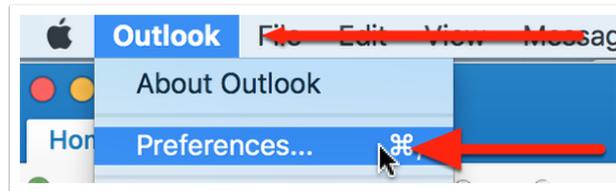
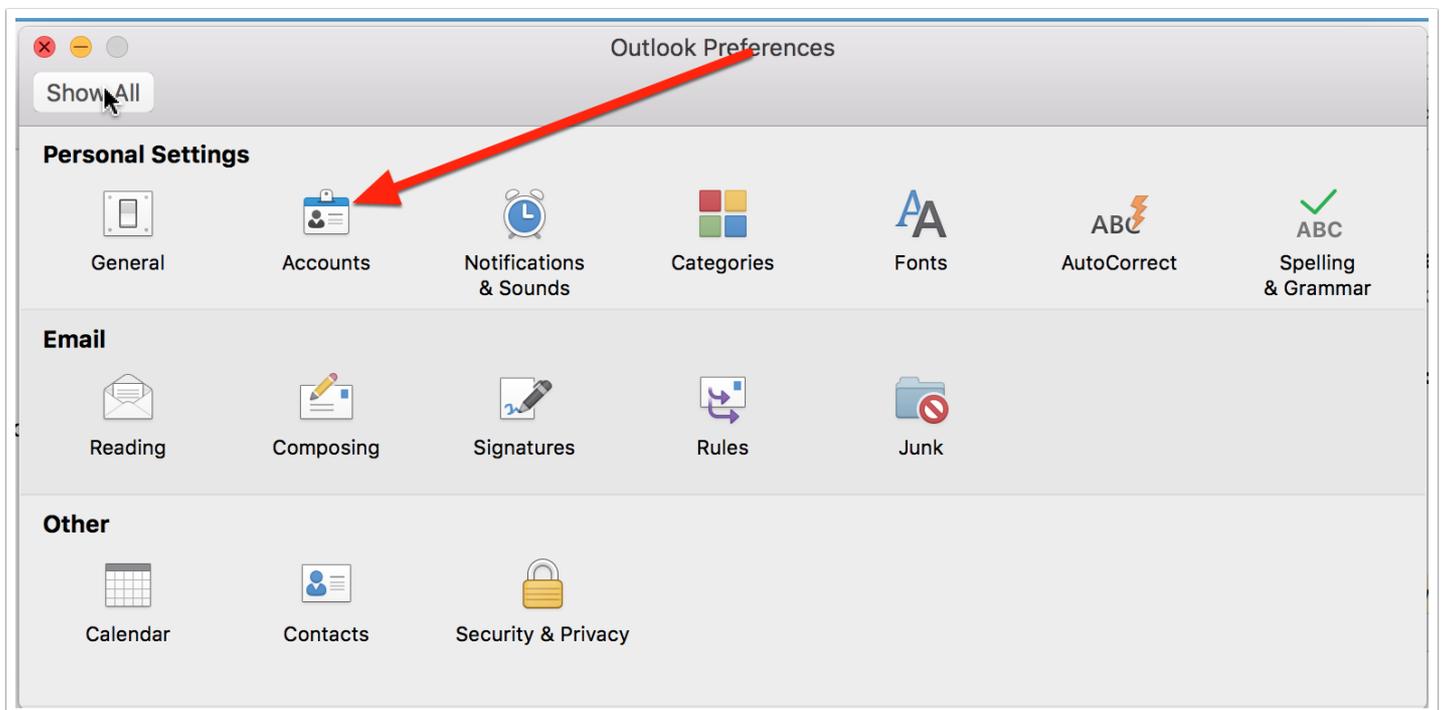


This setup was written for Mac although it should be a similar setup for Windows.

