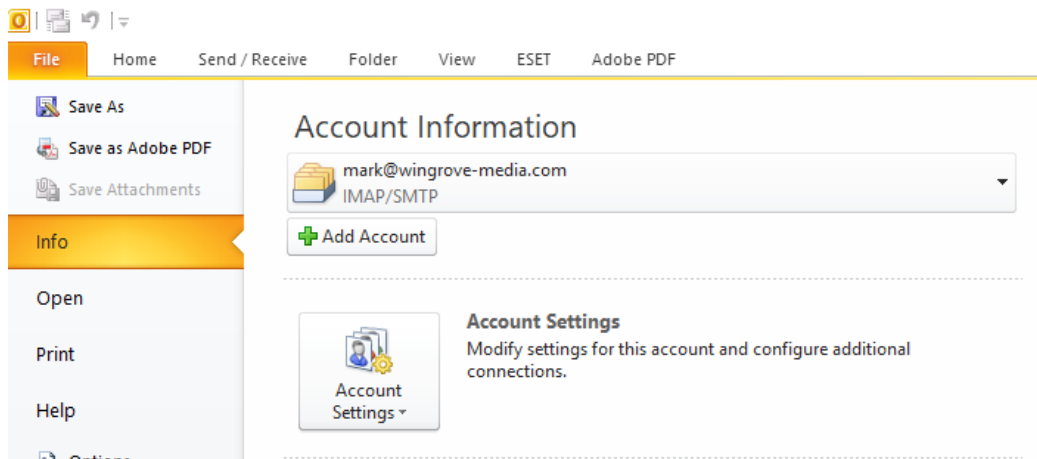


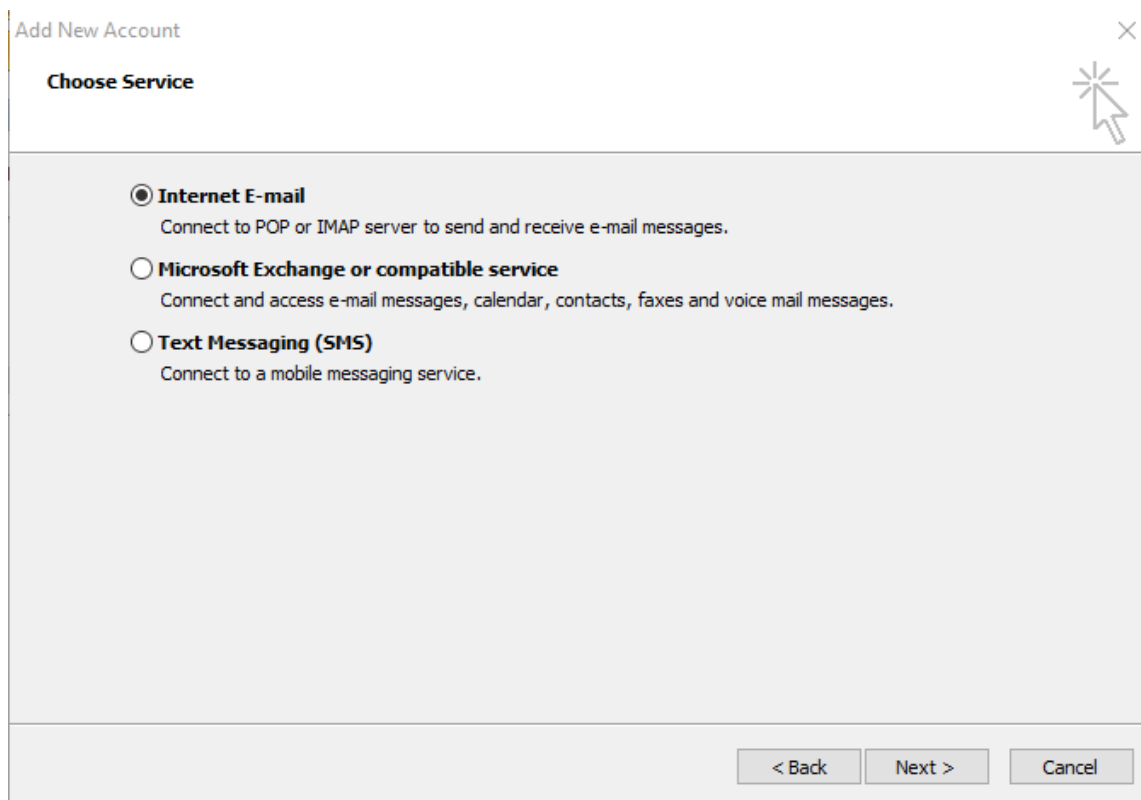
Setting up MS Outlook

Open Outlook and then go to the top left of your screen and choose File, then look for Add Account. Click on this. Depending on which Outlook version you are running you may have to look under Tools to locate Add Account.



You will see this screen. DO NOT USE THE AUTOMATIC CONFIGURATION, Choose the bottom right option to manually configure server settings or additional types.

You will see this. Choose Internet E-Mail and click on Next in the bottom right of the screen



On the next screen you will see a form.

Under Your Name, enter the text you want others to see, usually your name or Councillor XXXX etc.

Enter the FULL email address

