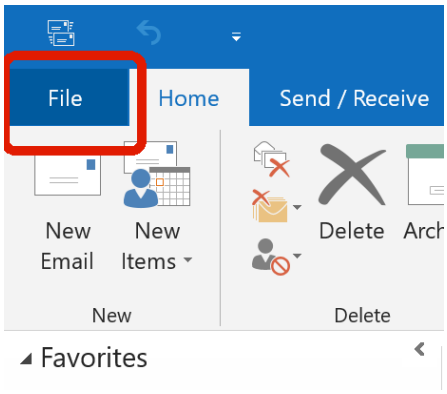
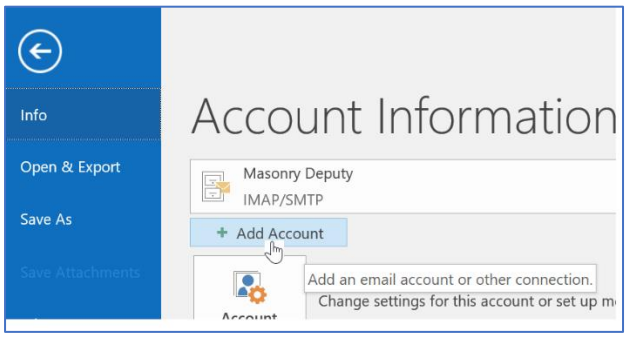
SCA mail setup in Outlook

