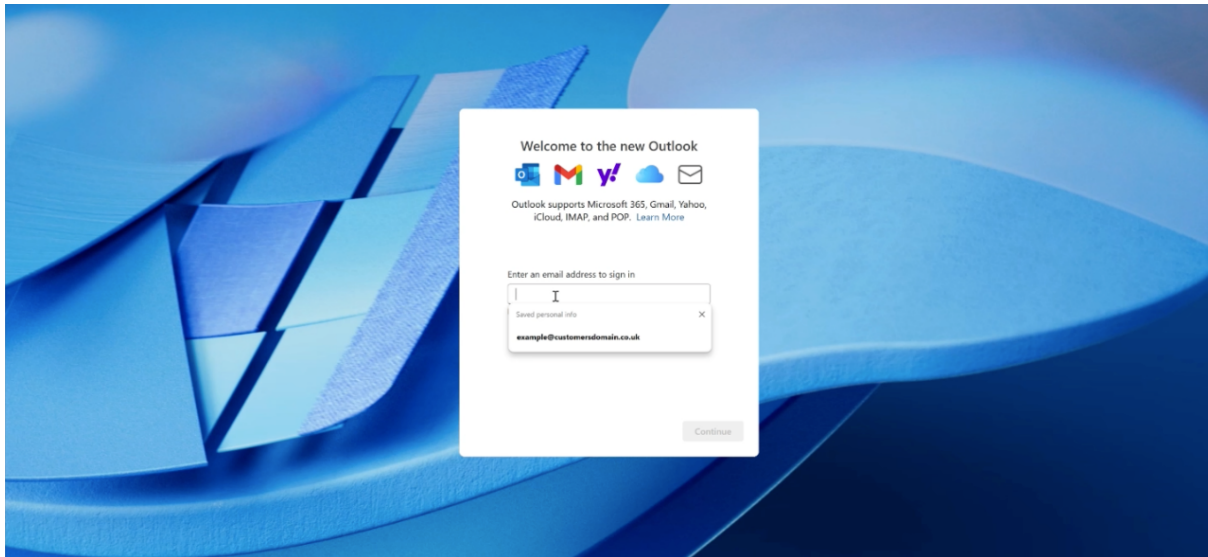




Email Settings Guide

(Windows)