Account type: Choose IMAP (this means if you have multiple devices, you will see the same mailbox across all of them including any folders you set up.)

Incoming server: imap.stackmail.com

Outgoing server: smtp.stackmail.com

Username: full email address needs to go into here

Password: enter the password in here

Make sure the box remember password is checked.

My form looks like this:

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

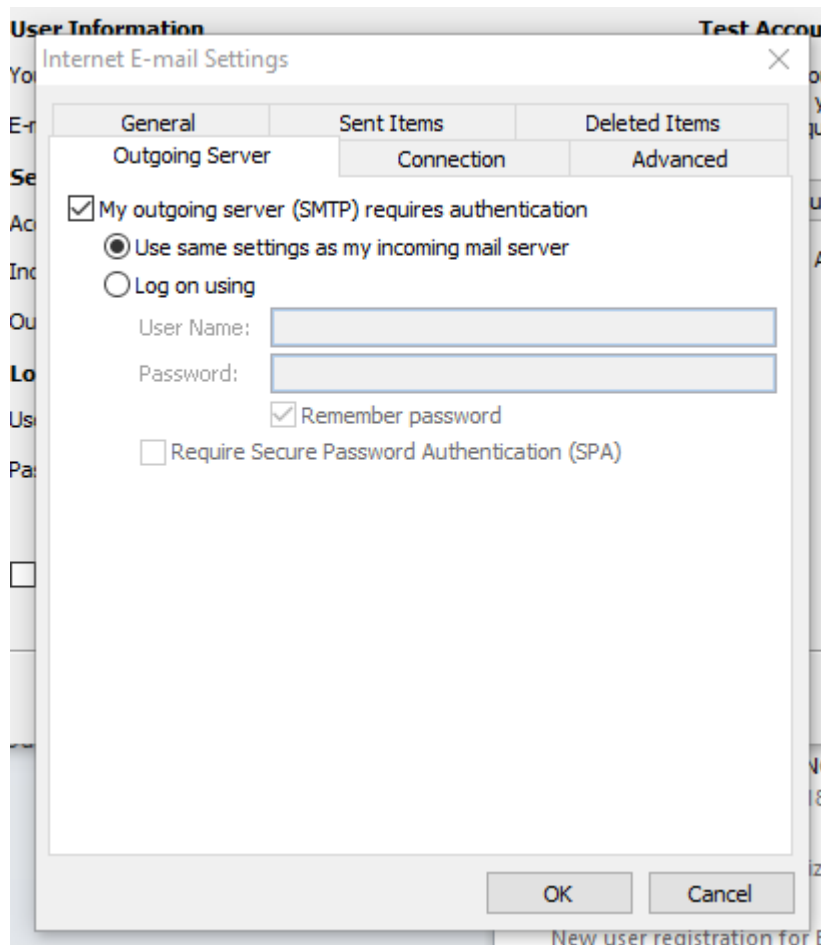
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

☒ Test Account Settings by clicking the Next button

Now click on MORE SETTINGS ... (bottom right)

You will see another form with several tabs on it. The number of tabs may vary depending on your version of Outlook. Choose OUTGOING SERVER.



