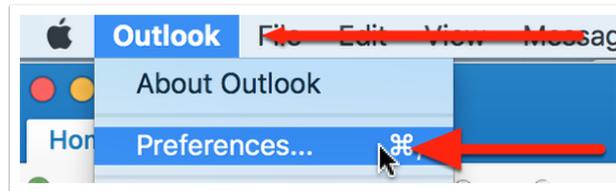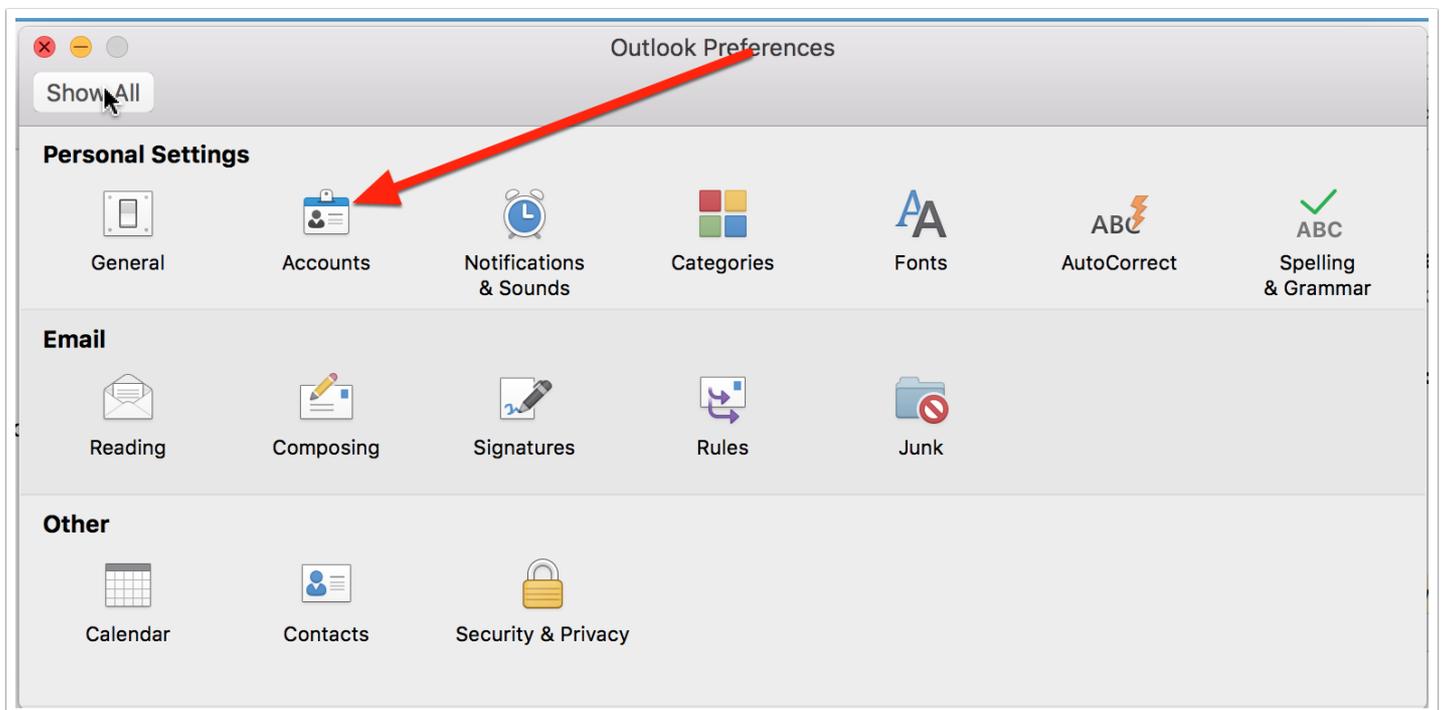This setup was written for Mac although it should be a similar setup for Windows.