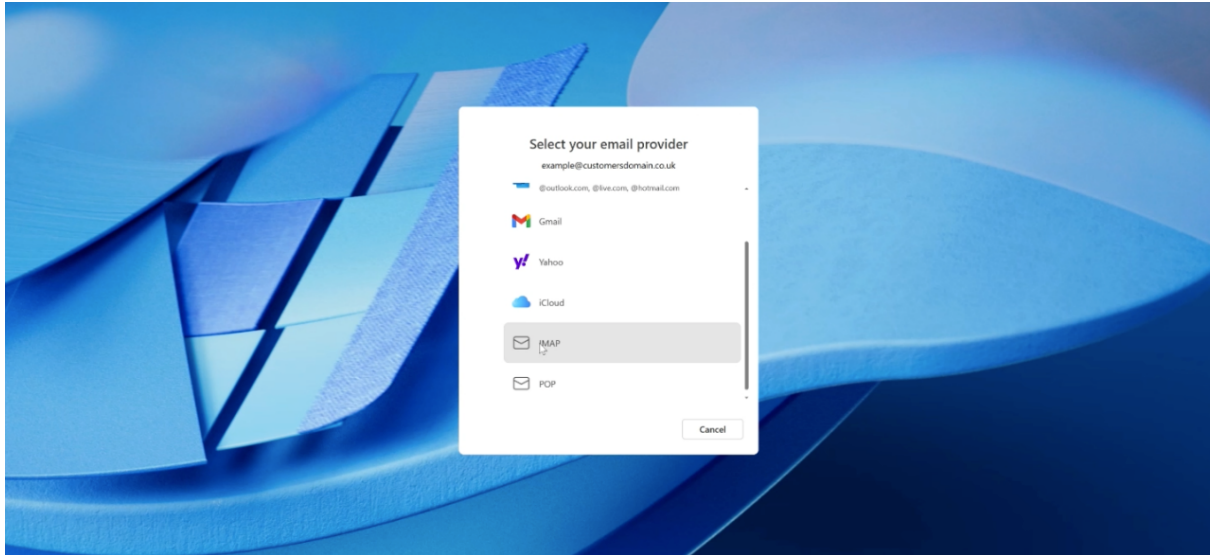
Step 1



Open the **Outlook App & enter your company email address.**

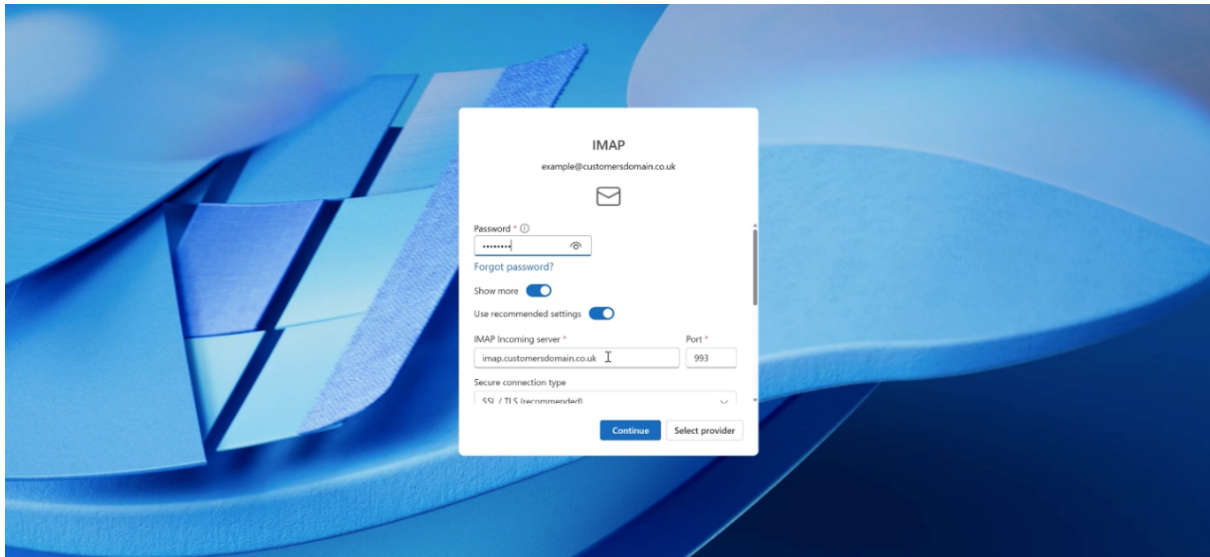
(if you already have a personal email account setup, you may have to click on the cog in the top bar, and then 'Add Account' to see this screen)

Step 2



Select '**IMAP**' from the list of options.

