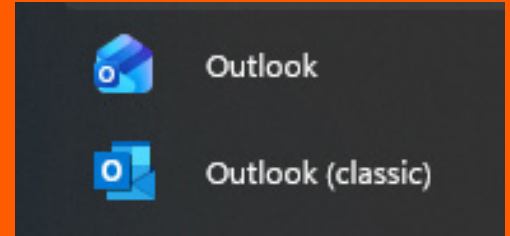


How to setup a mailbox in Outlook

Important

Be advised, to set your email up using Outlook, you will need to use Outlook Classic and not the new version of it. The new version will result in an error message. Microsoft are looking into this issue and will fix it in the future, however, we have no idea when that will be. If you are unsure if you have Outlook Classic, please refer to the two icons opposite:



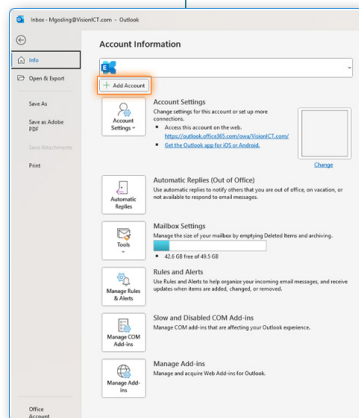
To find Outlook Classic, if it isn't pinned to your taskbar, please click on your Windows (Start) button and in the search box, type Outlook. This will give you both options. Click on Outlook Classic and then run the set up. To pin it to your taskbar, right click on the icon and choose the option from the pop up menu.

Automatic setup

We make use of 'autodiscover' technology so that in the majority of cases, Microsoft Outlook can set up your account for you with only an email address and a password.

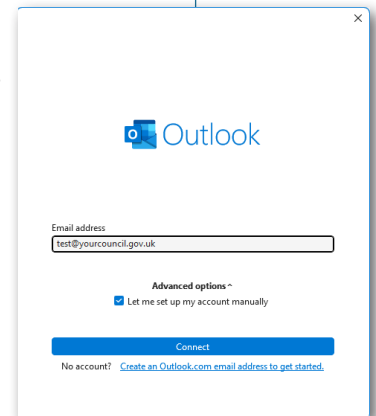
Step One

- Select **Add Account**



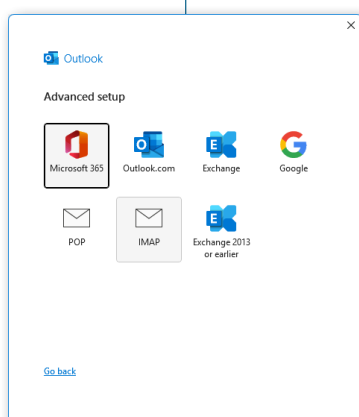
Step Two

- Enter email address and under advanced options tick '**let me set up my account manually**'.



Step Three

- Select **IMAP**



Step Four

- Input Incoming Mail Server details: **imap.visionict.host**
- Ensure encryption method is set to **SSL/TLS**
- Input Outgoing Mail Server details: **smtp.visionict.host**
- Ensure the Outgoing server port is set to **(SMTP): 587 (or 465)**

