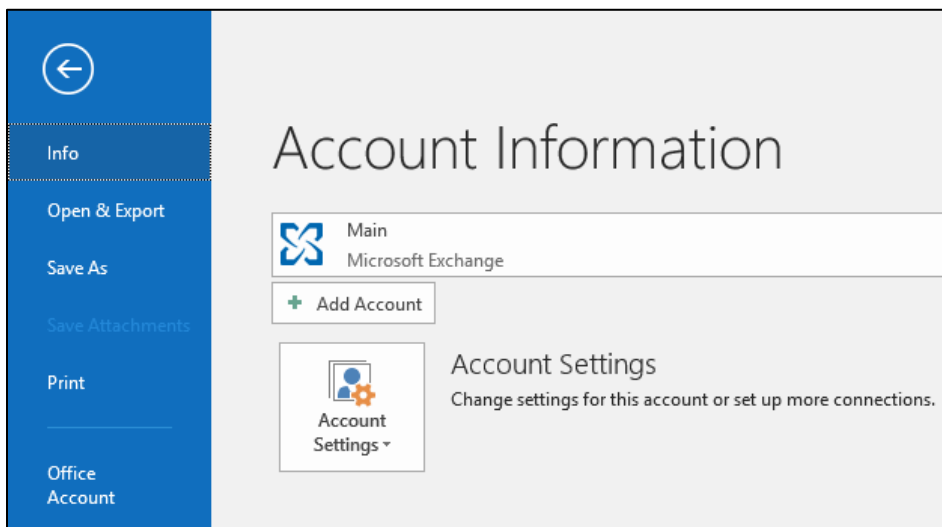


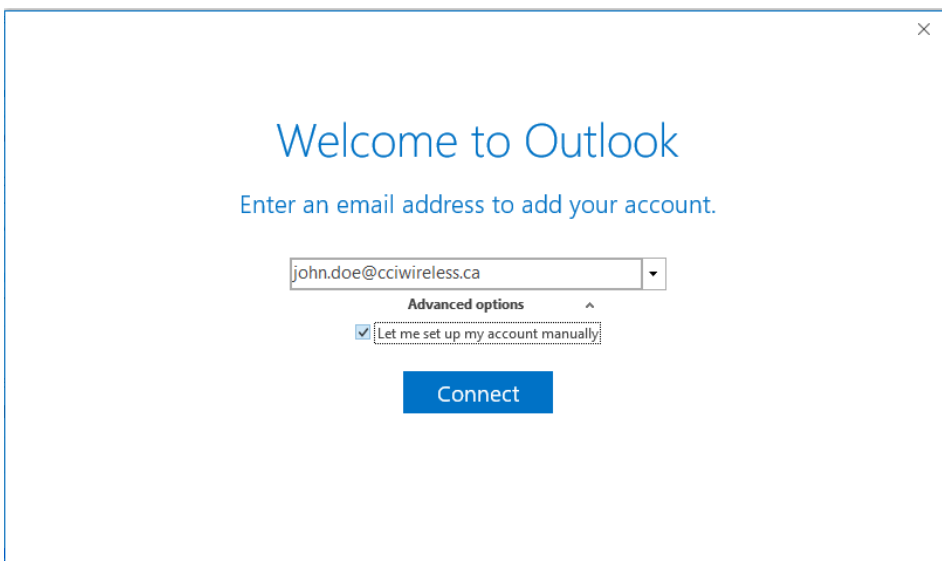
CCI User Help Guides: Microsoft Office 365 Mail Setup

This document shows how to add your CCI email inbox to the Microsoft Office 365 mail client.