Open Outlook and from the Menu choose Outlook, Preferences



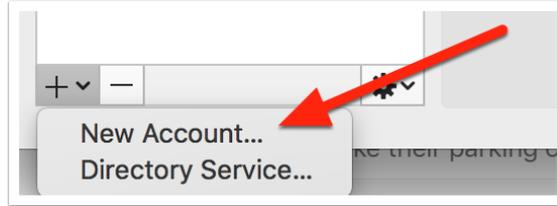
On the preferences page choose Account



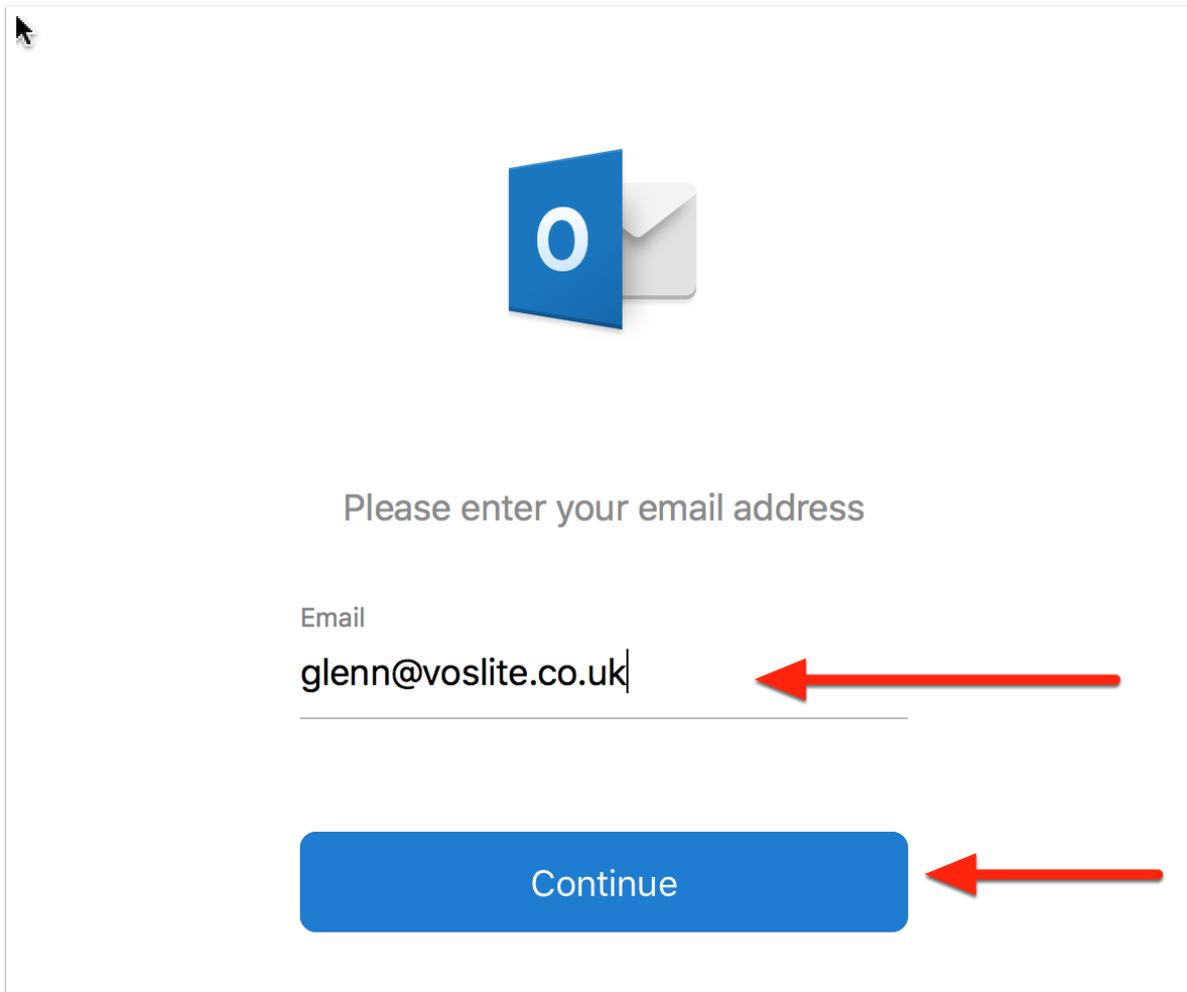
At the bottom of the Accounts page click the + button



