

1. In Outlook, go to **File**,
2. Click **Account Settings**
3. When you click the **Account Settings** box in the previous step, this opens another box directly beneath it. Click on **Account Settings** here as well.
4. When the settings box comes up you should be on the Email tab, click **New**
5. Click **Add Account**
6. Click **Manually configure server settings or additional server types** radio button.
7. Click **Next**.
8. Select the **Internet Email** (this may say POP3 or IMAP instead) option.
9. Click **Next**.
10. Enter the following information:

- Your Name: This lets people know who sent the email
- Email address: The council email
- Server Type: IMAP
- Incoming Server: secure.emailsrvr.com
- Outgoing Mail server: secure.emailsrvr.com
- User name: council email address
- Password: password give to you by the clerk

11. Click **More Settings**.

Click **Outgoing Server** and enter the following:

Tick the 'My Outgoing Server Requires Authentication' box

Select 'Use the Same Settings as my Incoming Server'.

Click **Advanced** and enter the following:

Use the Following Encryption Method, both Incoming and Outgoing should be set to SSL

The Incoming Port Number will change to 993 automatically

The Outgoing Port Number needs to be manually changed to 465.

Click **OK**

Click **Next** and Outlook will log on to the mail server and send a test message. When these have completed click **Close**,

Click **Finish**.

These are all the required steps for adding your VisionICT IMAP account to Outlook.