# HOW TO SET UP EMAIL (OUTLOOK)

## AN EASY TO FOLLOW GUIDE



$\bigcirc$	Index - callum@engd.com - Outlook (Unlicensed Product)	? – Ø X
Info Open & Export SeverAs Save as Adobe Price	Account Information	
Save Attachments Print	Account Account Sentings - Mailhory Set ons	
Office Account Feedback	Tool	
Options <b>Exit</b>	KUIES and CALETS     Use Rules and Rule to geographic your incoming email messages, and receive     Manager Rule     & Alexes	

### Step 1

First launch Microsoft Outlook and go to "File" in the top left and click the tab "Info". Under "Info", click "**Add Account**" to start the process.

	>
<b>o</b> ⊠ Outlook	
youremail@yourcompany.com	
Advanced options	
Let me set up my account manually	
Connect	

### Step 2

Next enter your email address and then choose "**Let me set up my account manually**" under the Advanced options dropdown as the email that you will be using isn't an Outlook email.





#### Step 3

Now choose "Pop" from the options displayed.

$\leftarrow$	POP Account Settings for callum@till.tech
$\bigcirc$	(Not you?)
	Incoming mail
	Server mail.enterthewifi.com Port 995
	✓ This server requires an encrypted connection (SSL/TLS)
	Require logon using Secure Password Authentication (SPA)
	Outgoing mail
	Server mail.enterthewifi.com Port 587
	Encryption method Auto 🔻
	Require logon using Secure Password Authentication (SPA)
	Message delivery
	Use an existing data file Browse
	Next

#### Step 4

Change the incoming/outgoing servers to "**mail.enterthewifi.com**". Then change the ports . For the incoming mail Port its "**995**", Tick 'This server requires an encrypted connection' and for the outgoing mail port its "**587**". Change the Encryption method to "**Auto**" then click Next.





## Step 5

Once you've entered your password your account setup will be complete and you will see this screen. Click OK and you would have finished setting your email setup. You can choose wether you want to set up Outlook on your mobile.

