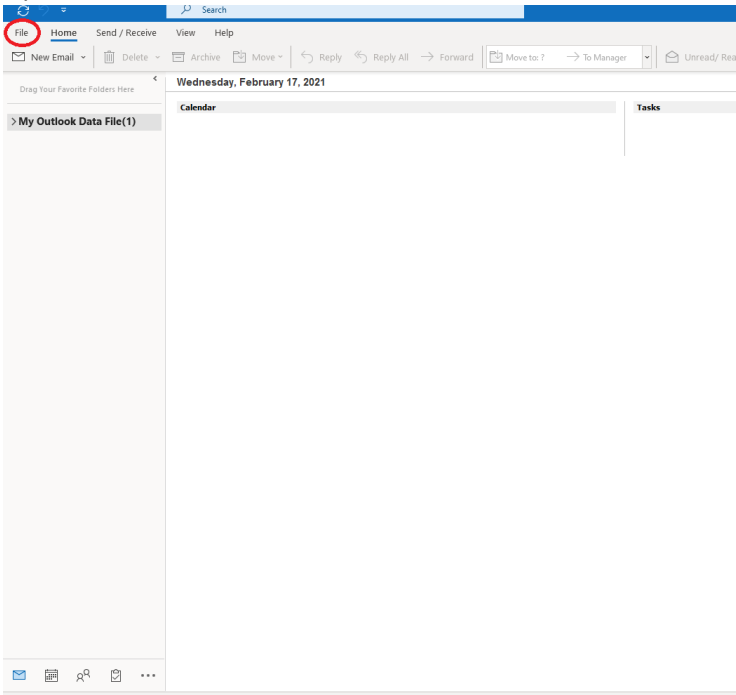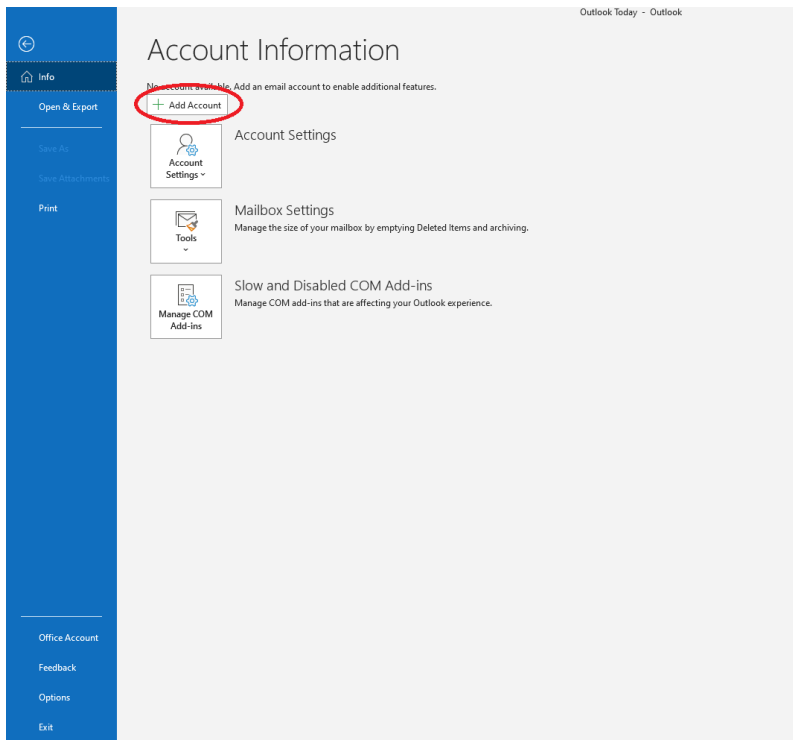# Outlook Email Set up
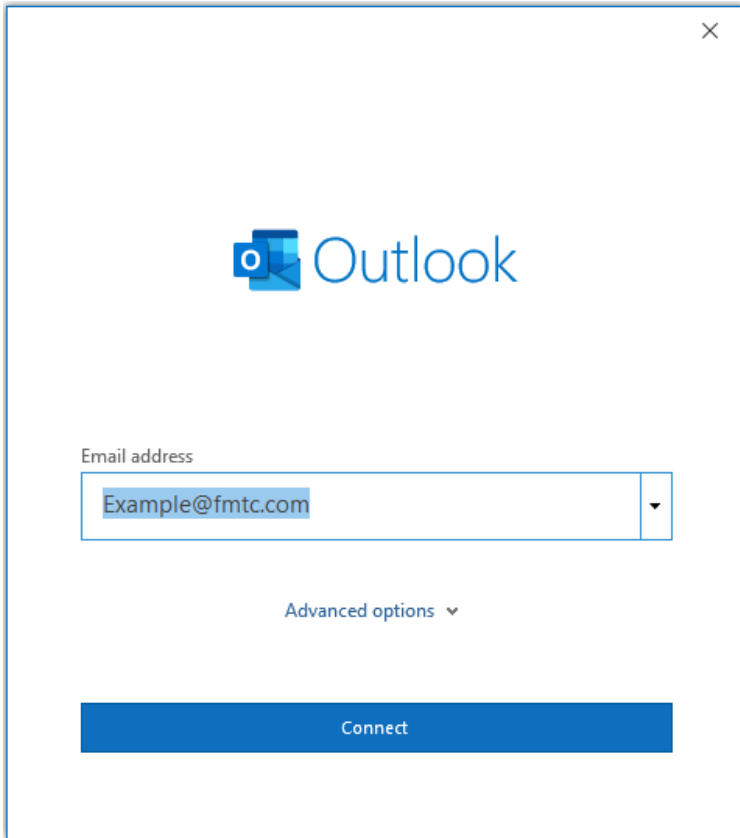
1. Open Outlook and click **File.**

