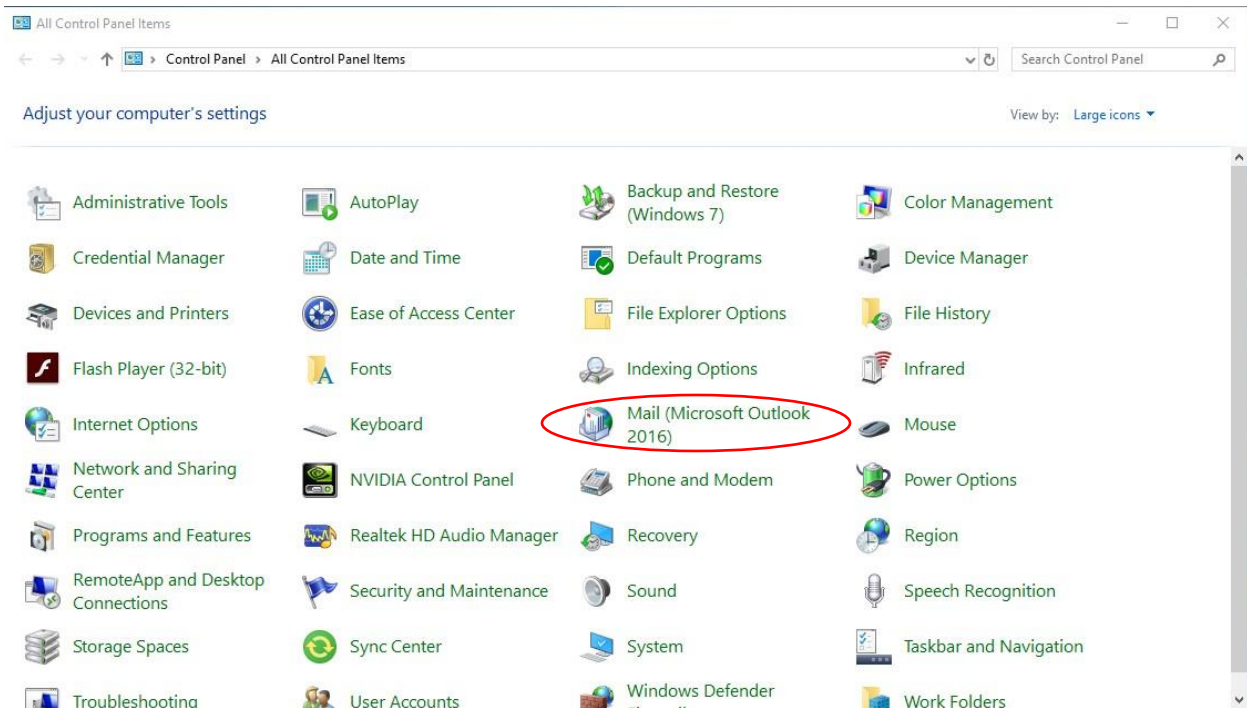


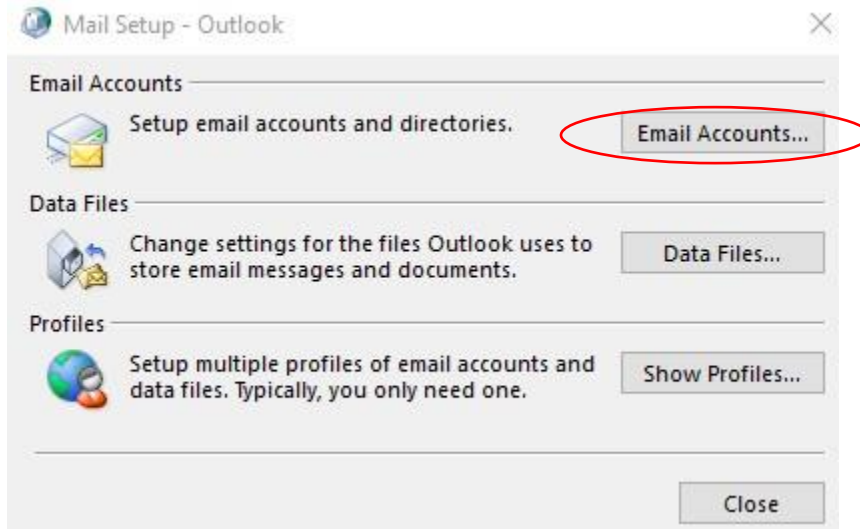
Steps to setup Office 365 (2018) (Version 1810)

After much frustration here are some screen shots on how to do this. At least it worked for me.

