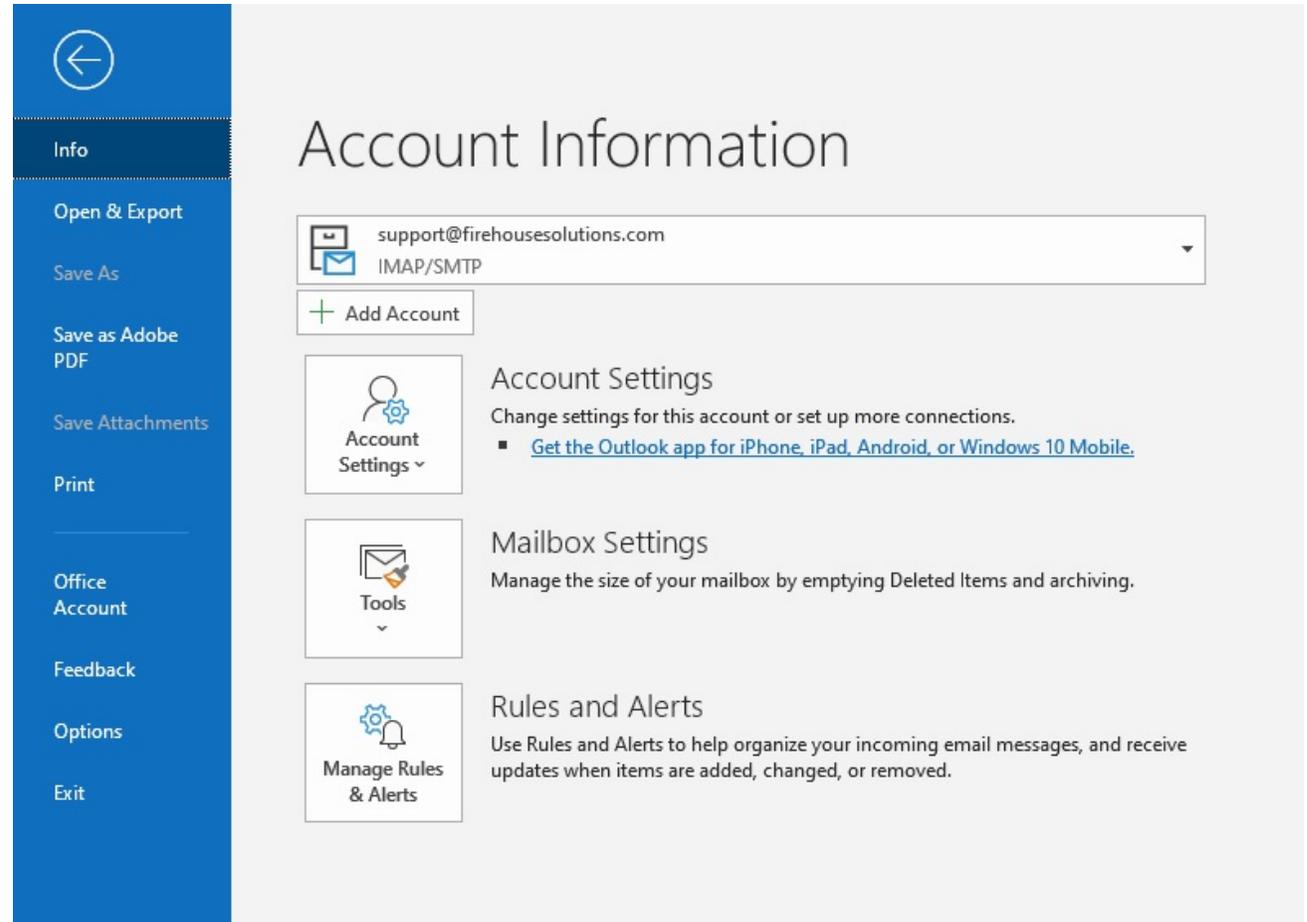




Instructions on setting up your email with Microsoft
(Version used: Office 365)

Adding Account

On the main page of Outlook, Click on the “File” menu option, this screen will appear, and you select the “Account Settings” tab.