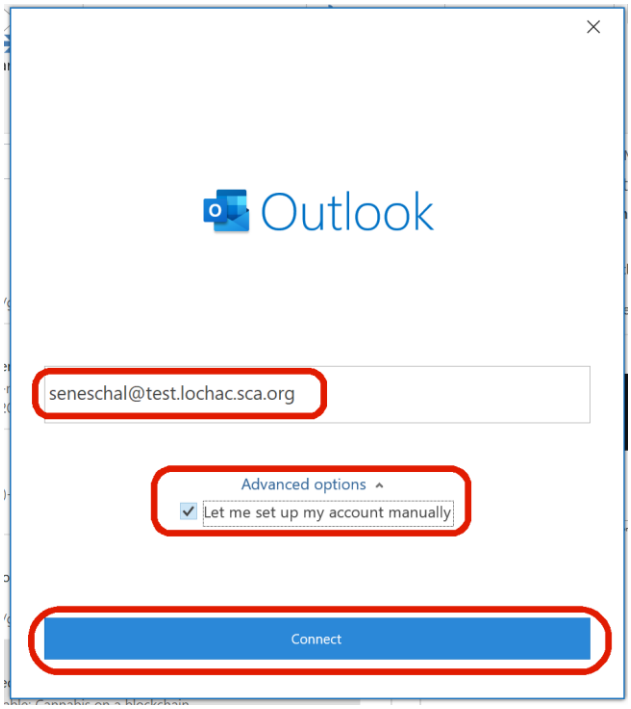
Add new account – go to the file menu



Add new account

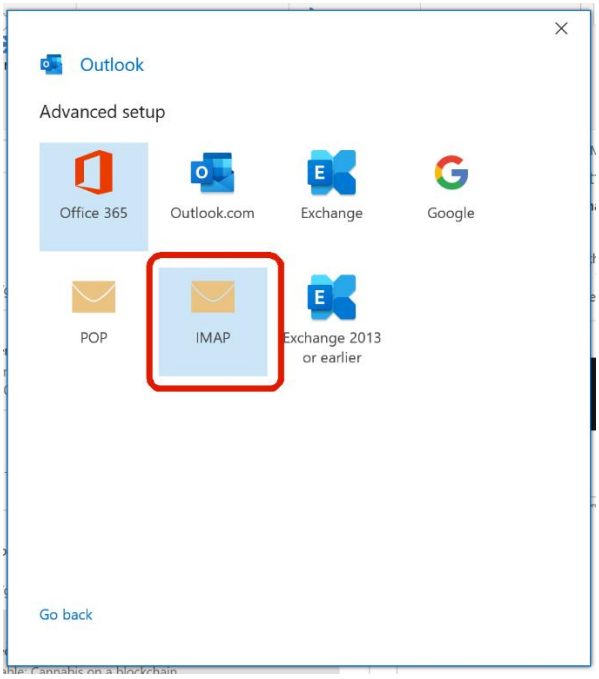


Enter your email address

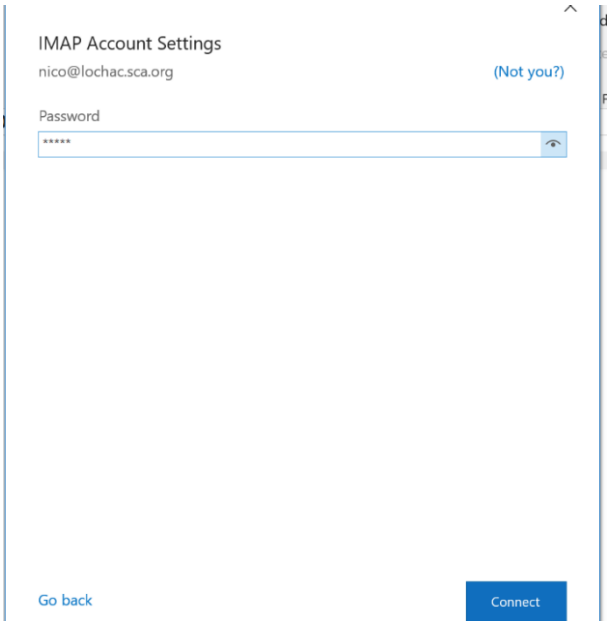


Enter your full email address as the account name, and click **Advanced options.** Check the box for setting your account up manually before you hit the **Connect** button.

Select **IMAP** as the mail server type:

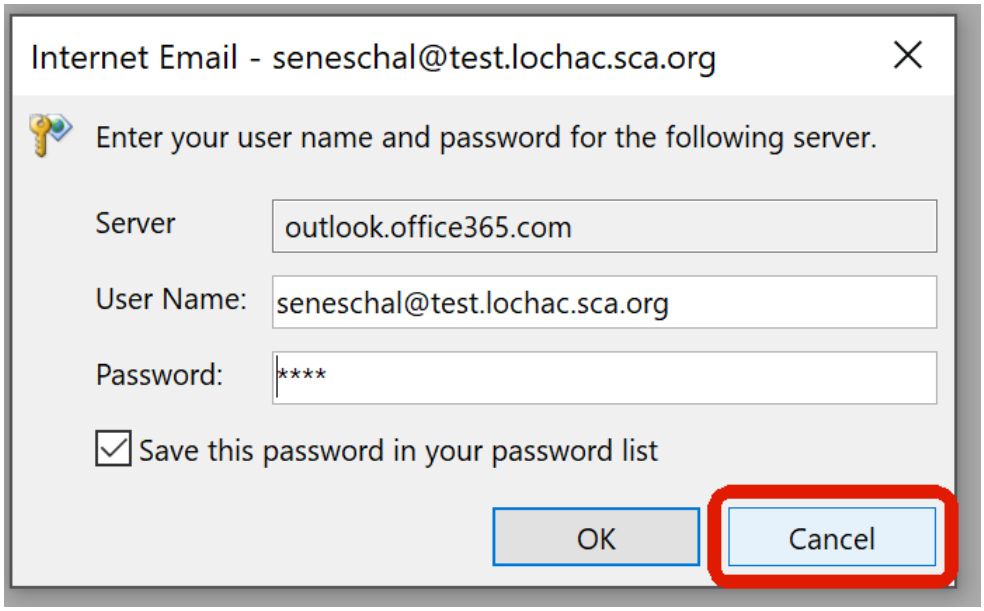


When you click the **IMAP** button, you will get asked for your password:

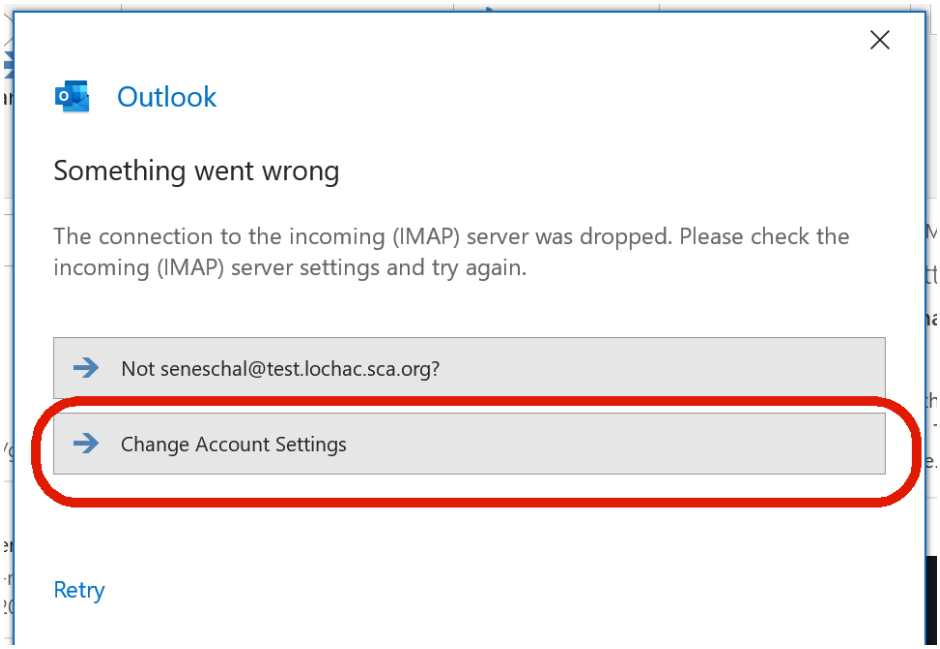


Notice the little icon at the right-hand end of the password field – if you click that, it will display your password, so you can be sure you have typed it correctly.

