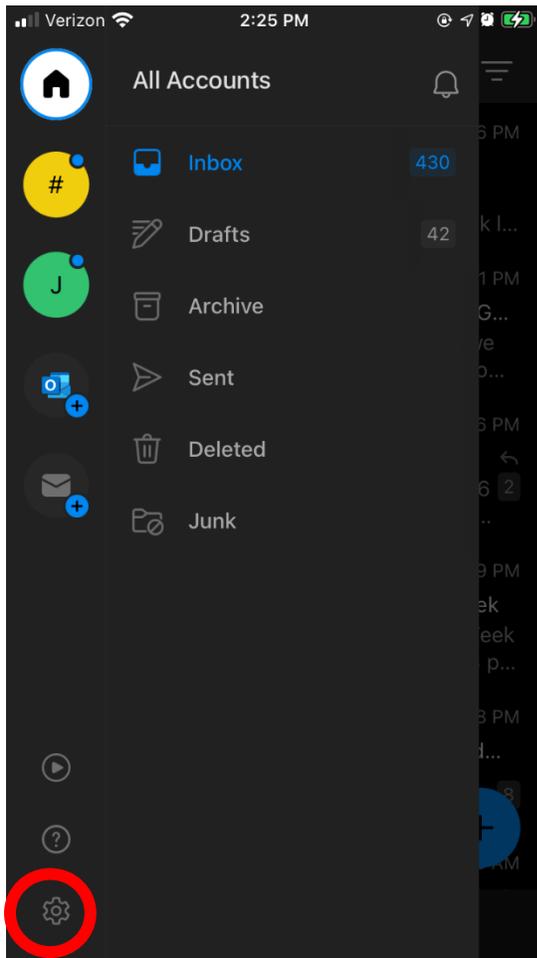


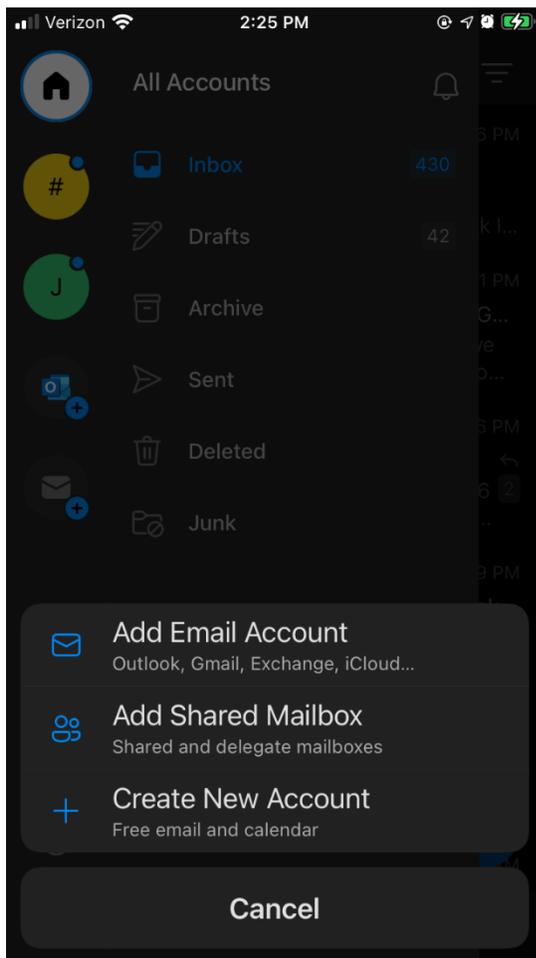
## How to setup an email account on the Outlook App