2. Click **Add Account**

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

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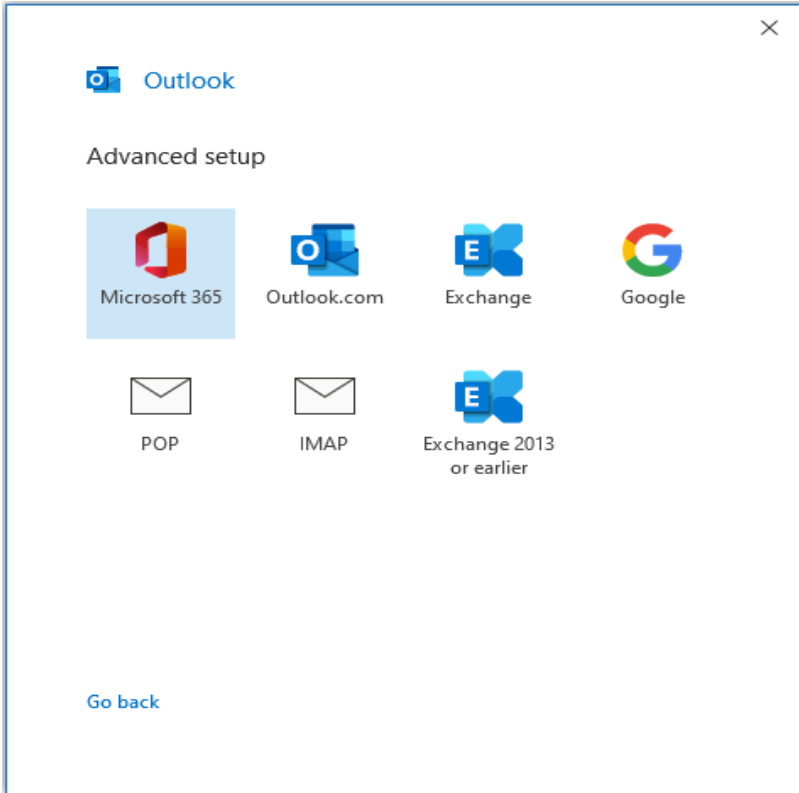
5. Enter the following **IMAP Account Settings** and click **Next.**

IMAP Account Settings
gavin.z@fmtc.com   (Not you?)

Incoming mail
Server   [mail.fmtc.com]   Port   [993]
Encryption method   [SSL/TLS   ▾]
☑ Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server   [smtp.fmtc.com]   Port   [465]
Encryption method   [SSL/TLS   ▾]
☑ Require logon using Secure Password Authentication (SPA)

Go back   [Next]

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

IMAP Account Settings

@fmtc.com   (Not you?)
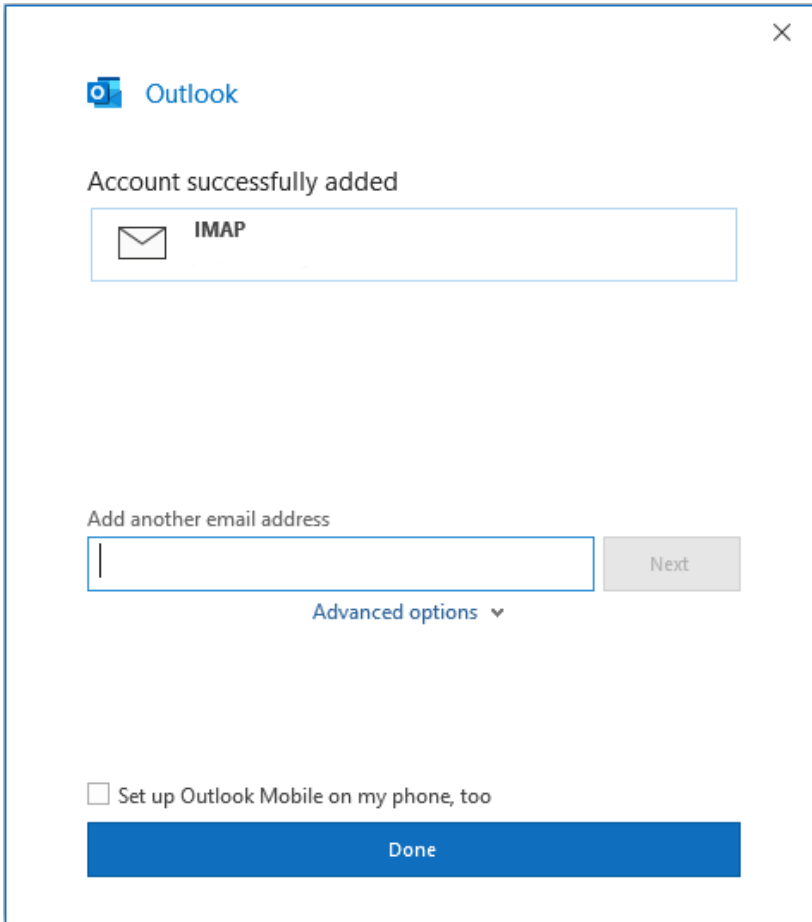
Password

[   ] 👁

Go back   Connect

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