The screenshot shows the Outlook 'Account Information' settings page. On the left is a blue navigation pane with the following options: Info (selected), Open & Export, Save As, Save as Adobe PDF, Save Attachments, Print, Office Account, Feedback, Options, and Exit. The main content area is titled 'Account Information' and features a dropdown menu showing 'support@firehousesolutions.com' and 'IMAP/SMTP'. Below this is a '+ Add Account' button. Three main settings sections are visible: 'Account Settings' (with a sub-link for mobile apps), 'Mailbox Settings' (for managing mailbox size), and 'Rules and Alerts' (for organizing messages).

Account Information

support@firehousesolutions.com
IMAP/SMTP

+ Add Account

Account Settings
Change settings for this account or set up more connections.
▪ [Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.](#)

Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.

Rules and Alerts
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

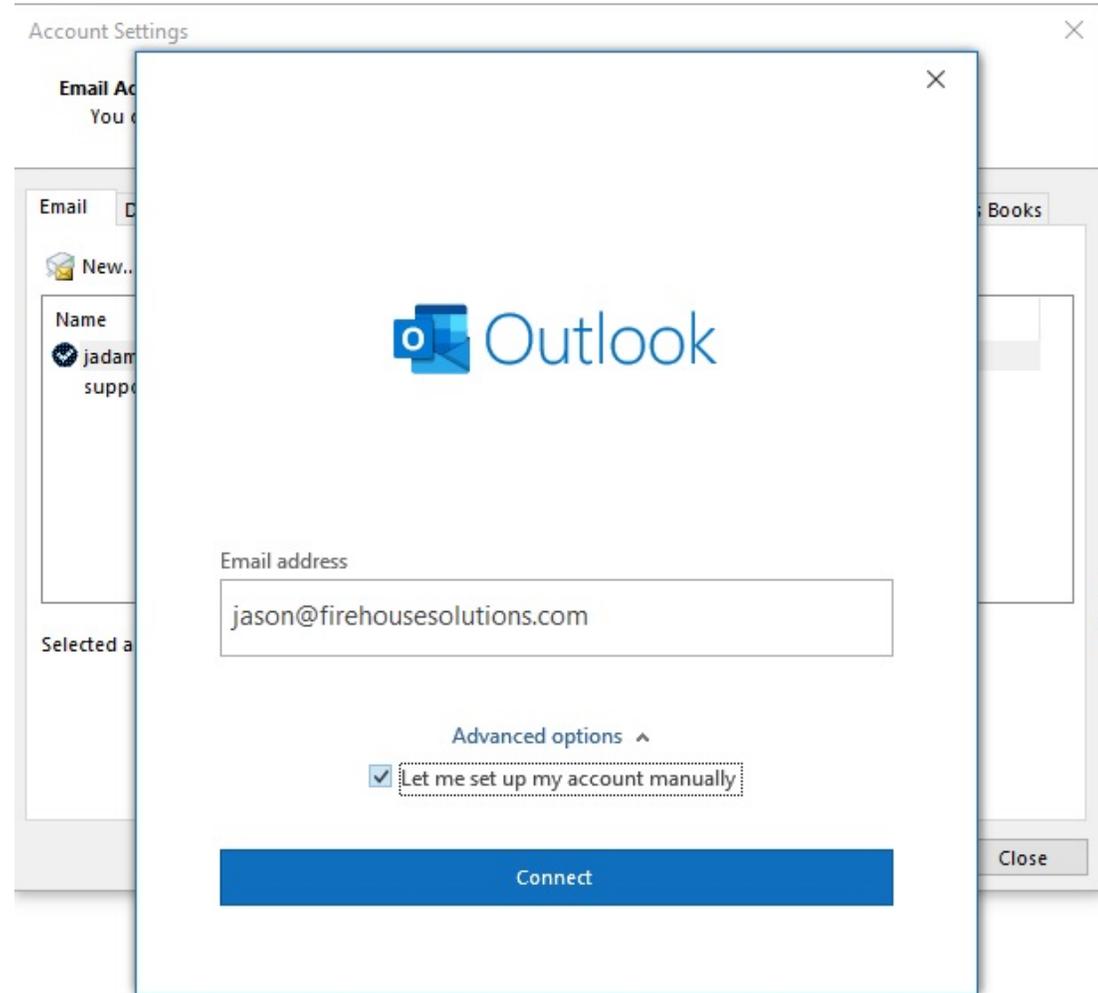
Setting up Outlook

Add your email address

Select “Let me set up my account manually”