1. Click the settings icon at the bottom



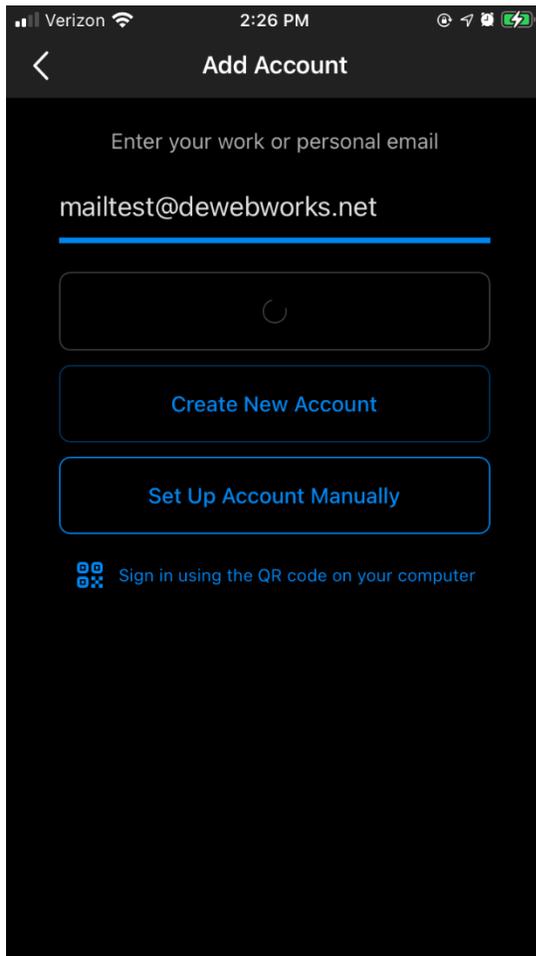
## How to setup an email account on the Outlook App

### 2. Click Add Email Account



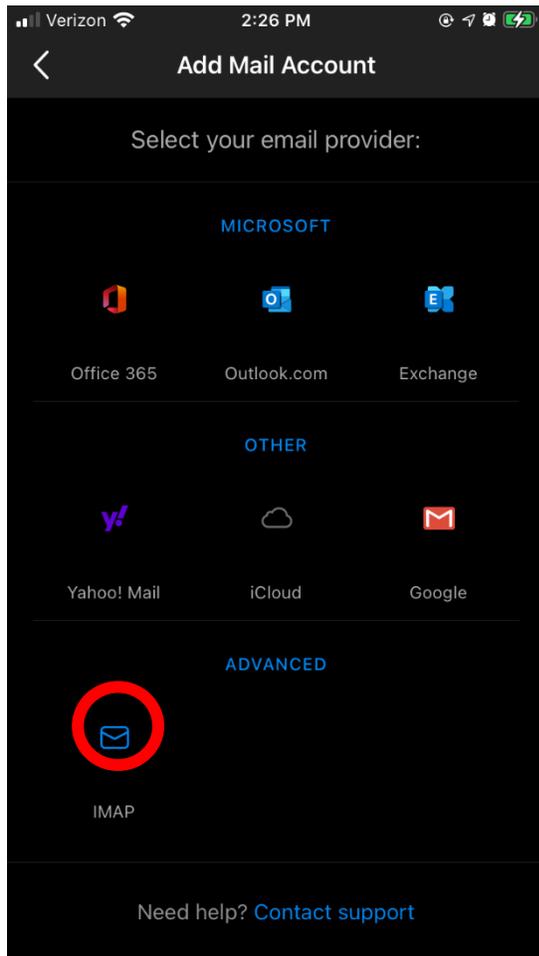
## How to setup an email account on the Outlook App

### 3. Type in your email account



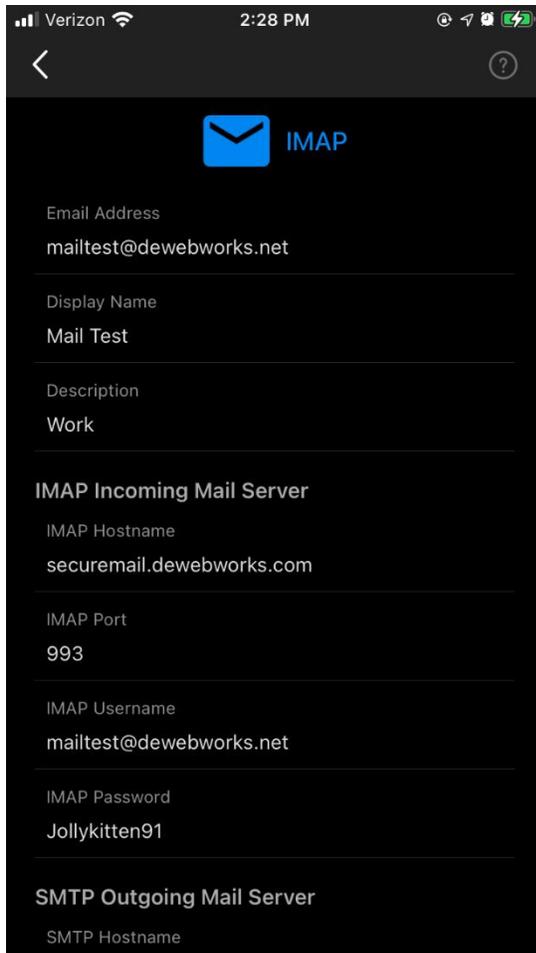
## How to setup an email account on the Outlook App

4. Click on IMAP under Advanced



## How to setup an email account on the Outlook App

5. Type in your email, and fill in the IMAP/SMTP Username and IMAP/SMTP Password with your email and password. If you don't know your password, please call us at 361.575.7656 along with admin permission to get this info.



