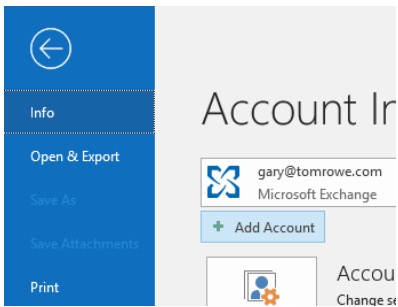




**IMAP Mailbox
Setup Instructions for:**

Outlook 2016

Open Outlook 2016, then click “File”, then click the “Add Account” button:



Type in the email address and click the checkbox to setup your account manually, then click “Connect”:

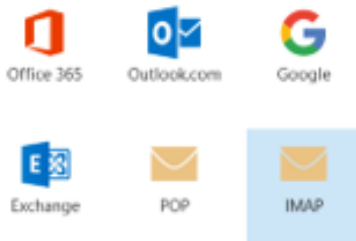
Welcome to Outlook

Enter an email address to add your account.

A screenshot of the Outlook account setup screen. The email address 'gary@equipmentlocator.com' is entered in the text box. Below it, the 'Advanced options' section is expanded, and the checkbox 'Let me set up my account manually' is checked. A blue 'Connect' button is at the bottom.

Click the “IMAP” button:

Choose account type



Fill in the information as follows, then click “Next”:

IMAP Account Settings for gary@equipmentlocator.com

[\(Not you?\)](#)

A screenshot of the IMAP Account Settings form. It is divided into 'Incoming mail' and 'Outgoing mail' sections. In the 'Incoming mail' section, the server is 'mail.elshosted.com', the port is '143', the encryption method is 'STARTTLS', and the checkbox 'Require logon using Secure Password Authentication (SPA)' is checked. In the 'Outgoing mail' section, the server is 'mail.elshosted.com', the port is '587', the encryption method is 'STARTTLS', and the checkbox 'Require logon using Secure Password Authentication (SPA)' is checked. A blue 'Next' button is at the bottom.

Enter the password for the account, then click "Connect":

Enter the password for gary@equipmentlocator.com

Connect

Click "OK":

Adding gary@equipmentlocator.com

Account setup is complete

OK

Set up Outlook Mobile on my phone, too