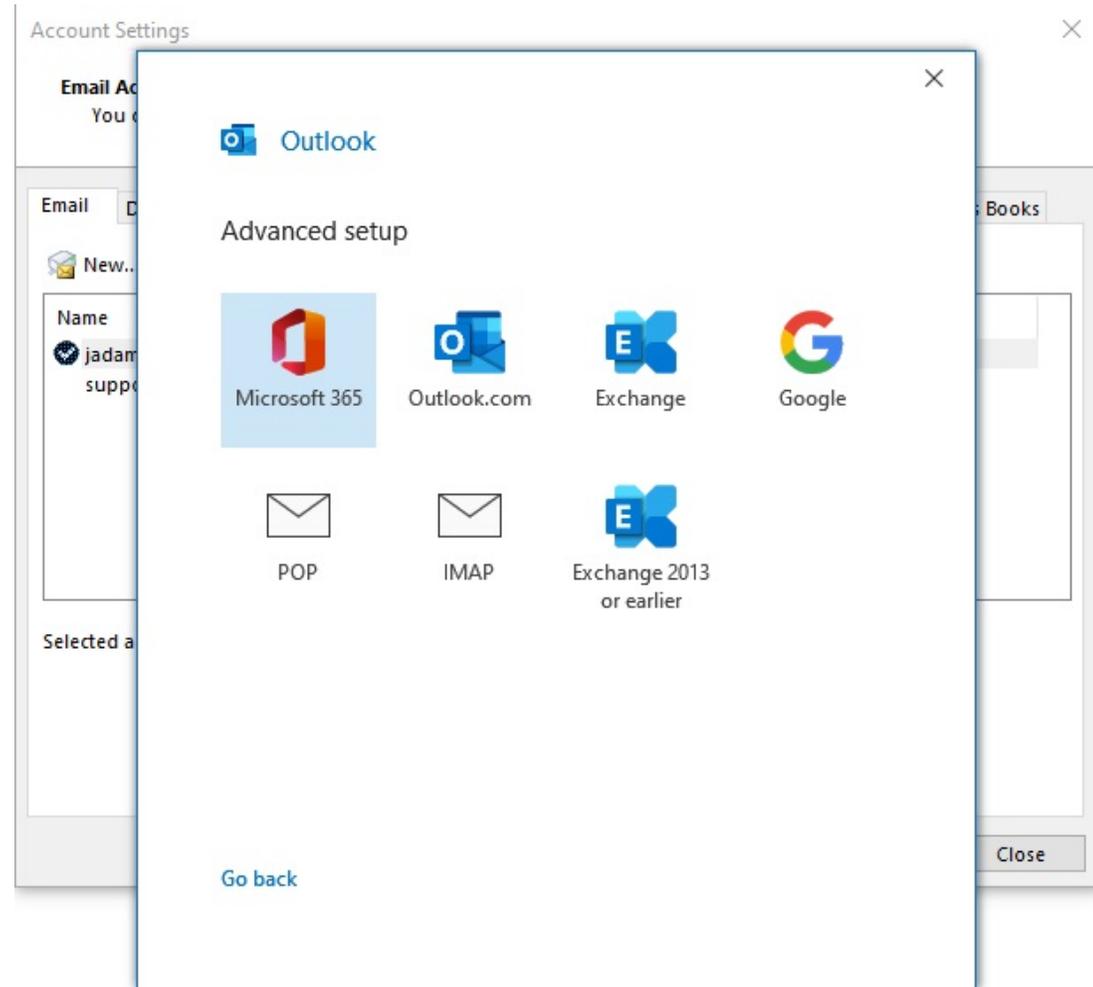
Click on Connect.

Connect



Select the setting IMAP

IMAP is the abbreviation for Internet Message Access Protocol. ... This means that if you set up your account as an IMAP account in your email program, your incoming emails will no longer be directly downloaded to your end device; rather, you will only receive a list of the messages with subject lines and the emails are stored on the secure email server to facilitate using multiple devices/platforms.



Use the setting provided by Firehouse Solutions for your account settings.