The screenshot shows the Outlook App's IMAP setup screen. At the top, there is a blue envelope icon and the text "IMAP". Below this, the "Email Address" field is filled with "mailto:mailtest@dewebworks.net". The "Display Name" field is filled with "Mail Test". The "Description" field is filled with "Work". Under the "IMAP Incoming Mail Server" section, the "IMAP Hostname" is "securemail.dewebworks.com", the "IMAP Port" is "993", the "IMAP Username" is "mailtest@dewebworks.net", and the "IMAP Password" is "Jollykitten91". At the bottom, the "SMTP Outgoing Mail Server" section is partially visible, with the "SMTP Hostname" field.

Verizon 2:28 PM

< ?

 IMAP

Email Address  
mailto:mailtest@dewebworks.net

Display Name  
Mail Test

Description  
Work

**IMAP Incoming Mail Server**

IMAP Hostname  
securemail.dewebworks.com

IMAP Port  
993

IMAP Username  
mailtest@dewebworks.net

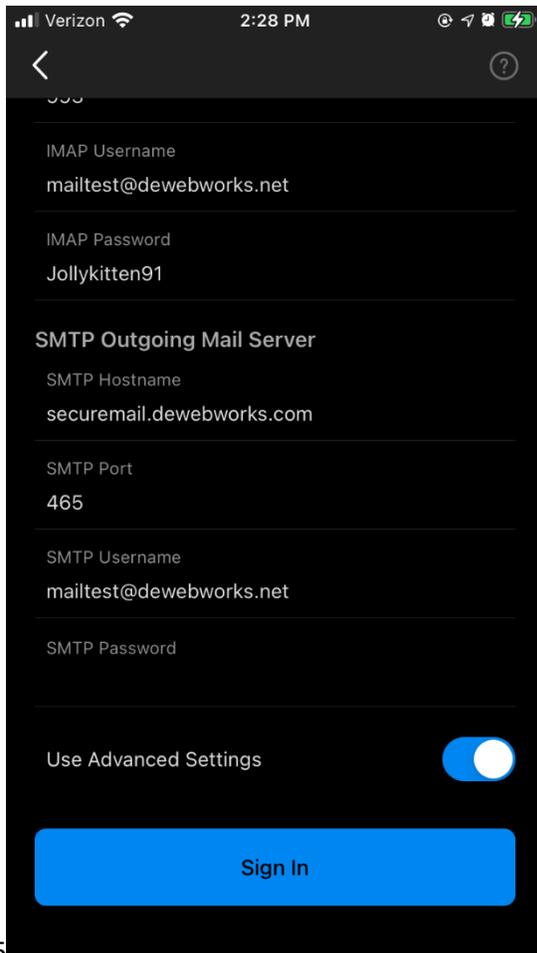
IMAP Password  
Jollykitten91

**SMTP Outgoing Mail Server**

SMTP Hostname

## How to setup an email account on the Outlook App

6. Type in your email, and fill in the IMAP/SMTP Username and IMAP/SMTP Password with your email and password. If you don't know your password, please call us at 361.575.7656 along with admin permission to get this info.



The screenshot shows the Outlook app's email setup screen. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, the time '2:28 PM', and battery level. The app interface has a dark background with white text. A back arrow is on the top left, and a help icon is on the top right. The setup fields are as follows:

- IMAP Username:** mailtest@dewebworks.net
- IMAP Password:** Jollykitten91
- SMTP Outgoing Mail Server:**
  - SMTP Hostname:** securemail.dewebworks.com
  - SMTP Port:** 465
  - SMTP Username:** mailtest@dewebworks.net
  - SMTP Password:** (empty)
- Use Advanced Settings:** A toggle switch is turned on (blue).

At the bottom, there is a large blue button labeled 'Sign In'.