Open Outlook and from the Menu choose Outlook, Preferences
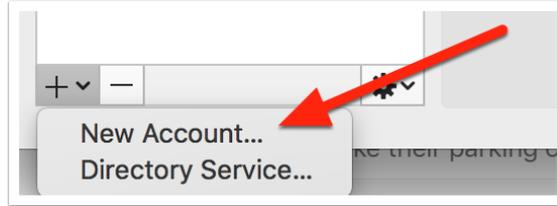

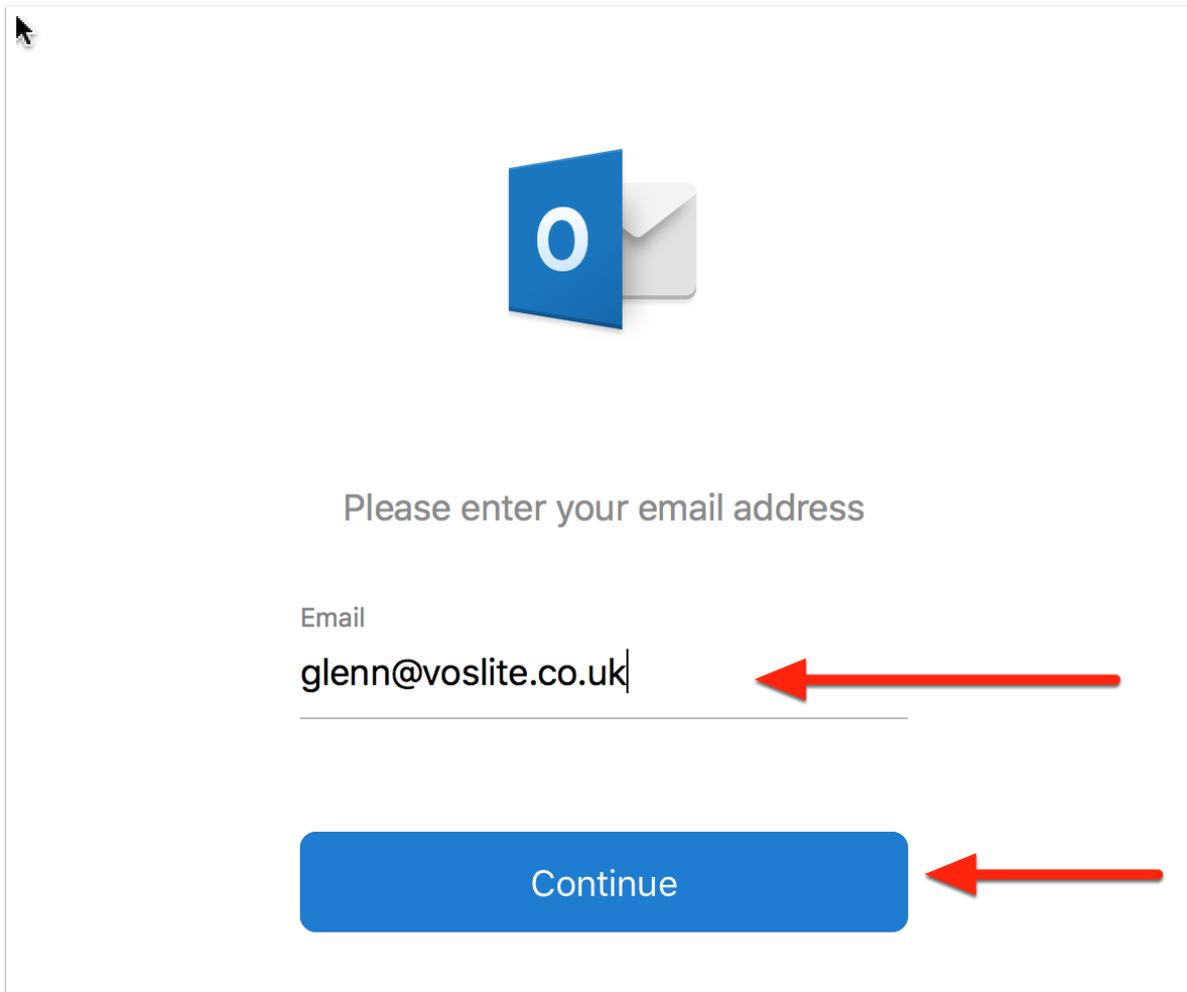On the preferences page choose Account
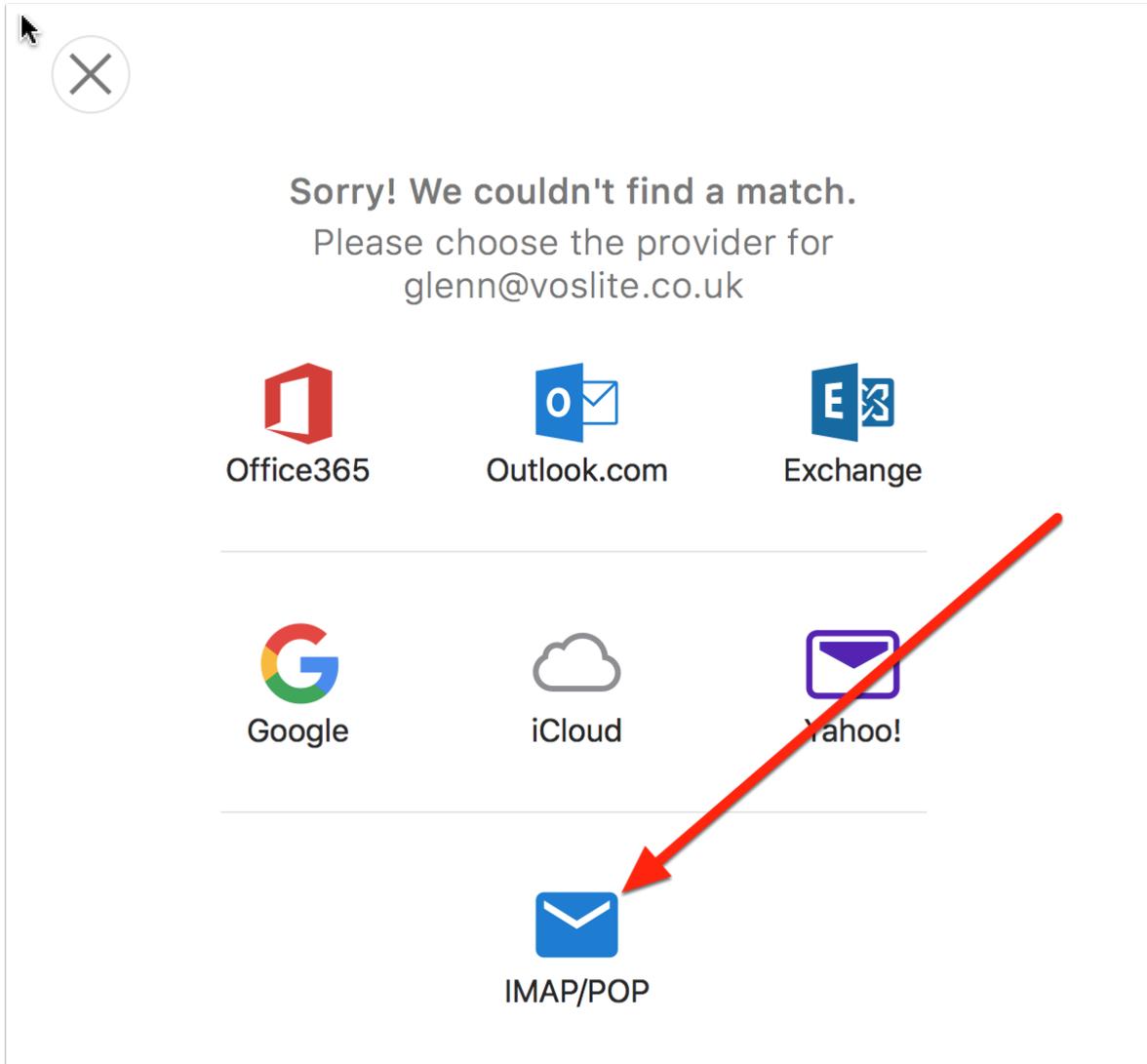

