



How to setup an email address on Outlook 365

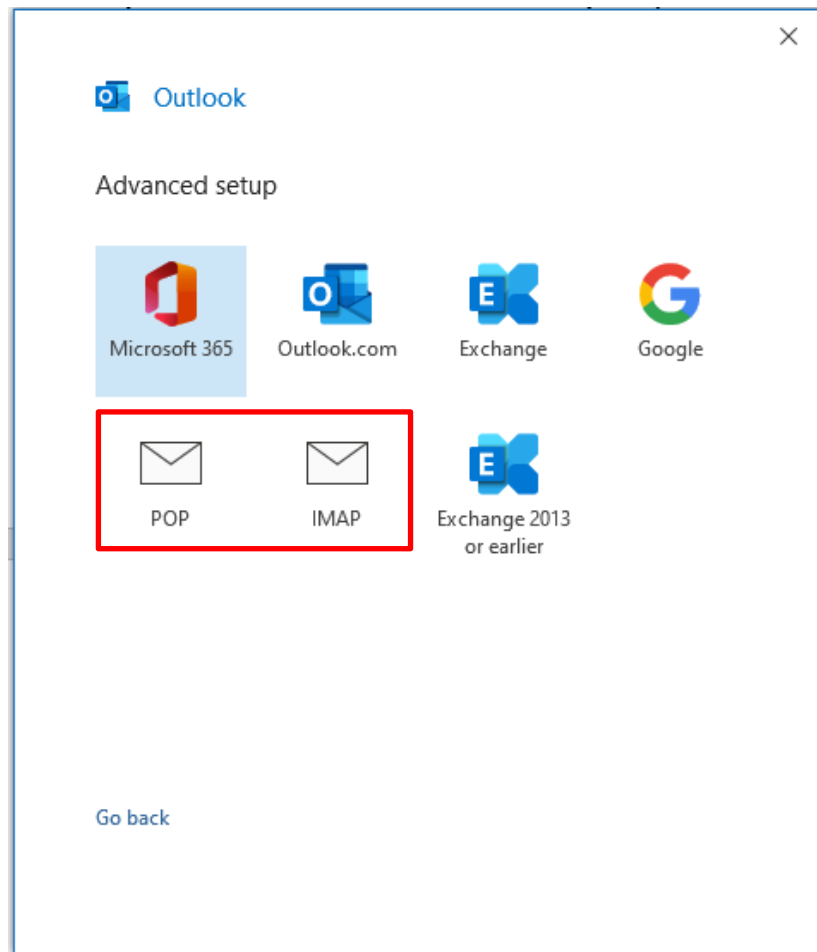
A screenshot of the Outlook 365 account setup interface. At the top center is the Outlook logo. Below it is a text input field labeled 'Email address' containing the text 'test@itsadsl.net'. Underneath the input field is a link for 'Advanced options' with an upward-pointing arrow. Below that is a checkbox labeled 'Let me set up my account manually' which is checked. At the bottom of the form is a large blue button labeled 'Connect'. Below the button is a link that says 'No account? Create an Outlook.com email address to get started.'

Open outlook and enter your email address.
Click 'Advanced options' and tick 'Let me set up my account manually'.
Then click 'Connect'.

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

Telephone: +44 1603 425209
Company Number: 5698572

Fax: +44 1603 486987
VAT Number: 878 6604 68



Select 'POP' or 'IMAP' depending on which you are setting up.
We recommend 'IMAP', as this will keep a copy of the emails on both the mail server and the local device.

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IMAP Account Settings ×

test@itsadsl.net (Not you?)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

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Insert the details as follows for both 'Incoming mail' and 'Outgoing mail'

Incoming mail server; mail.intouchsystems.co.uk

Security type; SSL

Port; 993

Outgoing mail server; mail.intouchsystems.co.uk

Security type; SSL

Port; 465

Require authentication; Ensure this is enabled.

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IMAP Account Settings

test@itsadsl.net (Not you?)

Password

Go back Connect

You can now enter your password and connect

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