



MAIL SERVER:
USERNAME:
PASSWORD:

Email Setup Instructions for Microsoft Outlook 2016

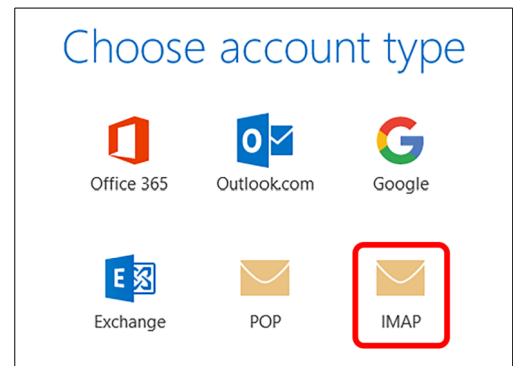
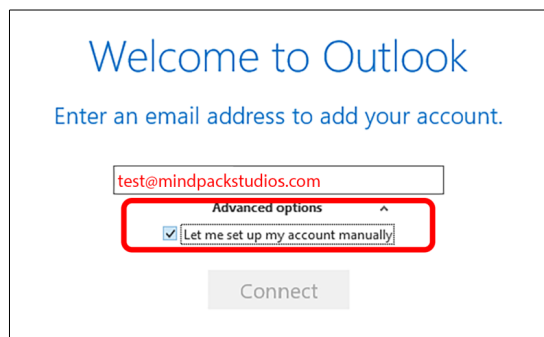
Included are the instructions for IMAP e-mail account setup in Microsoft Outlook 2016.

NOTE:

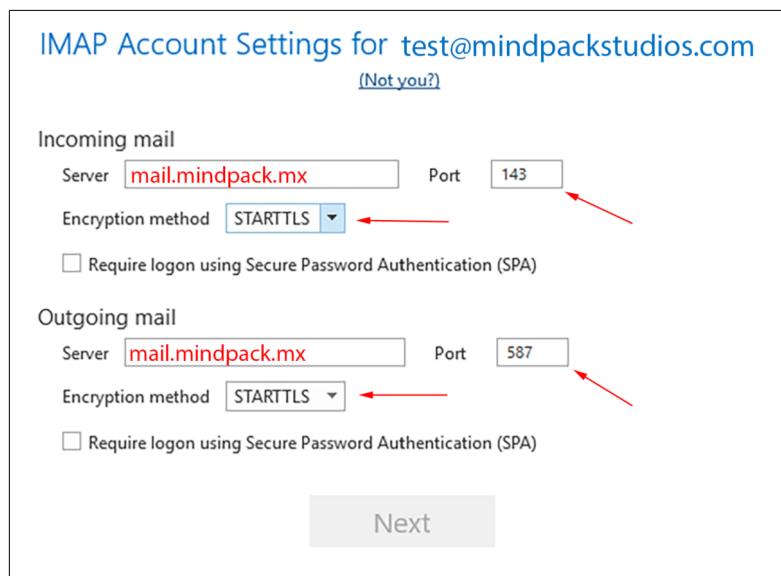
- Depending on your internet connection speed and how much previous mail you have, synchronizing may take several minutes to several hours. Outlook should not be used during this time if possible.
- In some instances, beginning this process at the end of the day's close is best so that it can run overnight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

1. Add existing mail account.

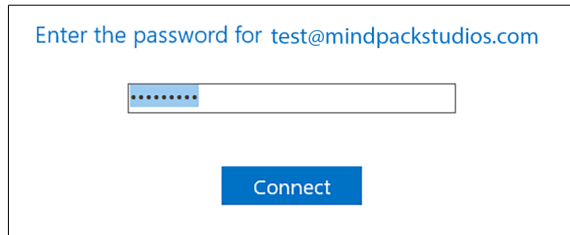
- Open Outlook and enter your full email address. If the Welcome window does not automatically open, go to File > Add Account. Click on Advanced options and check the box next to "Let me set up my account manually", then click Connect.
- Select the IMAP option.



- Change both the Incoming and Outgoing mail servers to the server hostname provided by Mindpack Studios. For the purpose of this example, mail.mindpack.mx is being used.
- Change the Incoming mail Port to 143 and the Outgoing mail Port to 587.
- Both Encryption methods should be STARTTLS.
- Neither checkbox should be checked.
- Click Next.



H) Enter your password and click Connect.

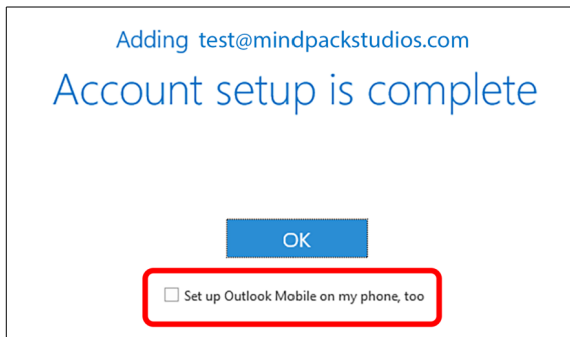


Enter the password for test@mindpackstudios.com

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Connect

- I) Uncheck "Set up Outlook Mobile on my phone, too" then click OK, which will automatically open Outlook.
- J) To set up synchronized email on a mobile device, please contact Mindpack Studios.



Adding test@mindpackstudios.com

Account setup is complete

OK

Set up Outlook Mobile on my phone, too