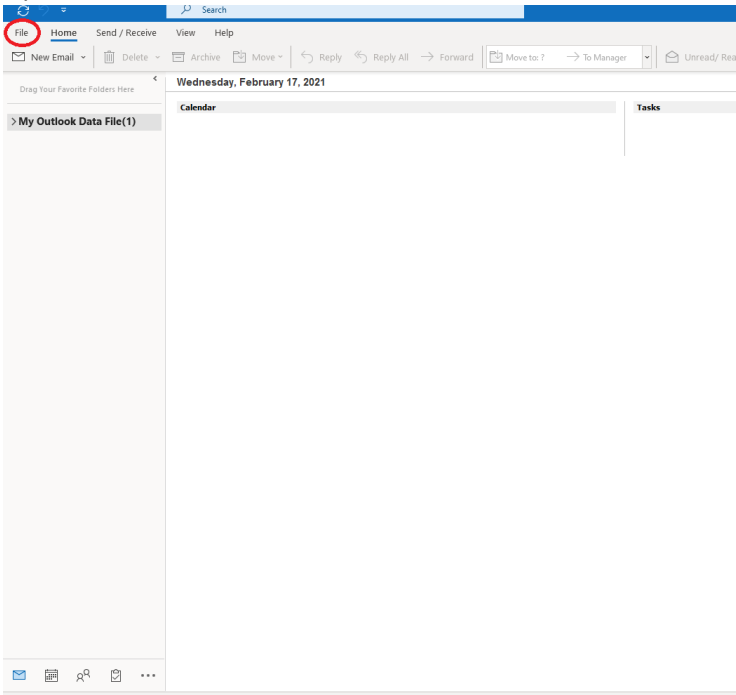
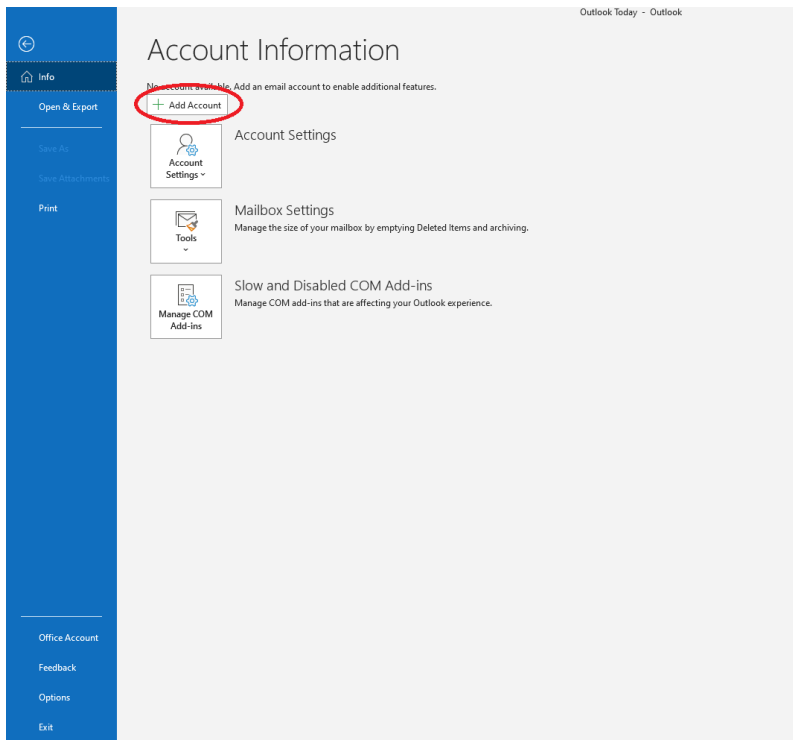


