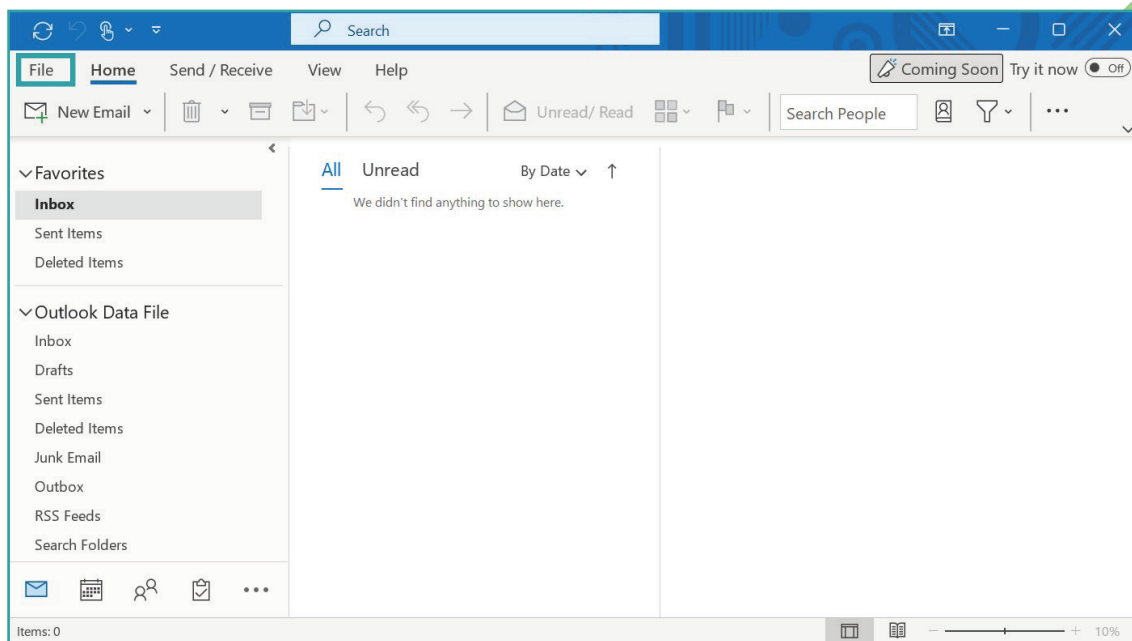


RTC NETWORKS OUTLOOK EMAIL SETUP GUIDE

OPEN OUTLOOK

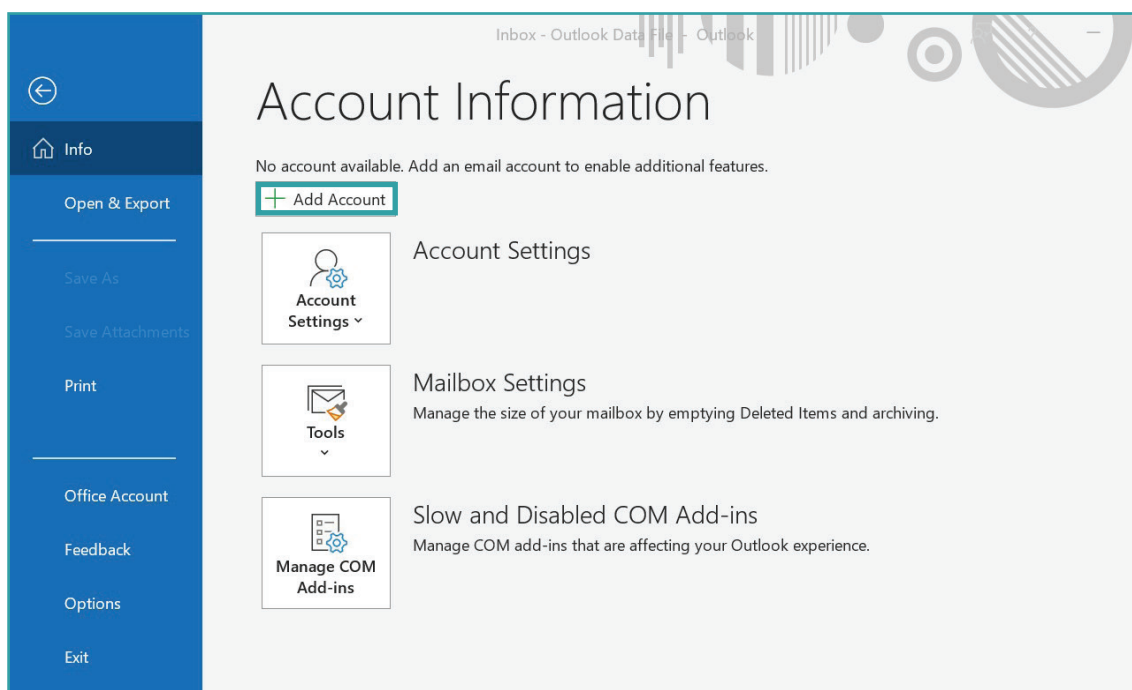
Open Outlook Mail Application

Select **File** to create a new account.