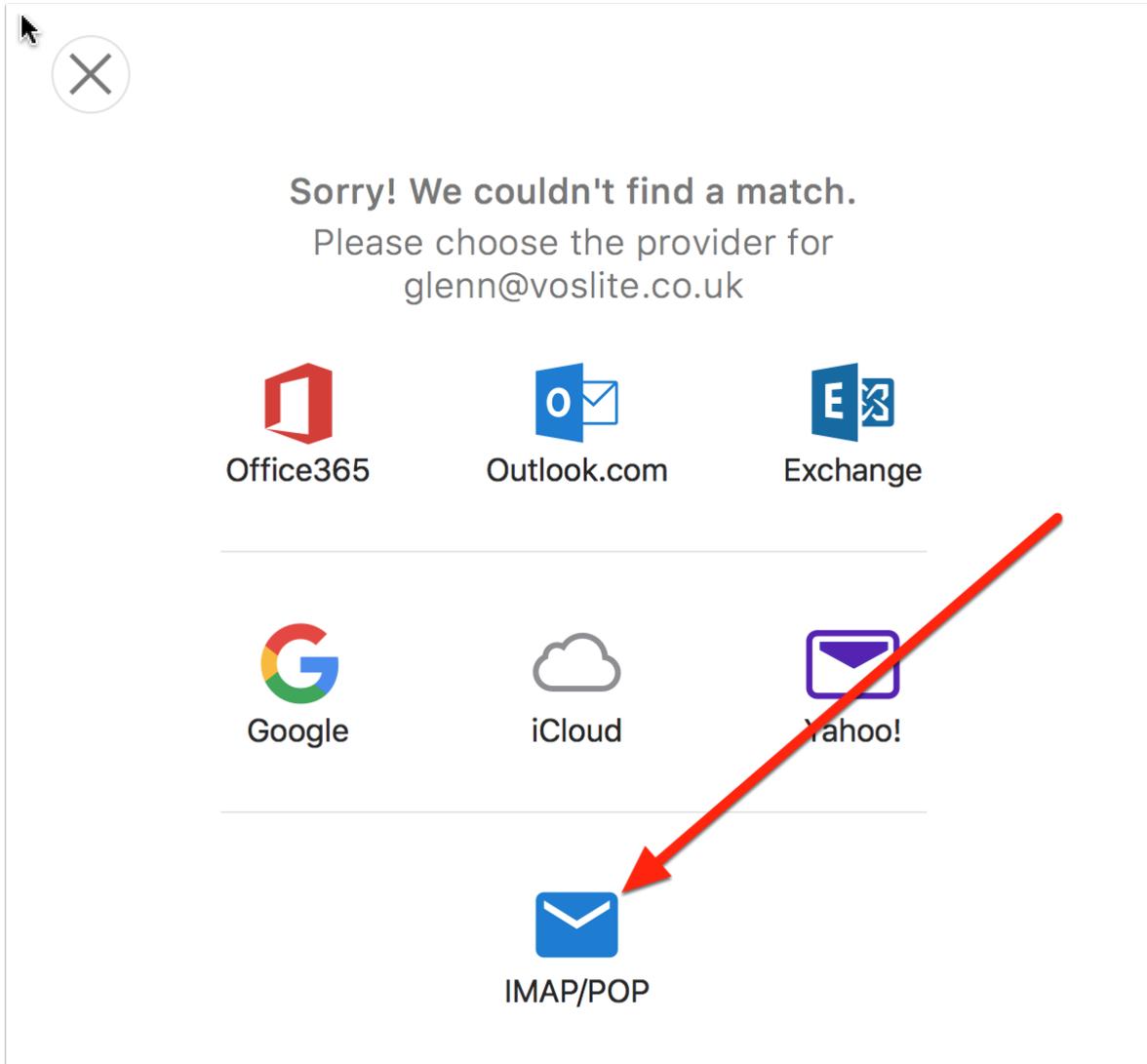
Choose New Account



Enter your email address followed by continue

A screenshot of the Microsoft account creation screen. At the top center is the Microsoft logo (a blue square with a white 'O' and a white envelope icon). Below the logo, the text 'Please enter your email address' is displayed. Underneath, the word 'Email' is followed by a text input field containing the email address 'glenn@voslite.co.uk'. A red arrow points to the end of the text in the input field. Below the input field is a blue button with the text 'Continue'. A red arrow points to the right side of the 'Continue' button.

