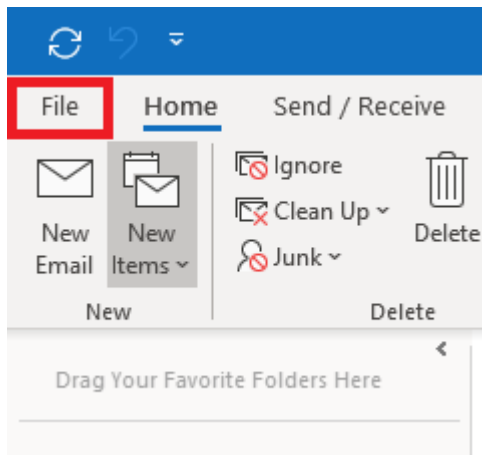


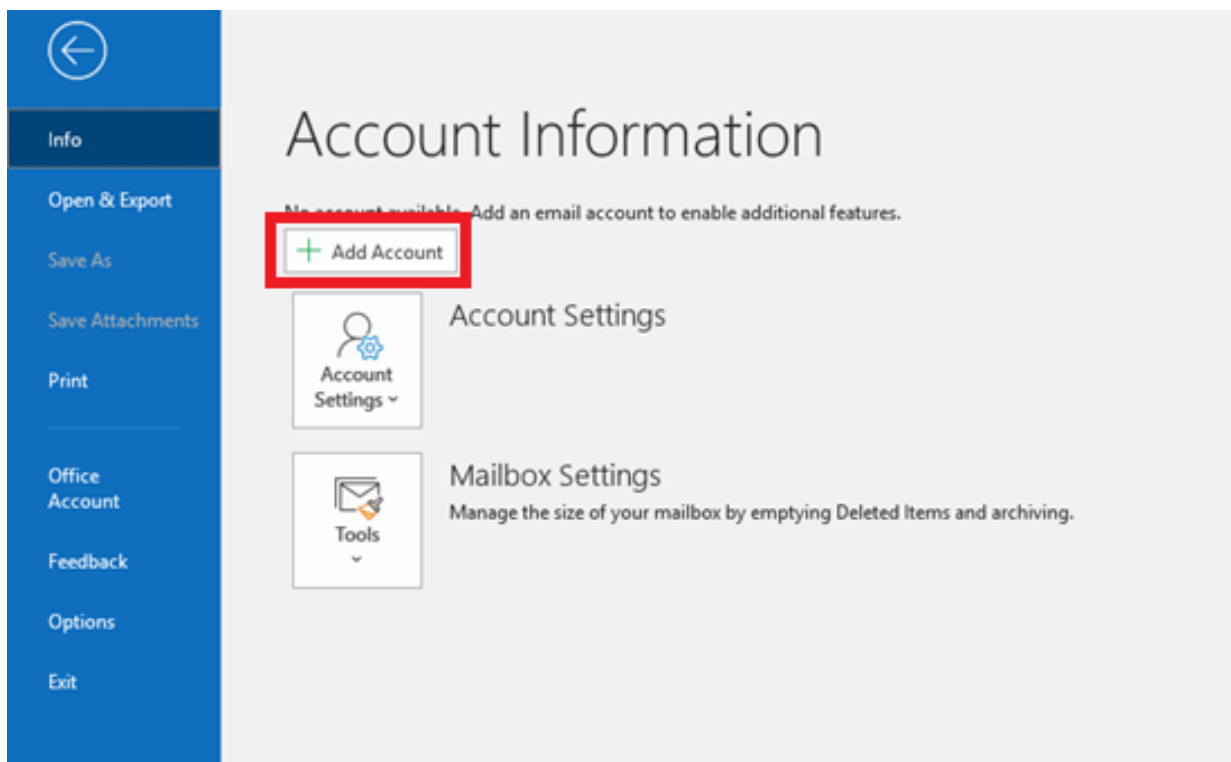
In order to help users migrate to the new platform we have prepared several guides where possible.