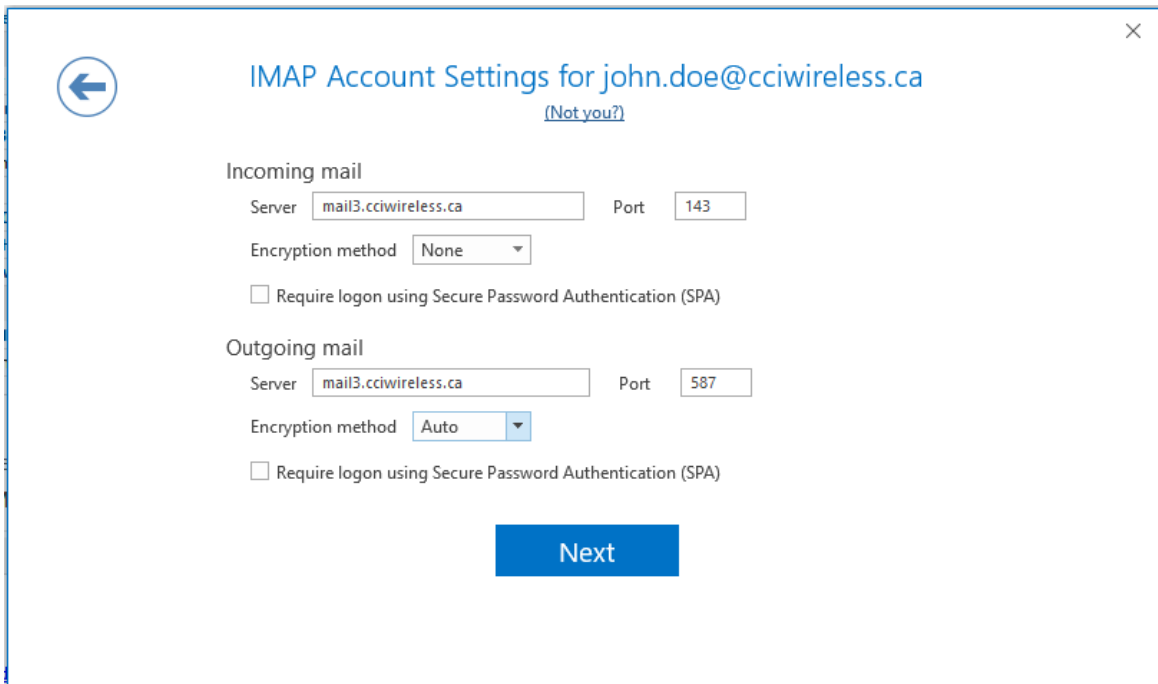
1. **Open Microsoft Office 365.** You can find it by searching "365" in the Windows Start menu.
2. When the app is open, click "**File**" in the top navigation bar.
3. On the following screen, click on "Info" then "**+ Add Account.**"



4. On the "Welcome to Outlook" screen, **enter your CCI email address.** See the example below Step 5.
5. Click on "**Advanced Options**" and check the box that appears, "**Let me set up my account manually.**"
6. Click "**Connect.**"



7. On the "Choose Account Type" screen, click on "IMAP."
8. On the following screen, you will enter the information as follows. See example below.
 - a) Incoming mail Server: Enter "mail3.cciwireless.ca" without quotes.
 - b) Incoming mail Port: Enter "143" without quotes.
 - c) Incoming Encryption method: select "None" from the drop-down menu.
 - d) Outgoing mail Server: Enter "mail3.cciwireless.ca" without quotes.
 - e) Outgoing mail Port: Enter "587" without quotes.
 - f) Outgoing Encryption method: select "Auto" from the drop-down menu.
 - g) Click "Next."



The screenshot shows a web browser window titled "IMAP Account Settings for john.doe@cciwireless.ca". The window has a back arrow icon in the top left and a close icon in the top right. Below the title is a link "(Not you?)". The form is divided into two sections: "Incoming mail" and "Outgoing mail".

Incoming mail:

- Server: mail3.cciwireless.ca
- Port: 143
- Encryption method: None
- Require logon using Secure Password Authentication (SPA)

Outgoing mail:

- Server: mail3.cciwireless.ca
- Port: 587
- Encryption method: Auto
- Require logon using Secure Password Authentication (SPA)

A blue "Next" button is located at the bottom center of the form.

9. On the following screen, **enter the password for your email account**, then click "Connect."
10. If you made an error, you will see a screen that says "Something went wrong." Click "Retry" and double-check that you entered the information correctly.
11. Your account has now been added to Microsoft Office 365. You can use the email application as you usually would.

- end -