# Outlook Email Set up

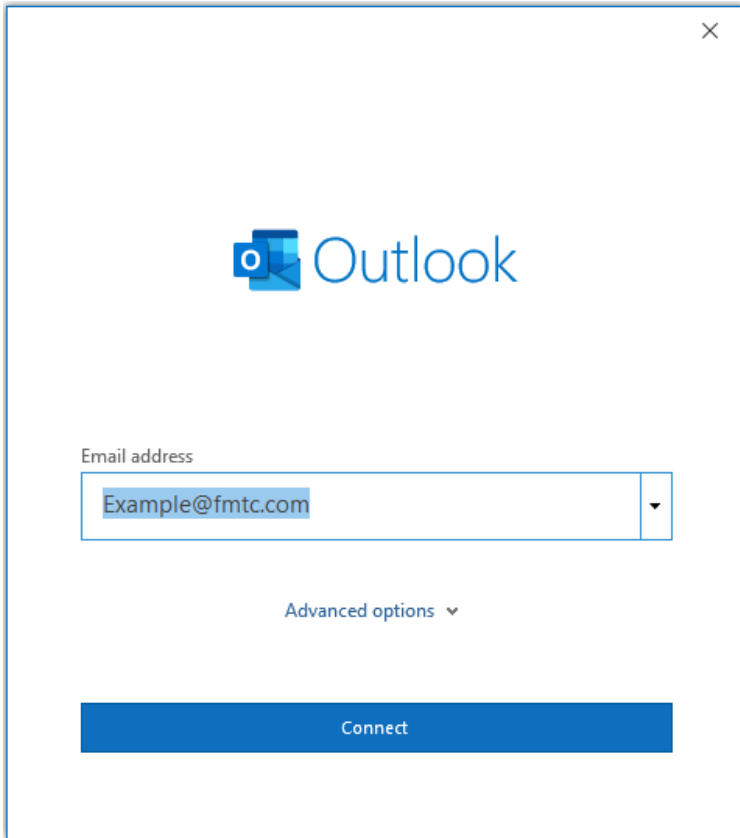
1. Open Outlook and click **File**.



2. Click **Add Account**

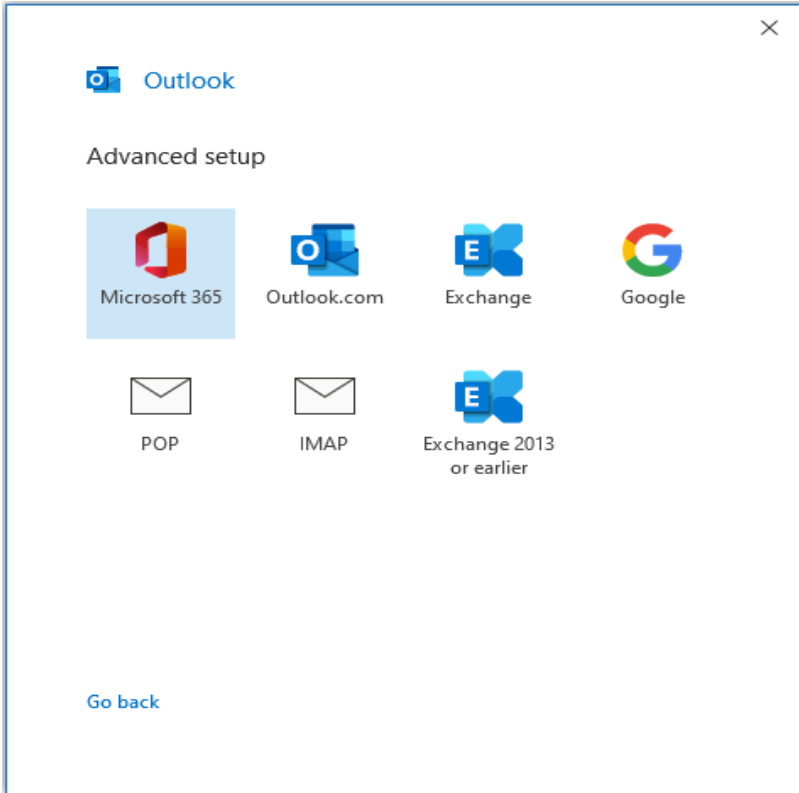


3. Enter your **email address** and click **connect**.



The image shows a screenshot of a dialog box titled "Outlook" with a close button (X) in the top right corner. The dialog box contains the Outlook logo and the word "Outlook" in a large blue font. Below the logo, there is a text input field labeled "Email address" containing the text "Example@fmtc.com". To the right of the input field is a small downward-pointing arrow. Below the input field, there is a label "Advanced options" followed by a downward-pointing arrow. At the bottom of the dialog box, there is a large blue button labeled "Connect".