At the bottom of the Accounts page click the + button

Choose New Account

Enter your emai address followed by continue

Please enter your email address

Email

glenn@voslite.co.uk

Continue

The system will now do a search but should fail. Choose IMAP/POP

Some of these fields should already be completed. Make Sure Type is IMAP, Enter email address if required. Your username is your email addess, enter your password. For incoming and Outgoing server add the details supplied by us. Please make sure the SSL settings and ports settings are the same as the picture below. Once completed click add account
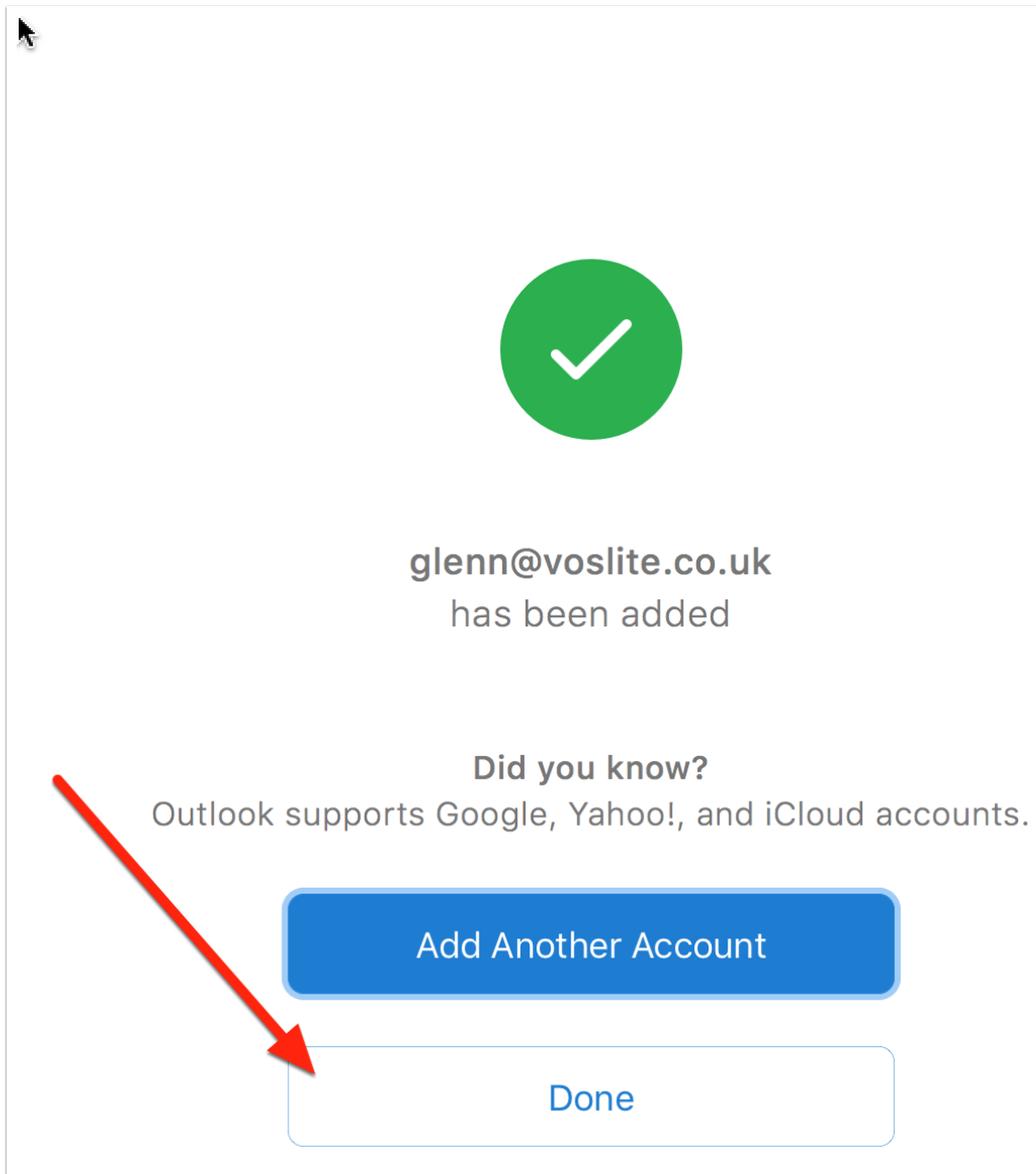
Not IMAP/POP?

IMAP/POP

Type
IMAP

Email Address
glenn@voslite.co.uk

Username
glenn@voslite.co.uk

Password
●●●●●●●●

☐ Show Password

Incoming Server   Port
server49.vostel.co.uk   993

☑ Use SSL to connect (recommended)

Outgoing Server   Port
server49.vostel.co.uk   587

☑ Use SSL to connect (recommended)

Add Account

Need Help? Contact support

Now click done and your completed. The setup.