Step 3

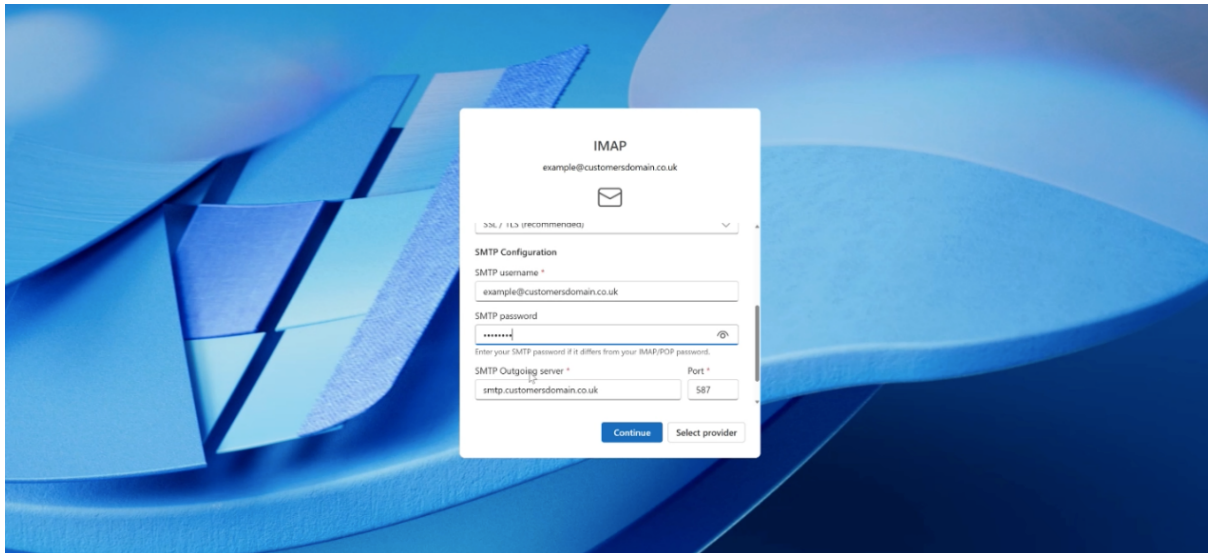


Enter your password in the first field and then enter the following in the ‘**IMAP Incoming Server**’ field:

imap.stackmail.com

(The ‘Port’ & ‘Secure Connection Type’ fields can be left as they are)

Step 4

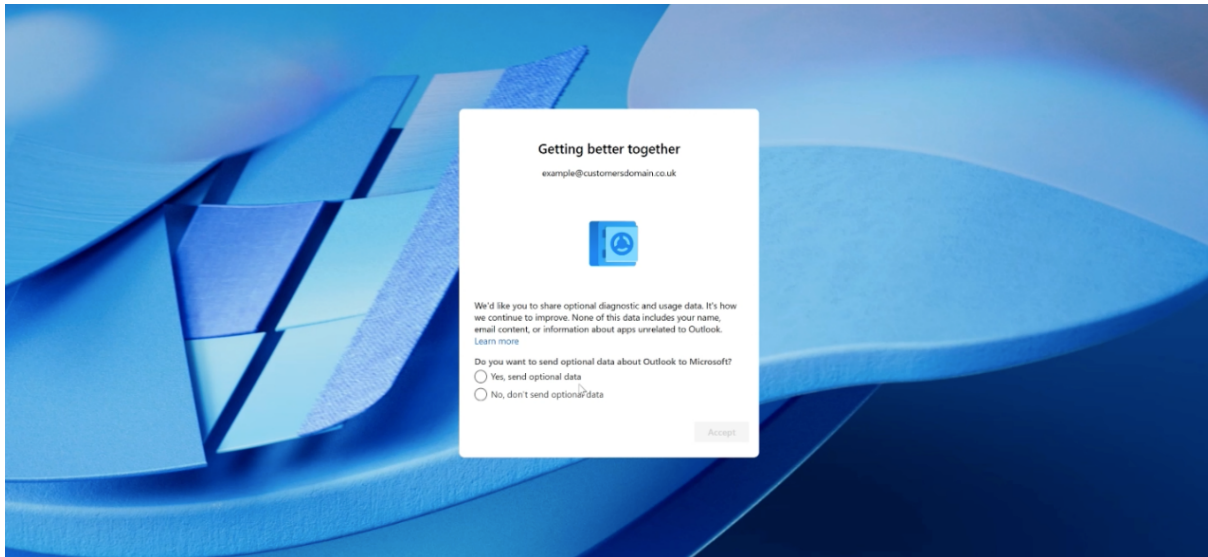
A screenshot of a web-based configuration interface for IMAP. The interface is titled 'IMAP' and shows the email address 'example@customersdomain.co.uk'. Below this, there is a dropdown menu for 'SSL / TLS (recommended)'. The 'SMTP Configuration' section includes fields for 'SMTP username' (filled with 'example@customersdomain.co.uk') and 'SMTP password' (masked with dots). Below these, there is a note: 'Enter your SMTP password if it differs from your IMAP/POP password.' The 'SMTP Outgoing server' field is filled with 'smtp.customersdomain.co.uk' and the 'Port' field is filled with '587'. At the bottom, there are two buttons: 'Continue' and 'Select provider'.

Enter your company email address and password into the ‘**SMTP Username**’, ‘**SMTP Password**’ fields and enter the following into the ‘**SMTP Outgoing Server**’ field:

smtp.stackmail.com

(The ‘Port’ & ‘Secure Connection Type’ fields can be left as they are)

Step 5



Select your preferences and select '**Next**', '**Accept**' or '**Continue**' when they appear on the bottom right of the window.