This guide is aimed at the most current version of Outlook

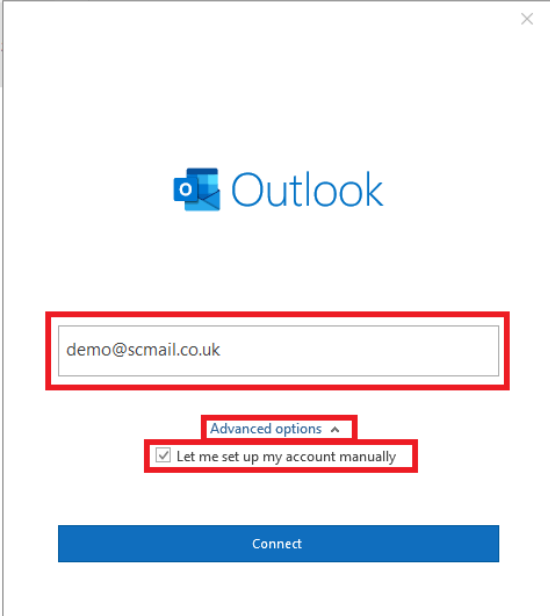
- 1) Click **FILE**



- 2) Click **ADD ACCOUNT**



- 3) Enter your full email address, Click **ADVANCED OPTIONS** and tick **SETUP MY ACCOUNT MANUALLY**. Click **CONNECT**



Outlook

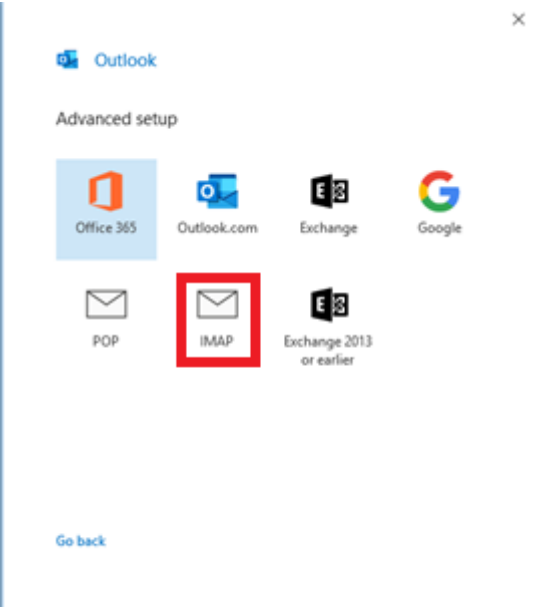
demo@scmail.co.uk

Advanced options ^

Let me set up my account manually

Connect

- 4) Click **IMAP**



Outlook

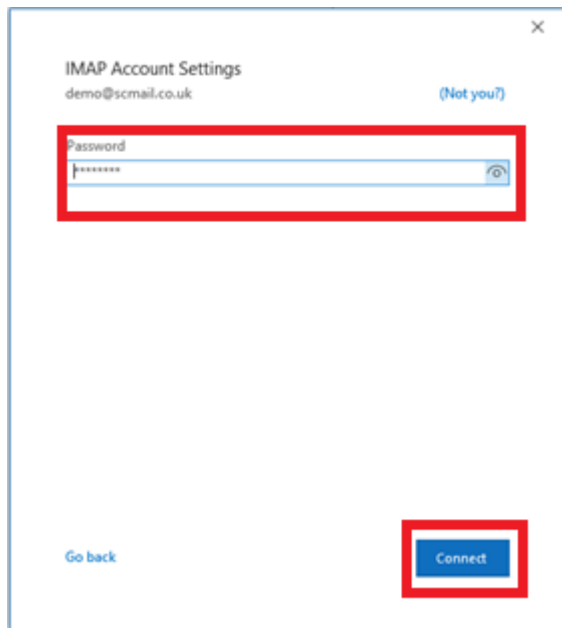
Advanced setup

Office 365 Outlook.com Exchange Google

POP IMAP Exchange 2013 or earlier

Go back

- 5) At this stage you will need to enter your password. However.. Outlook will try and auto discover the old server so we need to enter the wrong password to force the change of settings window to appear. Enter 123456 as your password and click **CONNECT**