Now, sometimes Outlook will do the rest automatically, but sometimes it tries to connect you to Microsoft's own outlook server at Office 365. If you see this screen popup:

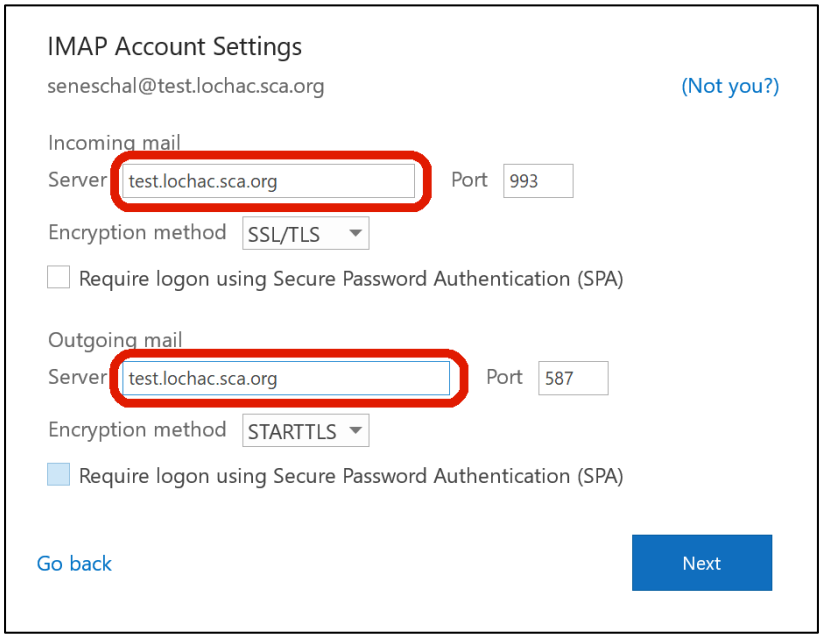


…hit the **Cancel** button. You will then see this screen appear:



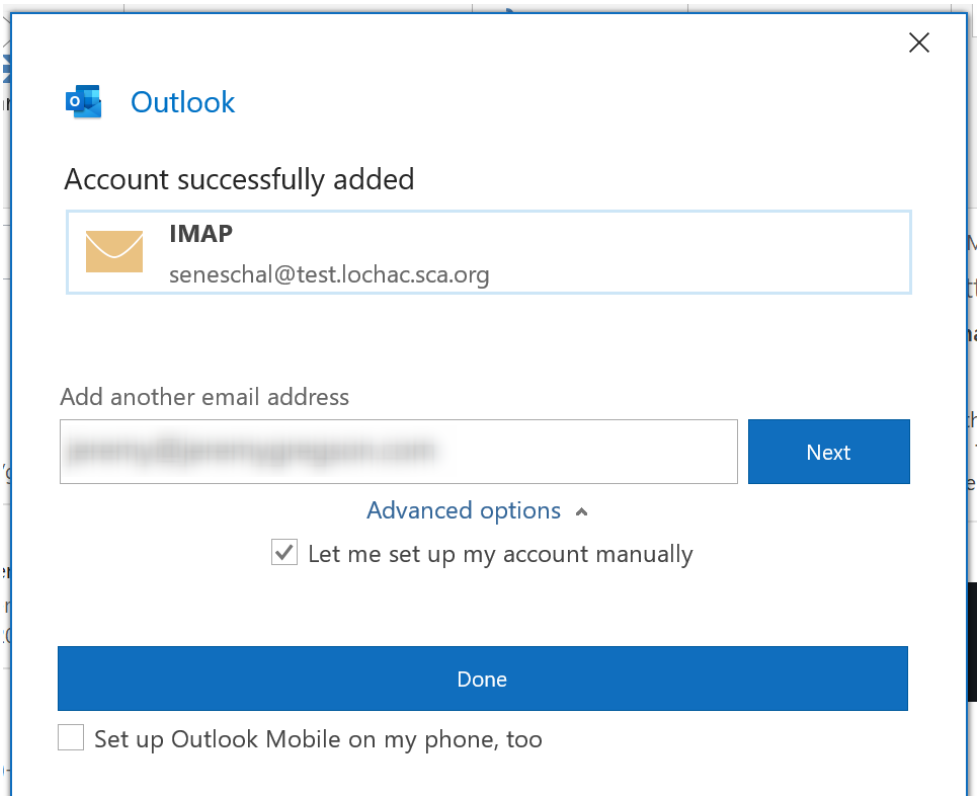
Hit the **Change account settings** button.

