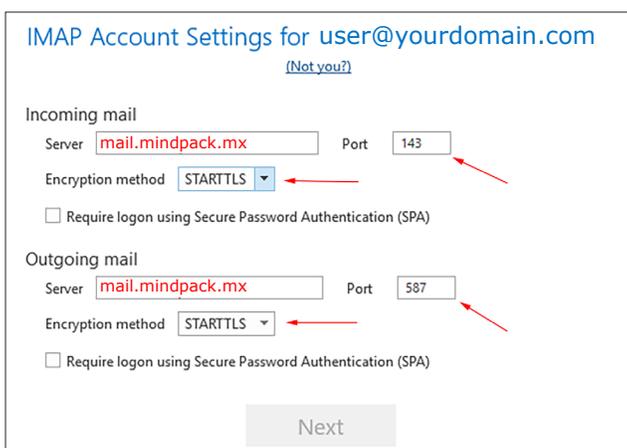
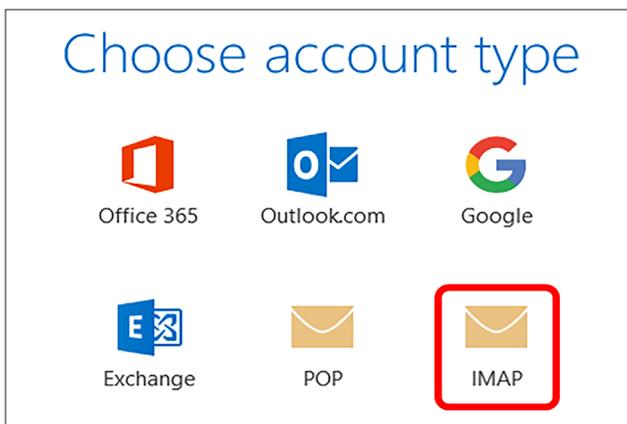
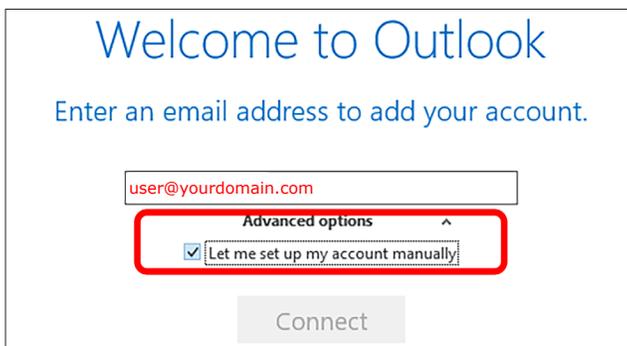


## E-mail Setup Instructions for Outlook 2016

Included are the instructions for IMAP e-mail account setup in Microsoft's Outlook 2016 application.

### Note:

- Depending on your internet connection speed and how much previous mail you have, synchronizing may take several minutes to several hours. Outlook should not be used during this time if possible.
- In some instances, beginning this process at the end of the day's close is best so that it can run overnight (or even over the weekend) due to Outlook's synchronization process.



### ADD EXISTING MAIL ACCOUNT

On your device:

Open Outlook and enter your email address (username) found at the top of this document.

Click on Advanced options and check the box next to "Let me set up my account manually", then click Connect.

(If the Welcome window does not automatically open, go to File and select Add Account.)

Select the IMAP option.

Set both Incoming and Outgoing mail servers to the following:

mail.mindpack.mx

Both Encryption methods should be STARTTLS.

Set the Incoming mail Port to 143 and the Outgoing mail Port to 587.

Do not have either check-box marked.

Click Next.

Enter the password for user@yourdomain.com

Connect

Enter your password and click Connect.

Adding user@yourdomain.com

# Account setup is complete

OK

Set up Outlook Mobile on my phone, too

Uncheck "Set up Outlook on my phone, too" then click Ok, which will automatically launch Outlook 2016.

To set up synchronized email on a mobile device, please see the directions for Outlook Mobile.