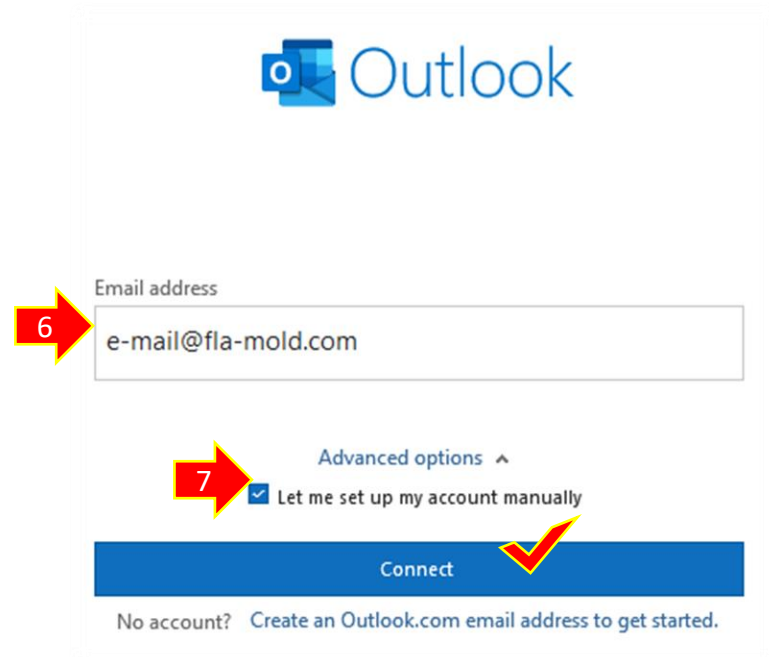
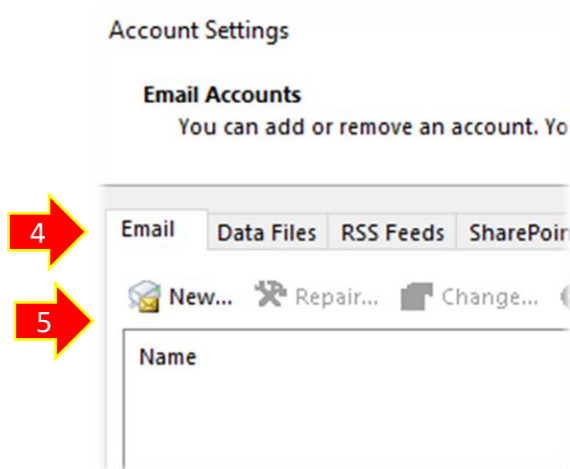
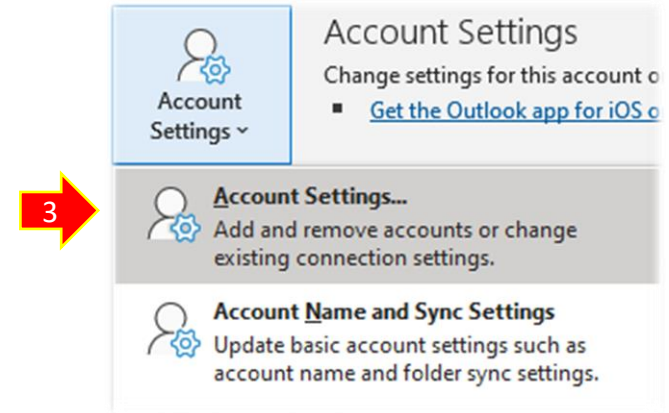
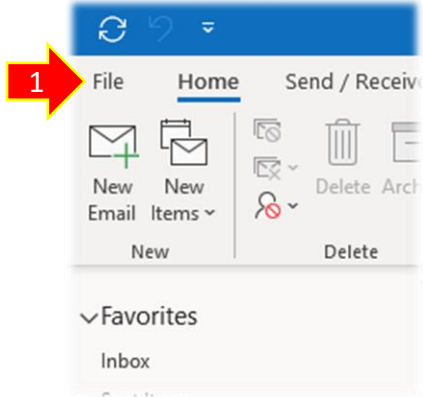
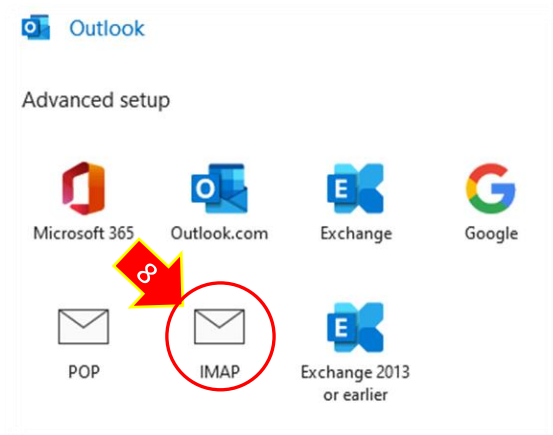


# Outlook E-Mail Set Up



## Outlook E-Mail Set Up



## IMAP Account Settings

it@fla-mold.com

(Not you?)

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## Incoming mail

Server  Port Encryption method ☐ Require logon using Secure Password Authentication (SPA)

## Outgoing mail

Server  Port Encryption method ☐ Require logon using Secure Password Authentication (SPA)

Go back

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Next

## Outlook E-Mail Set Up

IMAP Account Settings  
it@fla-mold.com (Not you?)

11 Password  
\*\*\*\*\*

Go back 12 Connect

Outlook

Account successfully added

IMAP  
it@fla-mold.com

Add another email address

Email address Next

Advanced options ^

☒ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

13 Done

## Account Settings

## Email Accounts

You can add or remove an account. You can select an account a

14 → Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calenda

15 → New... | Rep... | Change... | Set as Default | Re

Name	Type
it@fla-mold.com	IMAP/SMTP

16 → Fill in your name e.g. John Smith Jr

17 → Name the account e.g. FCM

## IMAP Account Settings

it@fla-mold.com

## General settings

Your name → IT Desk

Account name → FCM IT  
Example: "Work" or "Microsoft account"

Reply-to address →

Organization →

## Folder settings

Root folder path →

## Mail settings

Keep mail offline for → All

☐ Don't save copies of sent items

☐ Mark items for deletion but don't move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

Reset Mail settings

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Next

## Outlook E-Mail Set Up