This will bring up a screen with all the server settings the Outlook has tried to use. Everything will be correct, except for the server name: change it in both the Incoming mail and Outgoing mail **Server** boxes, to be the domain from your email address (that's everything after the @ sign):



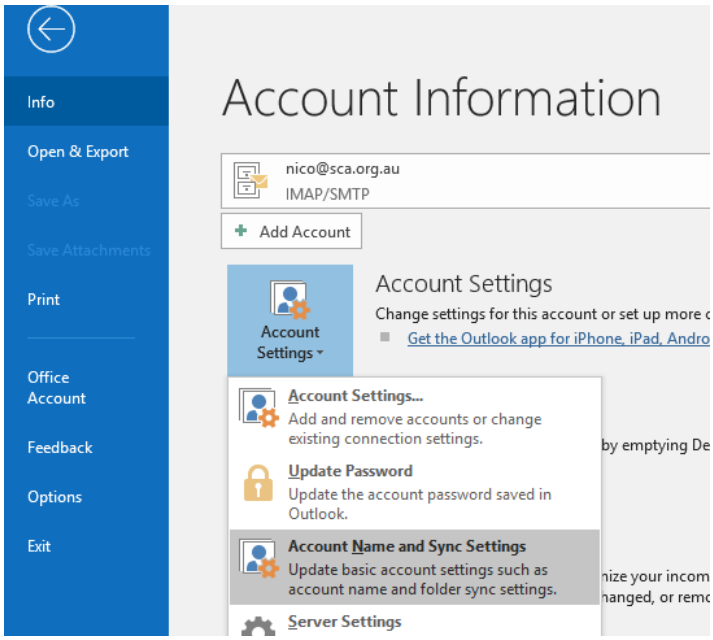
Leave everything else as it is, and hit **Next**. The password screen comes up again, just hit the **Next** button. Everything will work now:

You should see a screen like this in a few seconds.

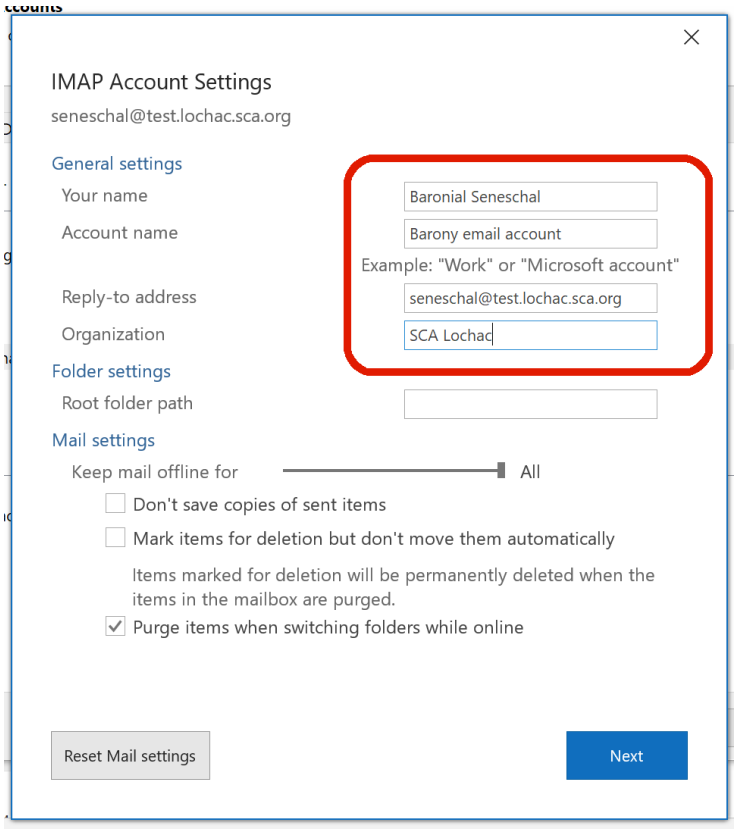


That should do it. But for added style, you can now tweak the settings slightly. Click the **Done** button, and you will be back at your home screen in Outlook.

This time, click the File menu at the top and go into **Account Settings –** select the option to change your **Account Name and Sync Settings.**



To make your mail more attractive, change the **Your Name** field to whatever you want people to see in their inboxes (probably the name of the office you are holding). Change the **Account Name** field to something that will make sense to you, when you are looking through different mailboxes in Outlook. And put your Lochac mail address in the **Reply-to address** field.



Click **Next** and then **Done** – this time, you really are done.