4. Click **IMAP**.



5. Enter the following **IMAP Account Settings** and click **Next**.

✕

### IMAP Account Settings

gavin.z@fmtc.com (Not you?)

Incoming mail

Server  Port

Encryption method

Outgoing mail

Server  Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#)

6. Enter your email password, then hit **Connect**.

✕  

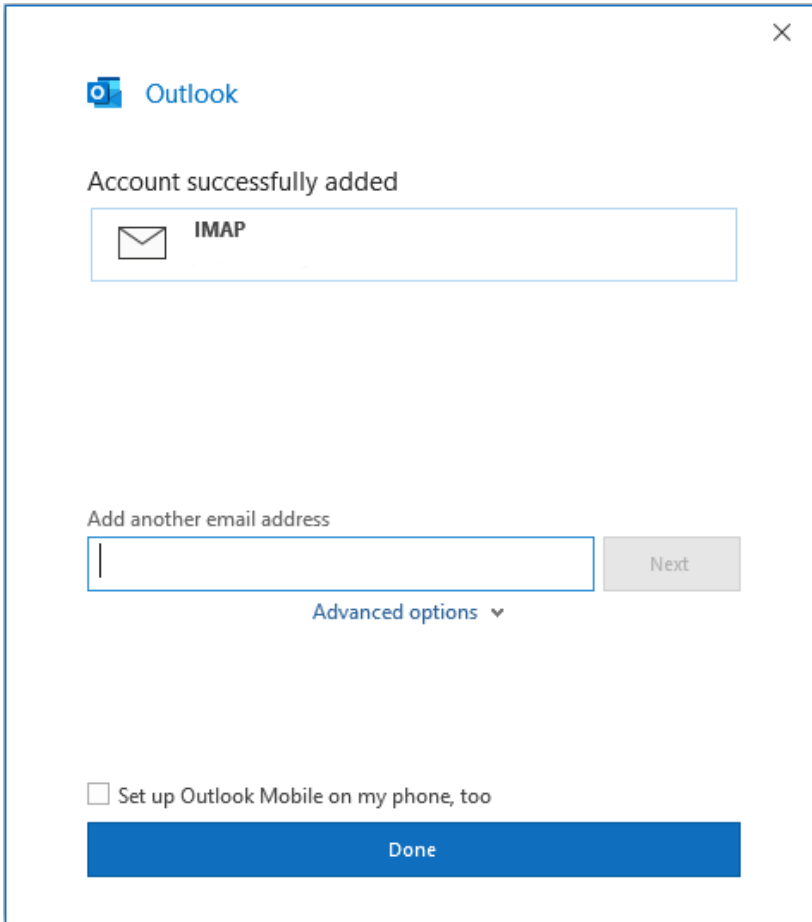
### IMAP Account Settings

@fmtc.com (Not you?)

Password

👁  
  
Go back Connect

7. You have successfully created an FMTC email account on outlook, click **Done**.



The screenshot shows the Outlook application window with the title 'Outlook' and a close button (X) in the top right corner. The main content area displays the message 'Account successfully added'. Below this message is a box containing an envelope icon and the text 'IMAP'. Further down, there is a section titled 'Add another email address' which includes an empty text input field and a 'Next' button to its right. Below the input field is a link for 'Advanced options' with a downward-pointing chevron. At the bottom of the dialog, there is a checkbox labeled 'Set up Outlook Mobile on my phone, too' which is currently unchecked. A large blue button labeled 'Done' is positioned at the very bottom of the window.