Incoming Protocol: **IMAP**
Incoming SSL Port: **993**
Incoming Server: **mail.firehousesolutions.com**

Outgoing Protocol: **SMTP**
Outgoing SSL Port: **465**
Outgoing Server: **mail.firehousesolutions.com**

Username: **[Full E-mail Address]**
Password: **[Set in SmarterMail]**
Use SSL: **Yes**
Use Secure Password: **Yes**

Encryption method is “SSL/TLS”.

Do NOT check the “Require logon using Secure Password Authentication (SPA)”

Account Settings

Email Account Settings

You can add multiple email accounts to SmarterMail.

Email

New...

Name

jadam

support

Selected account

Books

Close

IMAP Account Settings

jason@firehousesolutions.com (Not you?)

Incoming mail

Server: mail.firehousesolutions.com Port: 993

Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server: mail.firehousesolutions.com Port: 465

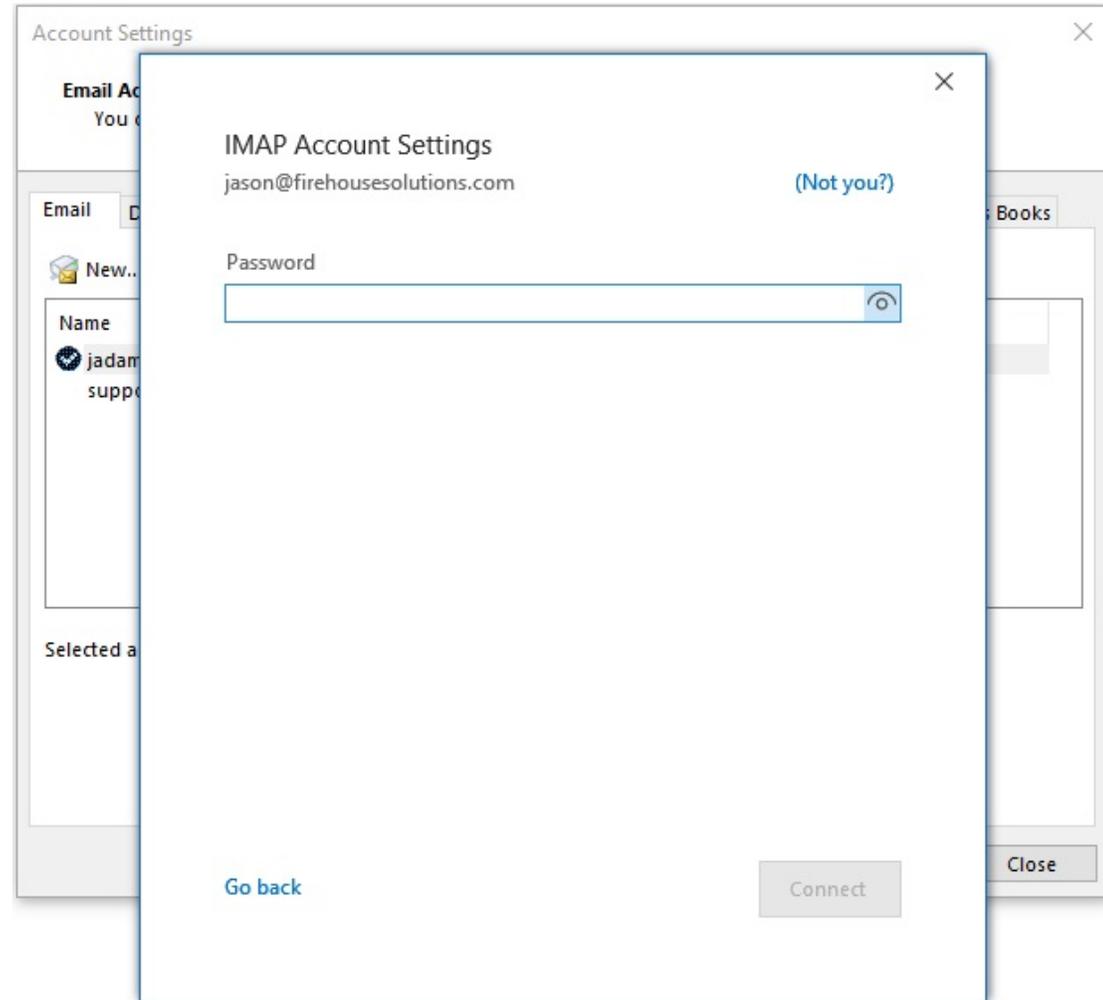
Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

