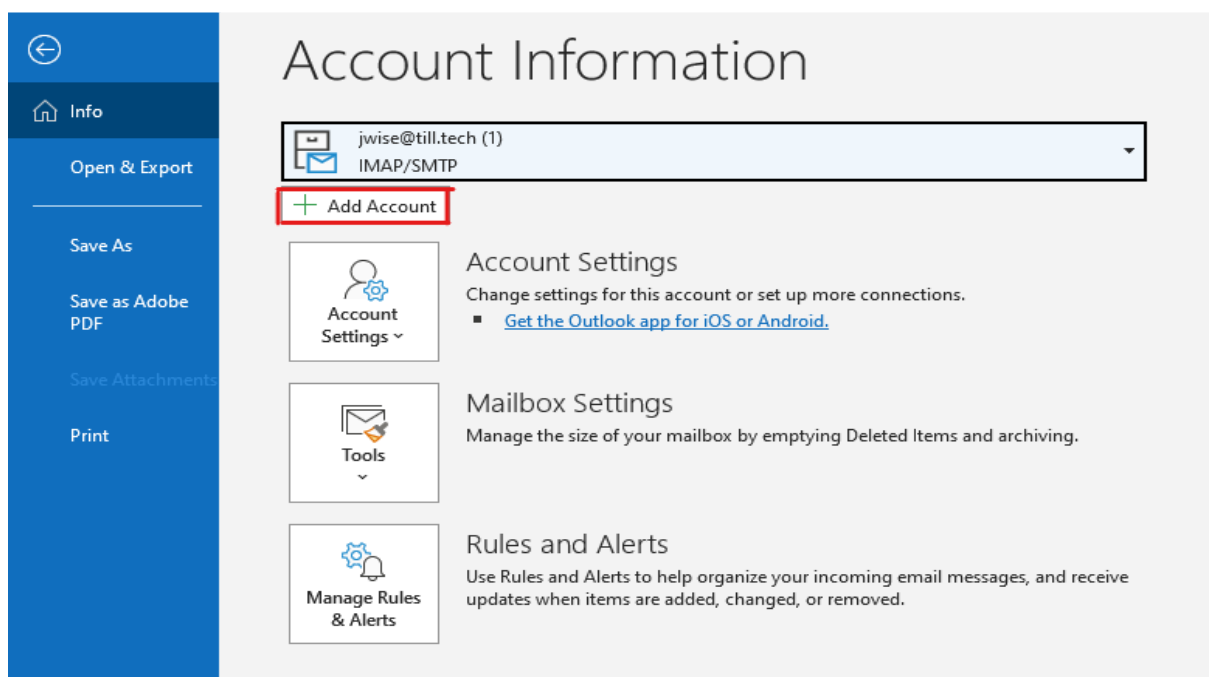


HOW TO SET UP IMAP EMAIL ON OUTLOOK ID119

It is recommended that customer use POP. See this guide for POP setup

<https://docs.google.com/document/d/1ZXEEiQBgP9hcxHd7rySwRkCYzSm7N6tv0tQ1qqPPeCE/edit>

1. File> Add Account



2. Add your email address, click advanced options, tick Let me set up my account manually, click Connect



Email address

Advanced options ^

☒ Let me set up my account manually

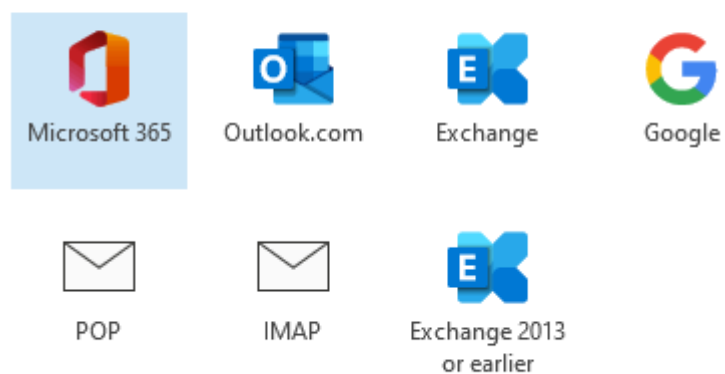
Connect

No account? [Create an Outlook.com email address to get started.](#)

3. Choose IMAP



Advanced setup

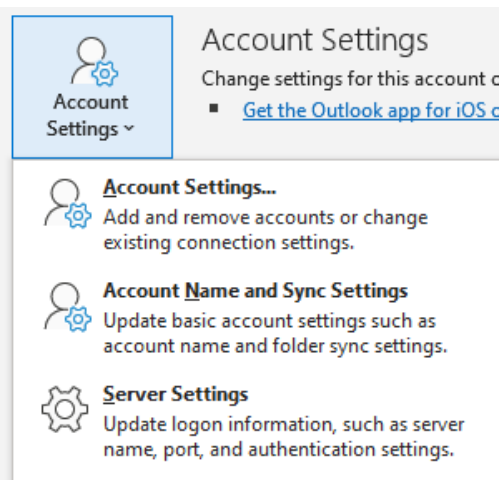


4. Add your password

Password

5. Click Connect, Click Done.

6. Go to File> Account Settings> Server Settings



Ensure the server and Port show as below

Incoming Mail:

Server: mail.enterthewifi.com

Port: 993

Incoming mail ^

User name

Password

☒ Remember password

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing Mail:

Server:mail.enterthewifi.com

Port: 465

Outgoing mail ^

Server Port

Encryption method

Server timeouts

☐ Require logon using Secure Password Authentication (SPA)

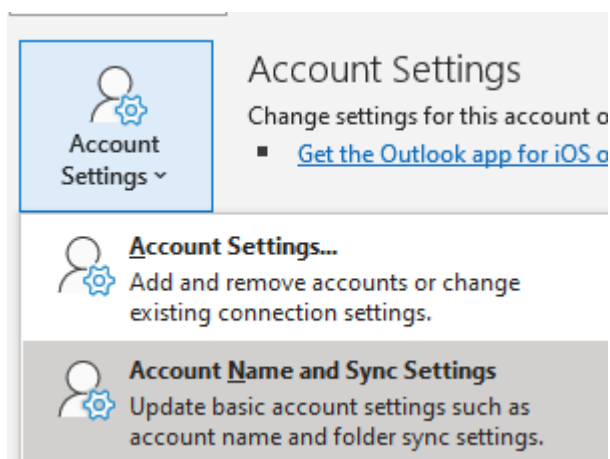
☒ My outgoing (SMTP) server requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using user name and password

7. Click Next> Done

8. Click Account Settings> Account Name and Sync Settings



9. Make sure you have Root folder path:
inbox (do not include a forward slash /)

IMAP Account Settings

jwise@till.tech

General settings

Your name

Account name
Example: "Work" or "Microsoft account"

Reply-to address

Organization

Folder settings

Root folder path

Mail settings

Keep mail offline for

☐ Don't save copies of sent items

☐ Mark items for deletion but don't move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

Reset Mail settings

Next

Click Next, Click Done.