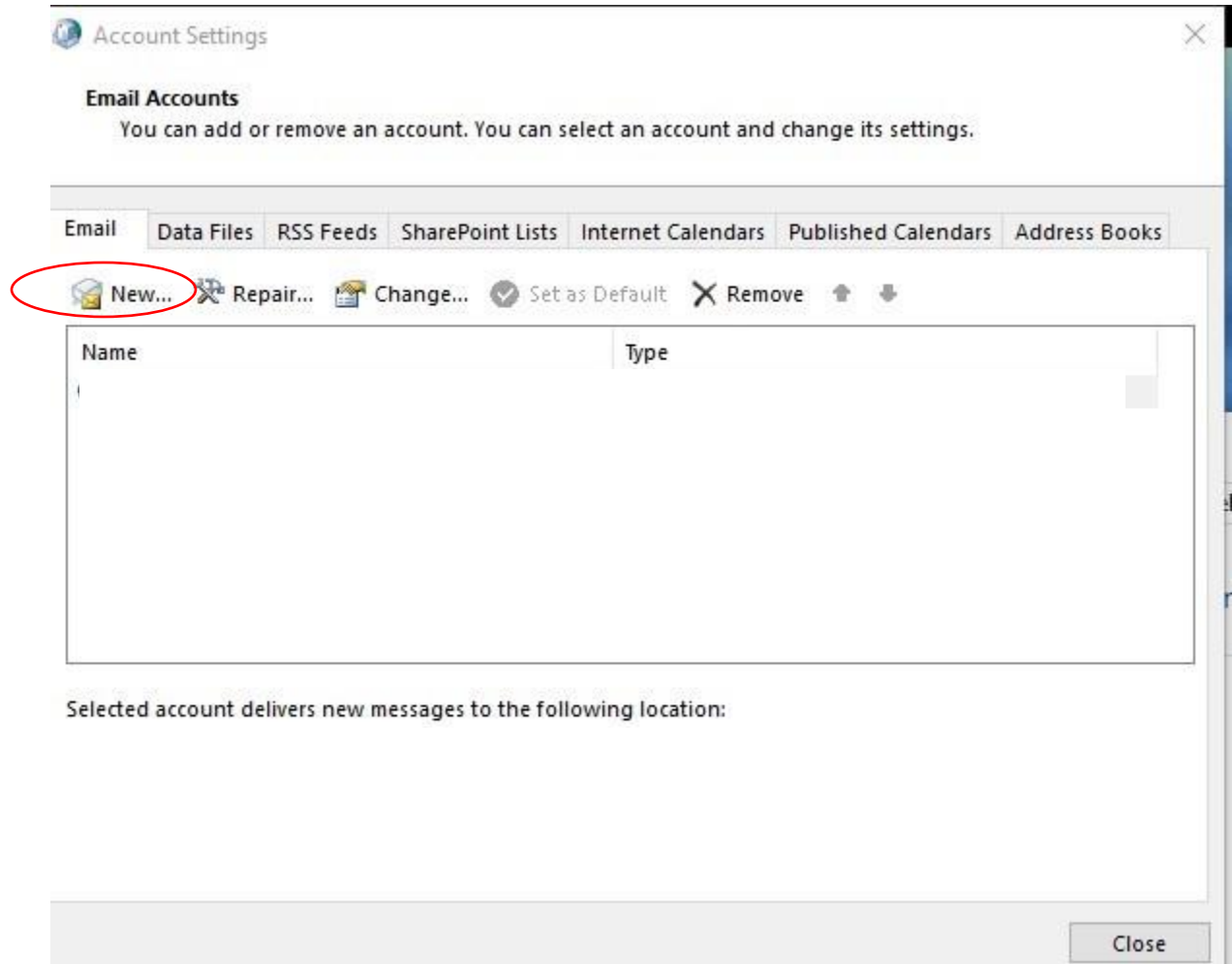
1. Open **control panel** and select **mail**



2. Click **Email Accounts** to add new account



3. Select **New** under Email tab



4. Select **Manual Setup** and click Next

Add Account [Close]

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel Help

5. Choose **IMAP** and click Next

Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts

Email Address:

Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back Next > Cancel Help

6. Enter the following settings on left then click **More Settings (Do not click Next yet)**

Repair Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Joe Smith
Email Address: joe.smith@shaw.ca

Server Information
Account Type: IMAP
Incoming mail server: imap.shaw.ca
Outgoing mail server (SMTP): mail.shaw.ca

Logon Information
User Name: joe.smith
Password: Type your shaw email pass
 Remember password
 Require logon using Secure Password Authentication (SPA)

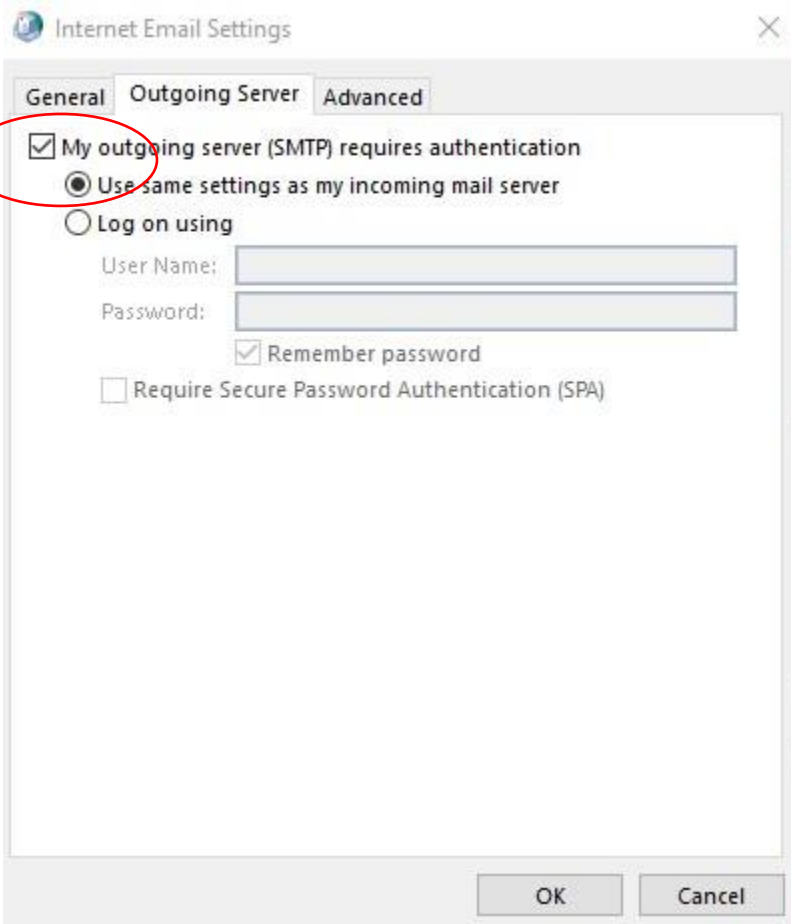
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

7. Enter the following settings on **outgoing server** tab then click Advanced tab



The screenshot shows the 'Internet Email Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Advanced' tab is highlighted in the tab bar. The 'My outgoing server (SMTP) requires authentication' checkbox is checked and circled in red. Below it, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' section is unselected. The 'User Name:' and 'Password:' fields are empty. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet Email Settings

General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

8. Enter the following settings on **Advanced** tab and click ok

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The settings are as follows:

- Server Port Numbers**
 - Incoming server (IMAP): 993 (with a 'Use Defaults' button)
 - Use the following type of encrypted connection: SSL/TLS
 - Outgoing server (SMTP): 587
 - Use the following type of encrypted connection: STARTTLS
- Server Timeouts**
 - Short: [slider]
 - Long: 1 minute
- Folders**
 - Root folder path: [empty text box]
- Sent Items**
 - Do not save copies of sent items
- Deleted Items**
 - Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
 - Purge items when switching folders while online

Buttons: OK, Cancel

Now click **next**

The screenshot shows a 'Repair Account' dialog box with the following sections:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**:
 - Your Name: Joe Smith
 - Email Address: joe.smith@shaw.ca
- Server Information**:
 - Account Type: IMAP
 - Incoming mail server: imap.shaw.ca
 - Outgoing mail server (SMTP): mail.shaw.ca
- Logon Information**:
 - User Name: joe.smith
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
 - Mail to keep offline: All
 - More Settings ...

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is circled in red.

It should now create you email in Office 365 and send a test email. Once successful click close and the Finish.

Your account should be ready