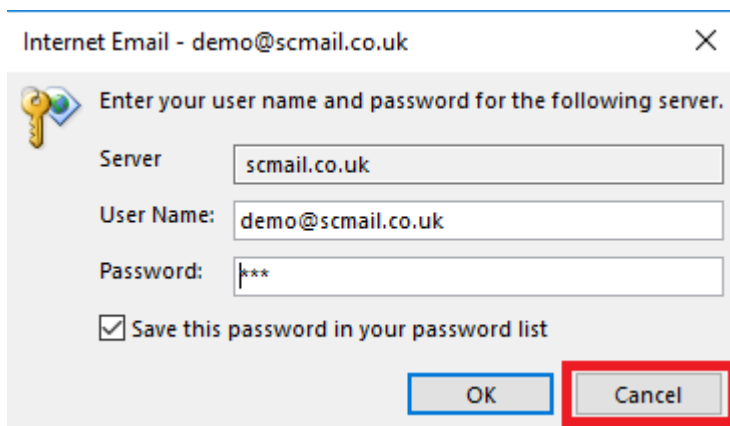


IMAP Account Settings
demo@scmail.co.uk (Not you?)

Password
123456

Go back **Connect**

- 6) Outlook is now promoting us. Click **CANCEL**



Internet Email - demo@scmail.co.uk

Enter your user name and password for the following server.

Server: scmail.co.uk

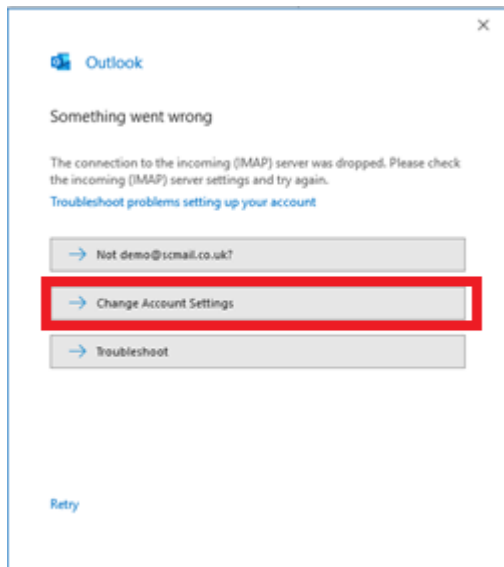
User Name: demo@scmail.co.uk

Password: ***

Save this password in your password list

OK **Cancel**

7) Ignore this error as it is expected. Click **CHANGE ACCOUNT SETTING**



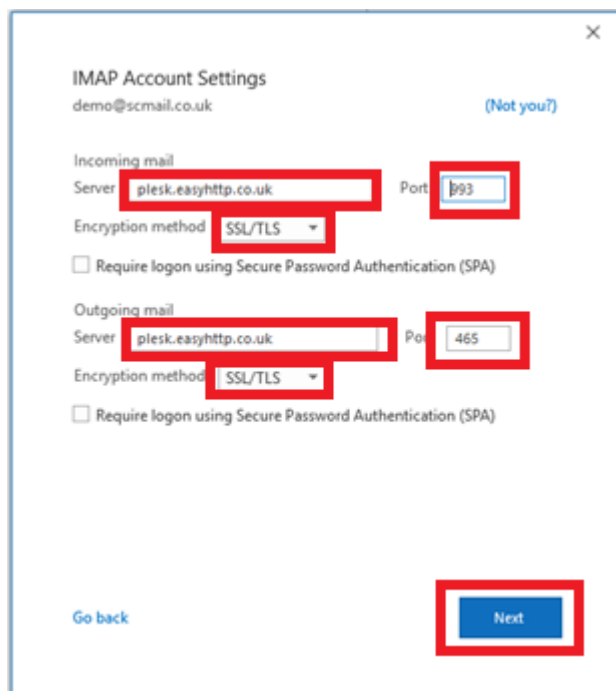
8) Enter the following details and click **NEXT**

a. INCOMING MAIL:

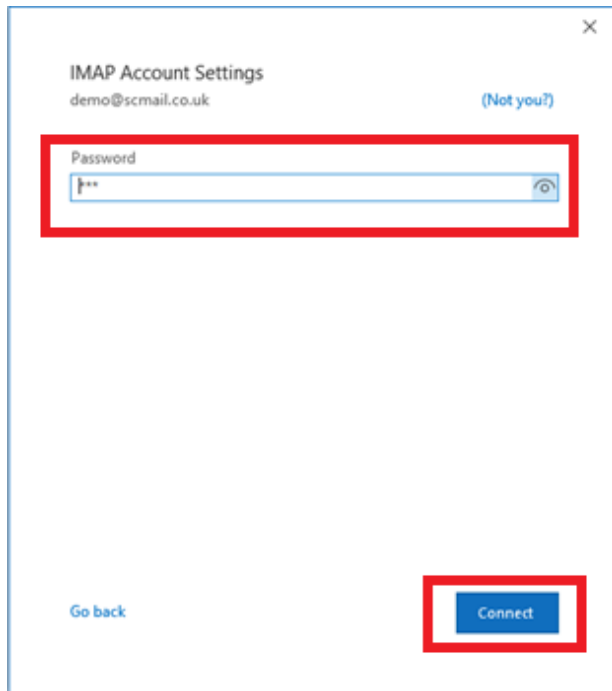
- i. SERVER: **plesk.easyipt.co.uk**
- ii. PORT: **993**
- iii. ENCRYPTION: **SSL/TLS**

b. OUTGOING MAIL:

- i. SERVER: **plesk.easyipt.co.uk**
- ii. PORT: **465**
- iii. ENCRYPTION: **SSL/TLS**



9) This time we can enter your valid **PASSWORD** and click **CONNECT**

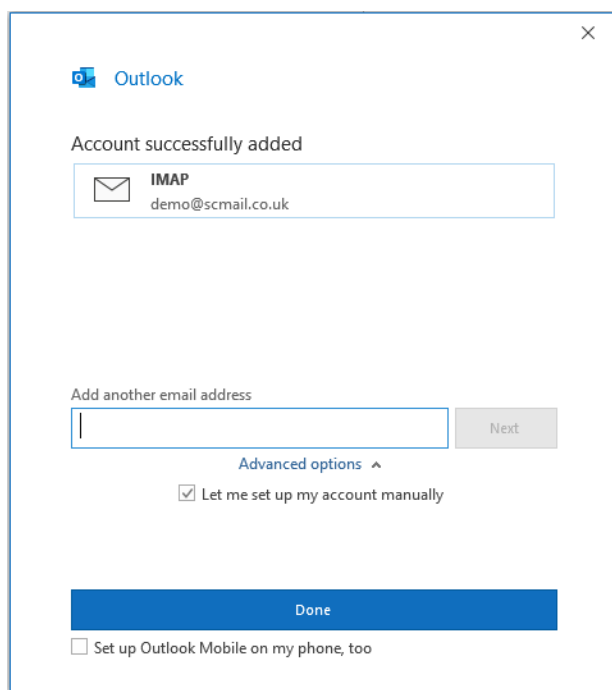


IMAP Account Settings
demo@scmail.co.uk (Not you?)

Password
|***

Go back Connect

10) Setup is now complete, and you can click **DONE**. The new mailbox will be on the left-hand side of outlook and will start downloading.



Outlook

Account successfully added

IMAP
demo@scmail.co.uk

Add another email address
| Next

Advanced options ^

Let me set up my account manually

Done

Set up Outlook Mobile on my phone, too

11) Complete the form at <http://noc.structuredcommunications.co.uk/EasyHTTP/>