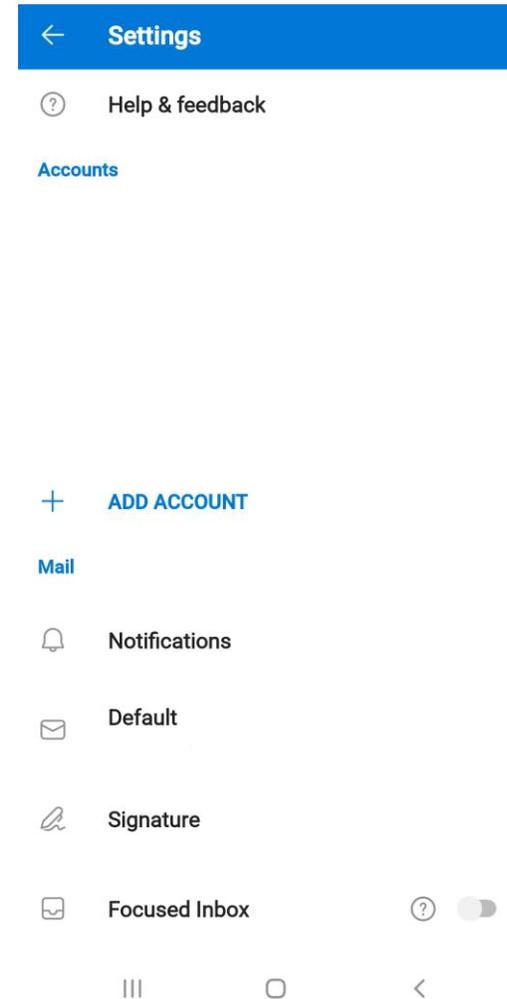




Instructions on setting up your email with Microsoft Outlook Mobile
(Using Android Device)

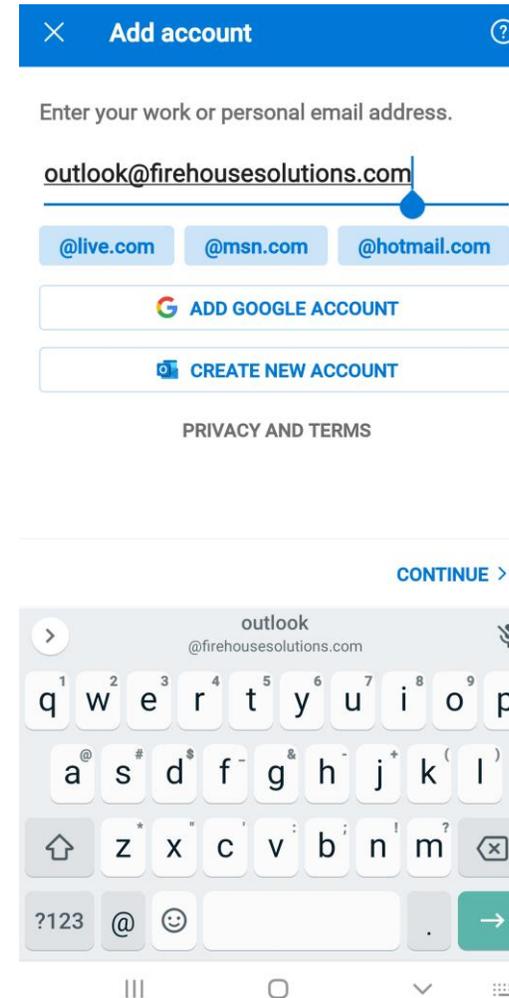
Adding Account

Go to the settings page on your mobile device. Select “Add Account”.



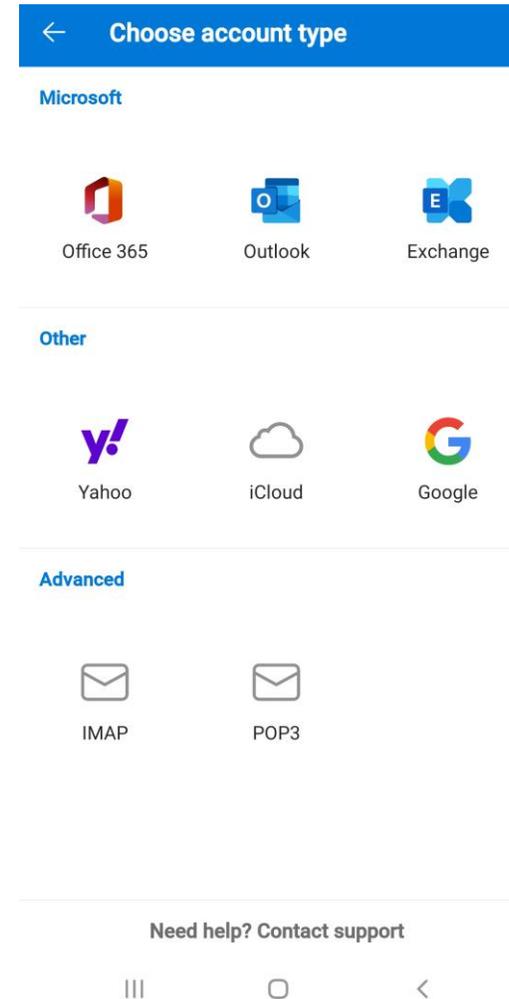
The next screen should be the “Add Account” Screen.

Add your full email address and click on the “Continue Button on the bottom right.



The next screen should be the “Choose Account Type” Screen.

On the bottom under advanced select “IMAP”



Your email address should automatically populate, if not enter your full email address.

The display name is what you would like your outgoing emails to have as a from name.

The IMAP incoming server and SMTP outgoing server both require the SAME information, it may tell you the SMTP outgoing server information is optional, but it does not seem to work properly without it.

After all fields are properly filled out the “Check Mark” on the top right should turn white, select that and setup should be complete.

The screenshot shows a mobile application interface for connecting an IMAP account. At the top, there is a blue header bar with a back arrow, the text "Connect IMAP", a question mark icon, and a checkmark icon. Below the header, the form is organized into sections:

- Email Address:** A text field containing "outlook@firehousesolutions.com".
- Display Name (example: Mike Rosoft):** A text field containing "Outlook".
- Description (example: Work):** An empty text field.
- IMAP Incoming Mail Server:** A section header in blue text.
 - IMAP Host Name (e.g. imap.domain.com):** A text field containing "mail.firehousesolutions.com".
 - IMAP Username (example: mike.rosoft):** A text field containing "outlook@firehousesolutions.com".
 - IMAP Password:** A text field with masked characters ".....".
- SMTP Outgoing Mail Server:** A section header in blue text.
 - SMTP Host Name (e.g. smtp.domain.com:port):** A text field containing "mail.firehousesolutions.com".
 - SMTP Username (example: mike.rosoft):** A text field containing "outlook@firehousesolutions.com".
 - SMTP Password:** A text field with masked characters "....." and a cursor.

At the bottom of the screen, there is a toggle switch labeled "ADVANCED SETTINGS" which is currently turned on.



FIREHOUSE SOLUTIONS

Web Design & Hosting