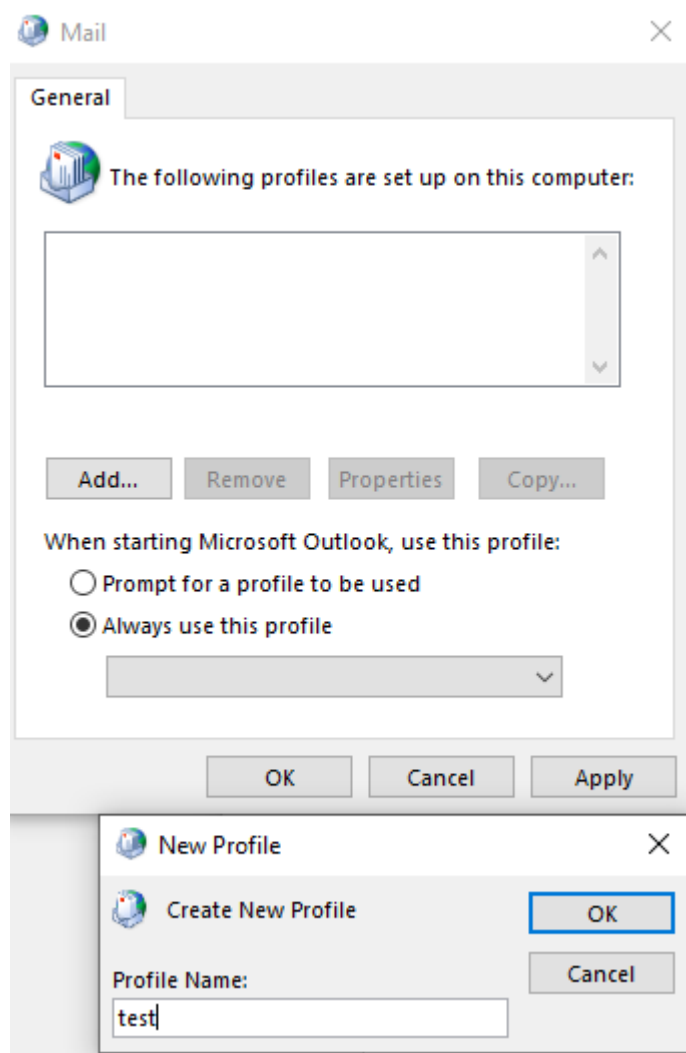


How to setup an email address on Outlook 365



Open control panel, view by small/large icons, and click mail. Click profiles and add a profile, then name appropriately.

InTouch Systems is a trading name for RedShelf Limited
36 Hurricane Way, Norwich, Norfolk, NR6 6HU, UK

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Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel Help

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:
Email 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

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

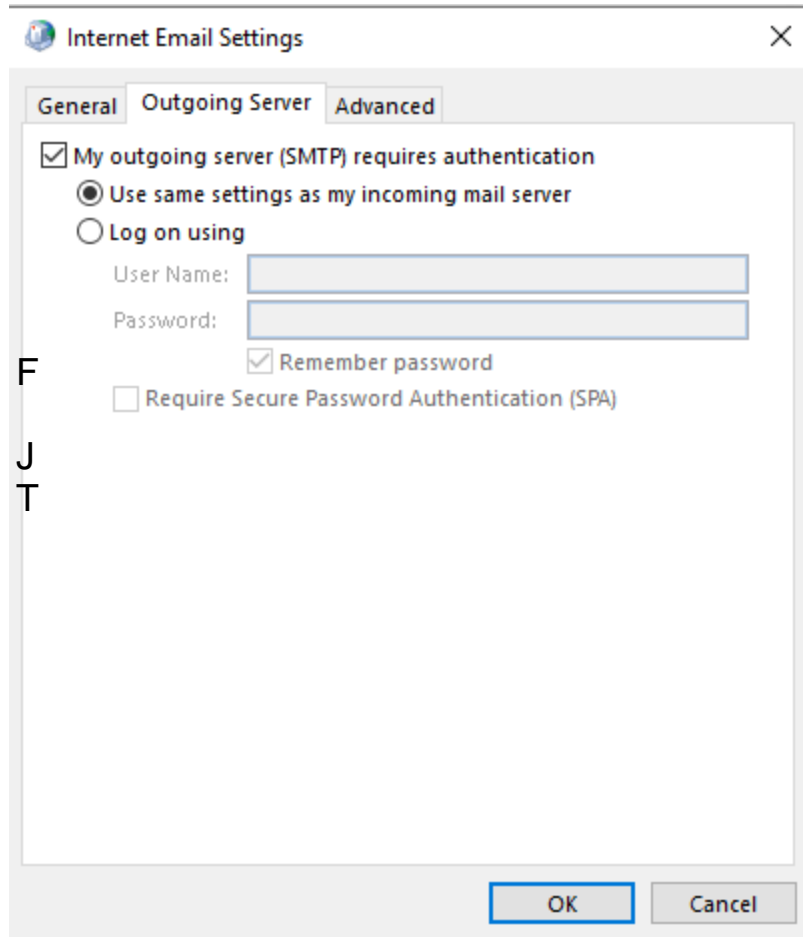
Click manual setup or additional server types and click next

Then fill out the information as shown (email address, username and password will be unique to you, the incoming and outgoing mail server will both be mail.intouchsystems.co.uk)

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Then click more settings and go on the outgoing server tab, make sure that the my outgoing server (SMTP) requires authentication is ticked and is selected to use the same settings as my incoming mail server and click ok.

Then click next and the email will be added, you can then open outlook and your emails will begin to appear

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You can also add by opening outlook, type in the email address, click advanced options and tick the box for manual setup and then click next
Select either Pop or IMAP and then click next, the details then need to be filled out as below.

Click next once more and it will ask you to enter in your email password and connect,

The image shows two screenshots of the Outlook account setup process. The left screenshot shows the initial setup screen with the Outlook logo, an email address field containing 'Test@itsadsl.net', an 'Advanced options' section with a checked box for 'Let me set up my account manually', and a 'Connect' button. The right screenshot shows the 'IMAP Account Settings' dialog box for the email 'Test@itsadsl.net'. It has sections for 'Incoming mail' (Server: mail.intouchsystems.co.uk, Port: 993, Encryption method: SSL/TLS) and 'Outgoing mail' (Server: mail.intouchsystems.co.uk, Port: 465, Encryption method: None). Both sections have a checkbox for 'Require logon using Secure Password Authentication (SPA)'. 'Go back' and 'Next' buttons are at the bottom.

Your emails will now be setup

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