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 address, 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

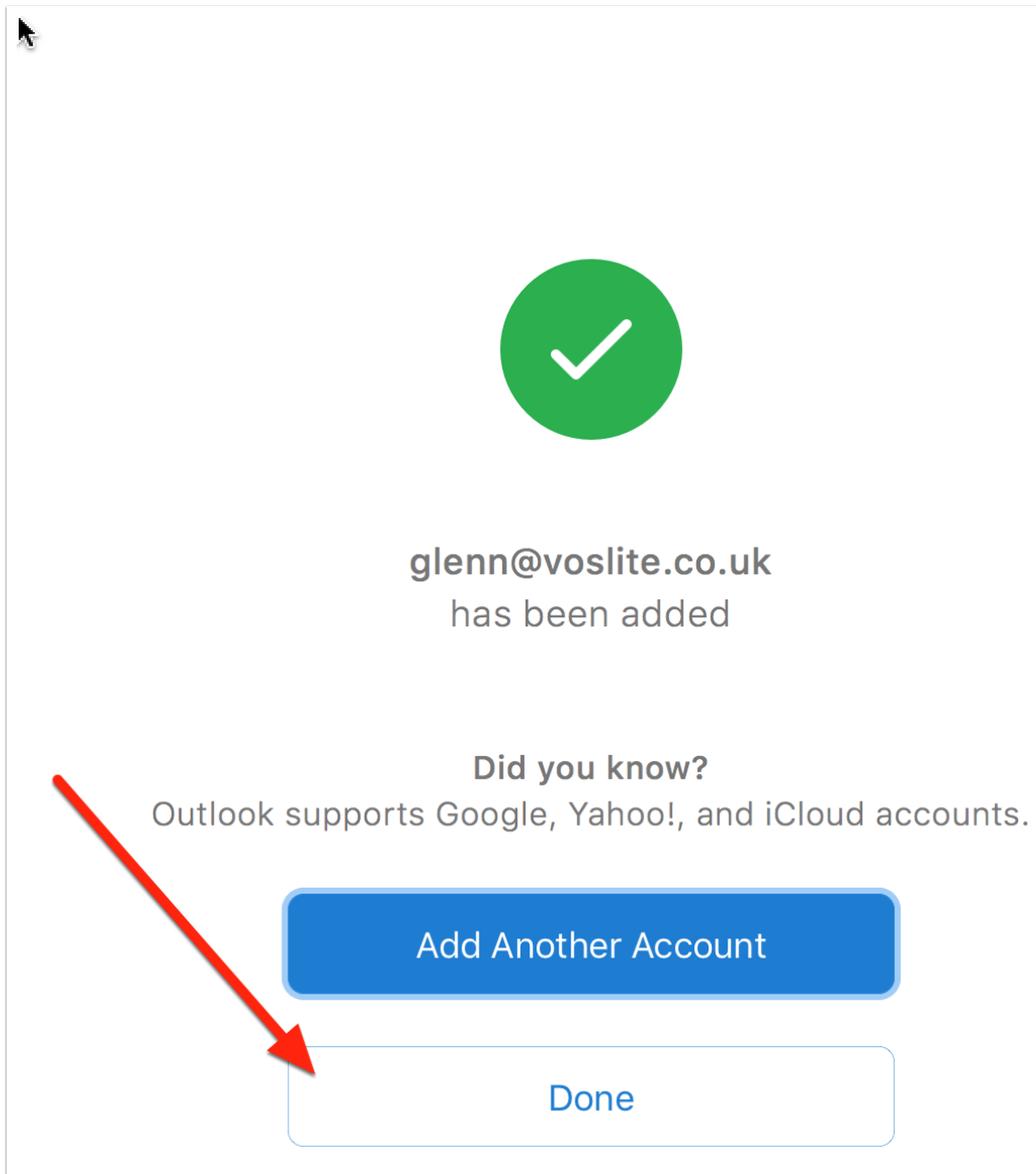
The screenshot shows an email account configuration interface. At the top left is a back arrow icon. At the top right is a link that says "Not IMAP/POP?". Below this is a blue envelope icon followed by the text "IMAP/POP".

The form contains the following fields and options:

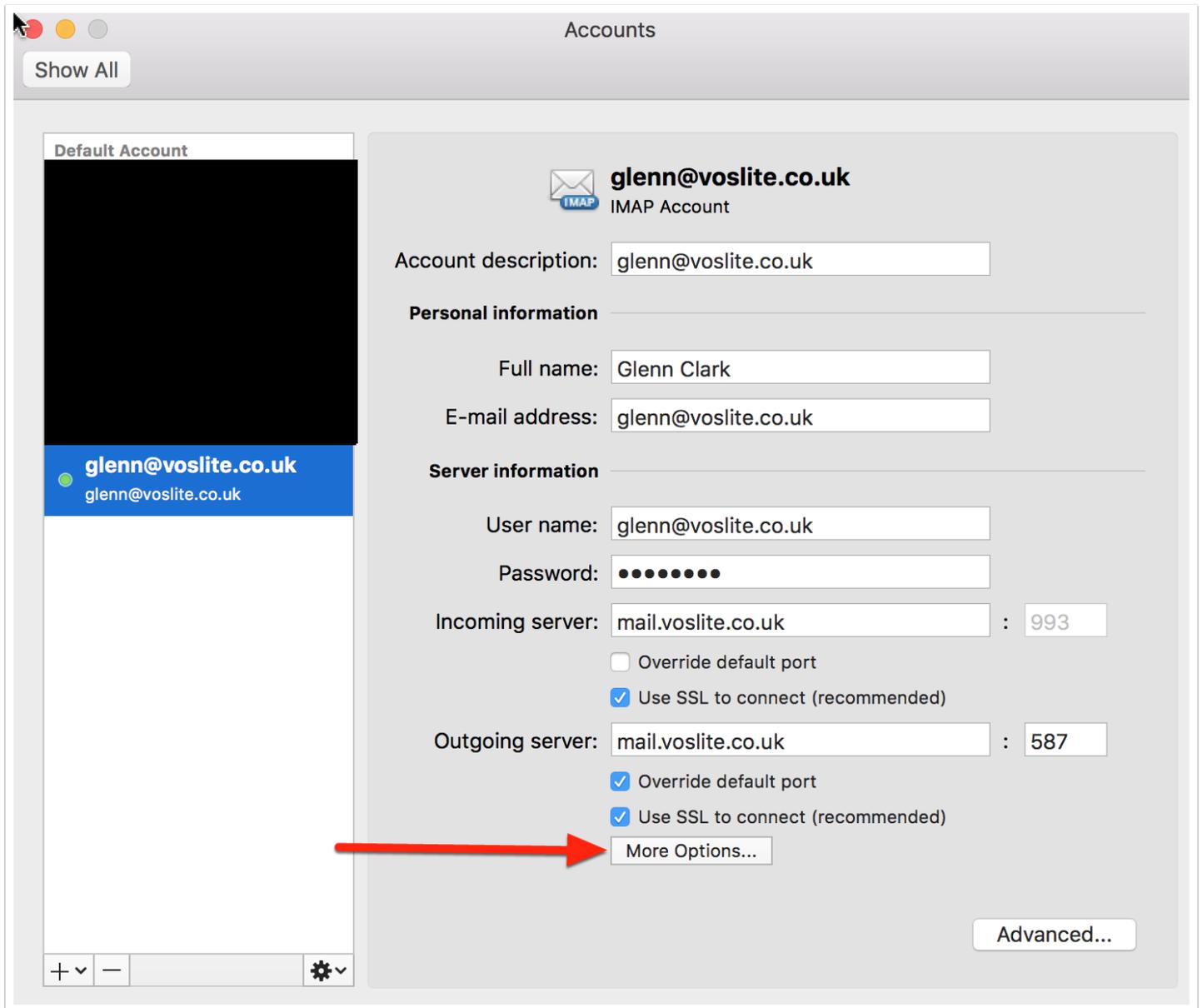
- Type:** A dropdown menu with "IMAP" selected. A red arrow points to this field.
- Email Address:** A text input field containing "glenn@voslite.co.uk". A red arrow points to this field.
- Username:** A text input field containing "glenn@voslite.co.uk". A red arrow points to this field.
- Password:** A text input field with 10 black dots. A red arrow points to this field.
- Show Password:** An unchecked checkbox.
- Incoming Server:** A text input field containing "server49.vostel.co.uk". A red arrow points to this field.
- Port:** A text input field containing "993". A red arrow points to this field.
- SSL:** A checked checkbox with the text "Use SSL to connect (recommended)". A red arrow points to this checkbox.
- Outgoing Server:** A text input field containing "server49.vostel.co.uk". A red arrow points to this field.
- Port:** A text input field containing "587". A red arrow points to this field.
- SSL:** A checked checkbox with the text "Use SSL to connect (recommended)". A red arrow points to this checkbox.
- Add Account:** A large blue button with white text. A red arrow points to this button.

At the bottom of the form, there is a link that says "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. Highlight 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

Settings for: mail.voslite.co.uk

Authentication: Use Incoming Server Info

User name:

Password:

Unqualified domain:

Cancel OK