Check the box for My Outgoing server (SMTP) requires authentication

And the radio button Use same settings as my incoming mail server.

Then click on the ADVANCED TAB (top right corner of the form)

On the Advanced tab, there is another form.

Enter the following information.

For the incoming server (IMAP) set the value to 993

For Use the following type of encrypted connection: choose SSL

Outgoing server SMTP set the value 587

Use the following type of encrypted connection choose TLS

My form looks like this:

User Information **Test Account**

Internet E-mail Settings

General Sent Items Deleted Items

Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

OK Cancel

Then click on OK

This will return you to this form:

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Mark Wingrove

E-mail Address: mark@northawcuffleyipc.org.uk

Server Information

Account Type: IMAP

Incoming mail server: imap.stackmail.com

Outgoing mail server (SMTP): smtp.stackmail.com

Logon Information

User Name: mark@northawcuffleyipc.org.uk

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

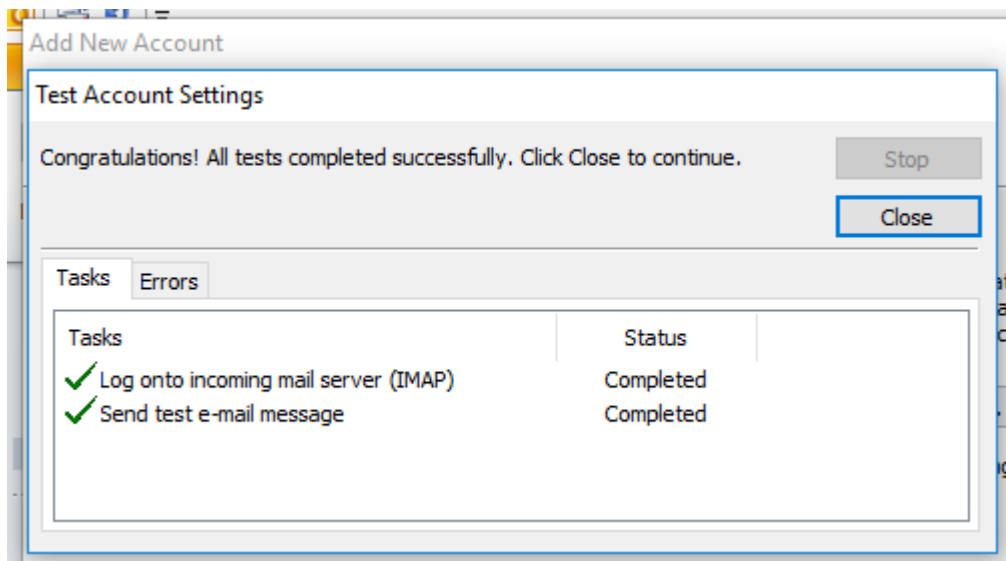
☒ Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Now click on NEXT (bottom right of the form).

A new form pops up and Outlook will attempt to connect to the server and send and receive an email automatically to verify your settings. You will see this:



If you see two ticks then you are all set up the account works. Click on close and then on the next screen click on Finish.

If you see one or more crosses, go back through the steps and make sure you have followed the instructions.

If you continue to have problems go back and check the email address and password is correct by attempting to use Stackmail (<https://stackmail.com>) to access your account.

Problems are generally because people have not entered the information correctly. Computers are very unforgiving in this regard. The smallest mistake will stop it from working. If you continue to have problems please contact me (mark@wingove-media.com) or Jason.

(10/6/18)