ADD ACCOUNT

Select **Add Account**



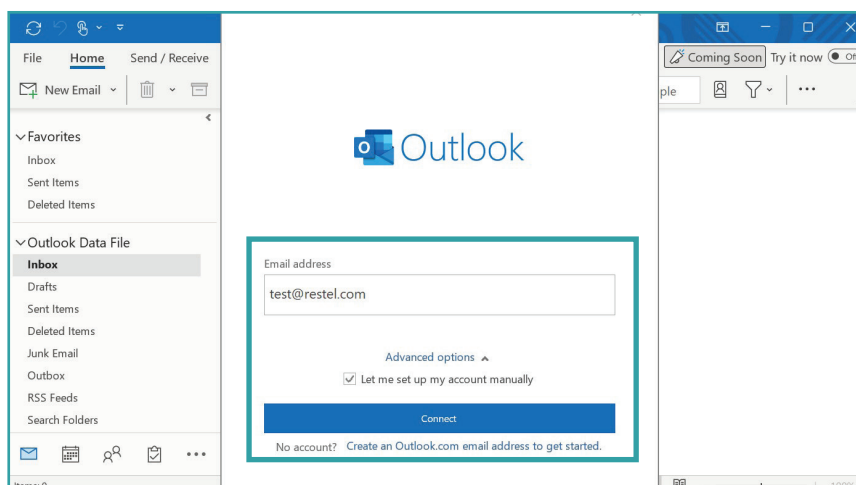
RTC NETWORKS OUTLOOK EMAIL SETUP GUIDE

ENTER LOGIN INFO

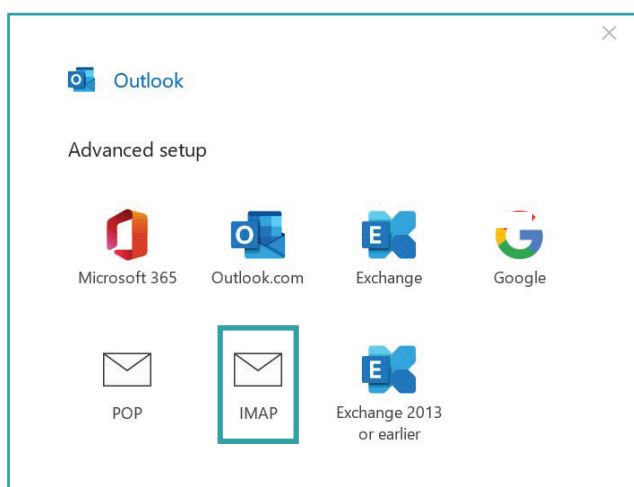
Enter Email Address

Check **Let me set up my account manually**

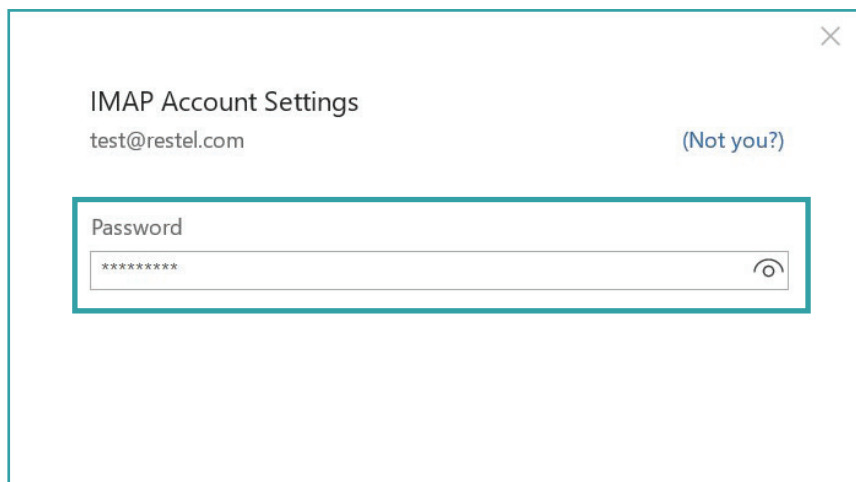
Click **Connect**



SELECT IMAP ACCOUNT



ENTER PASSWORD



RTC NETWORKS **OUTLOOK EMAIL SETUP GUIDE**

YOU ARE
DONE

Your account is now setup and messages will begin to populate in your inbox.

If you are having trouble with setting up an email account on your devices after completing these instructions, contact the RTC Networks help desk at 701.862.3115.

