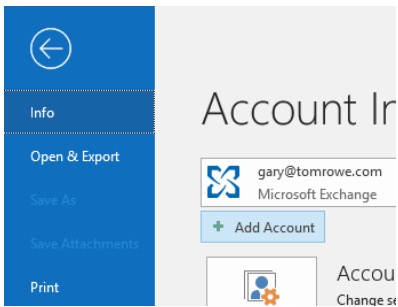# IMAP Mailbox
# Setup Instructions for:

# Outlook 2016

**Open Outlook 2016, then click "File", then click the "Add Account" button:**



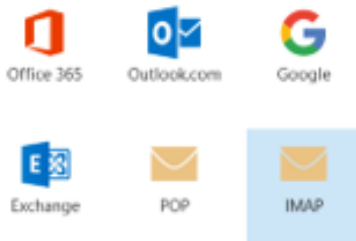**Type in the email address and click the checkbox to setup your account manually, then click "Connect":**



**Click the "IMAP" button:**



**Fill in the information as follows, then click "Next":**

**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