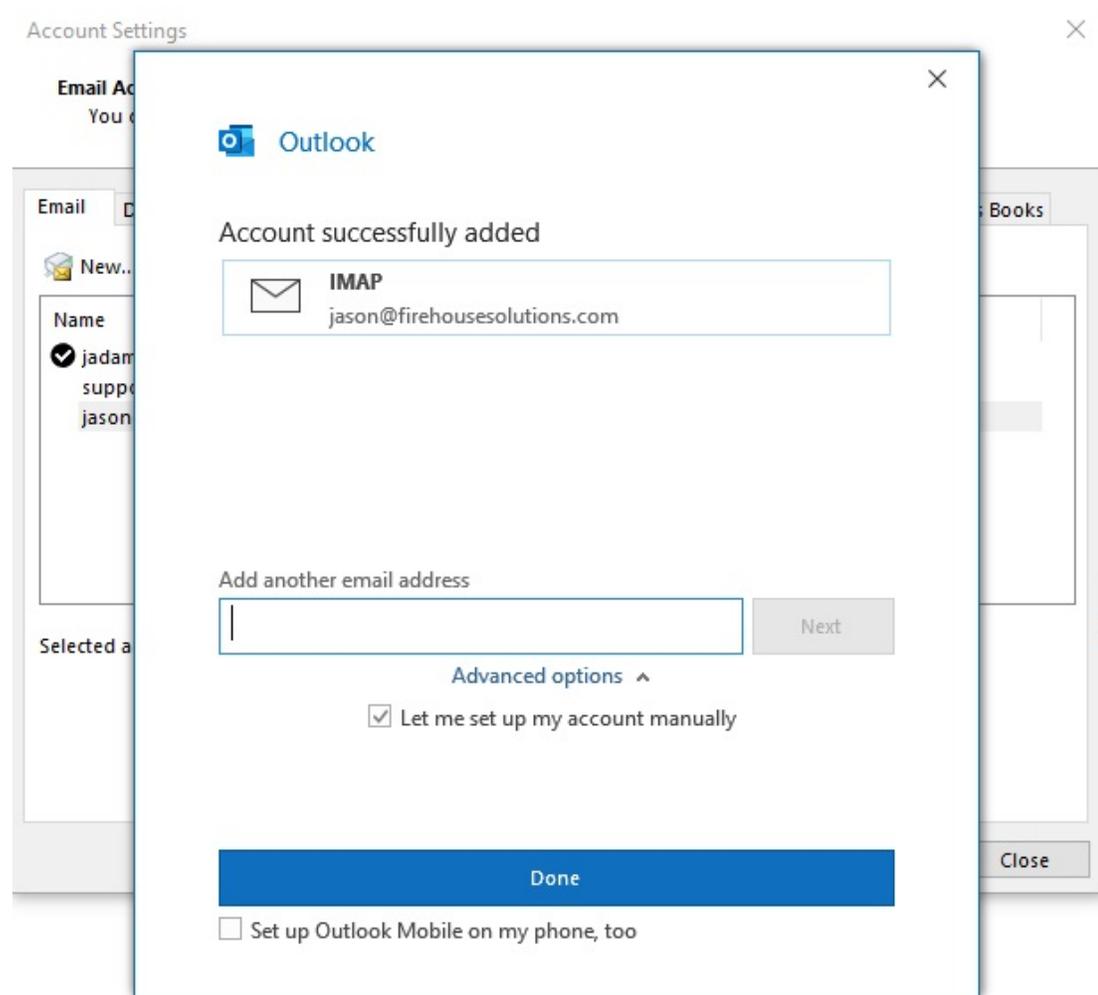
Go back Next

Add your password as set in the SmarterMail system by your administrator.

Remember, the password requirements:
Minimum of 8 characters, and MUST have all the following: Minimum one capital letter, Minimum one Lower case letter, Minimum one Number and minimum one special character.



If all information is correct you should have success with the account.





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