At this point you should still have your account list showing as below. Hightlight the account just created and then choose more options
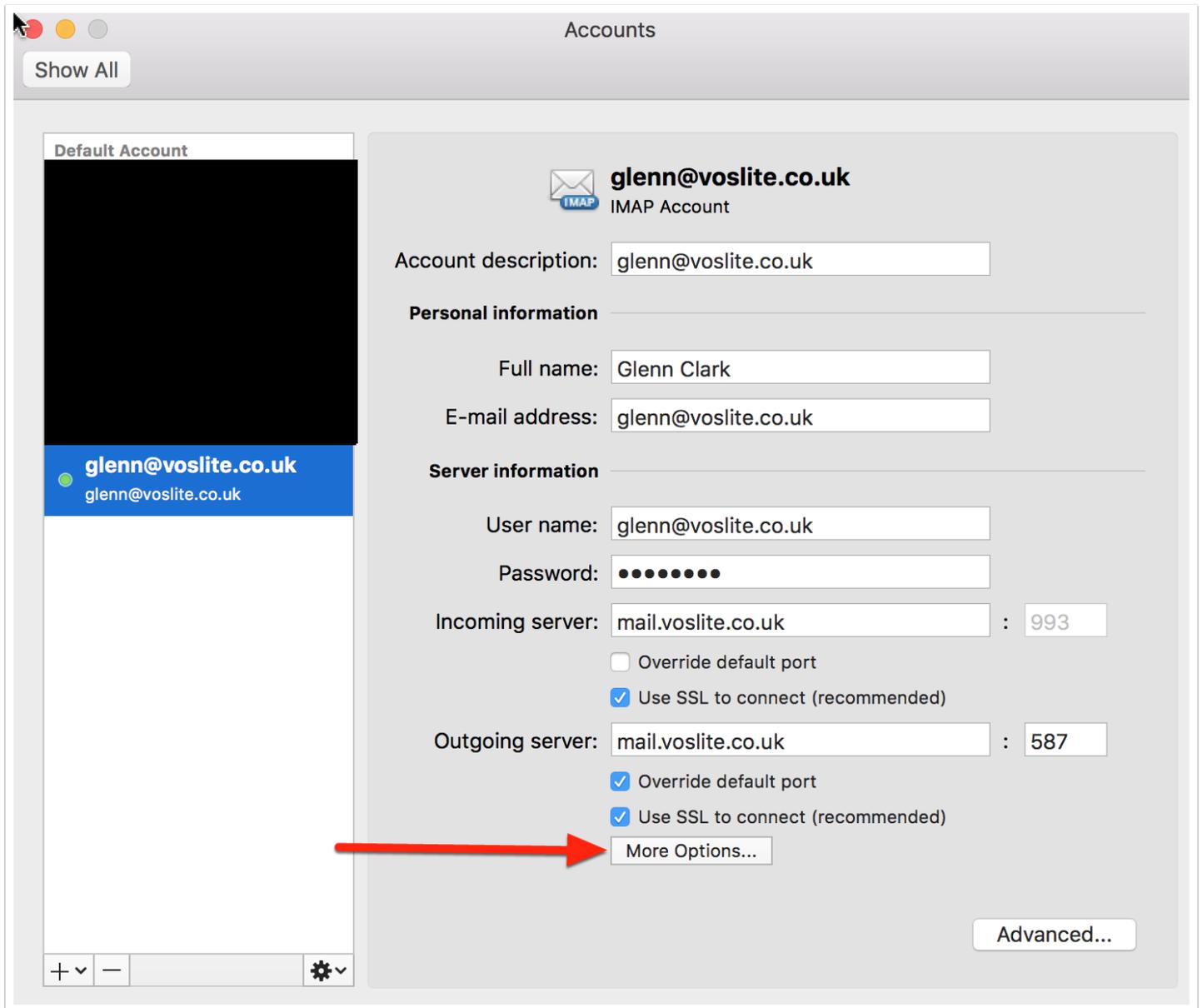
Make sure Authentication is set to Use Incoming Server Info and click ok. The other fields can be left blank