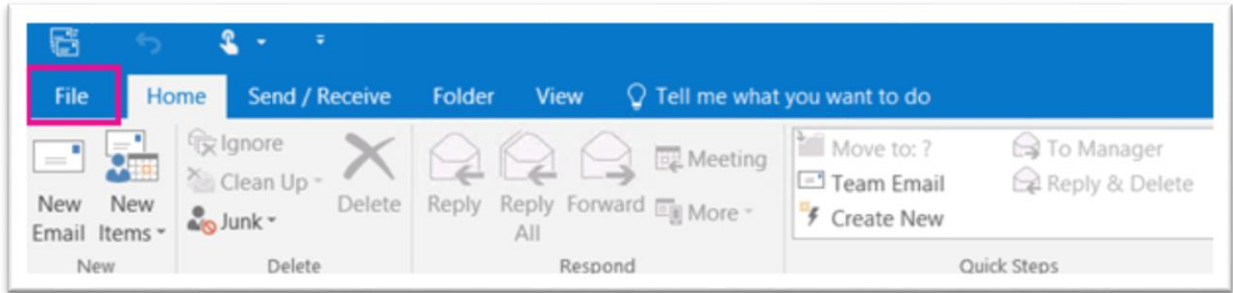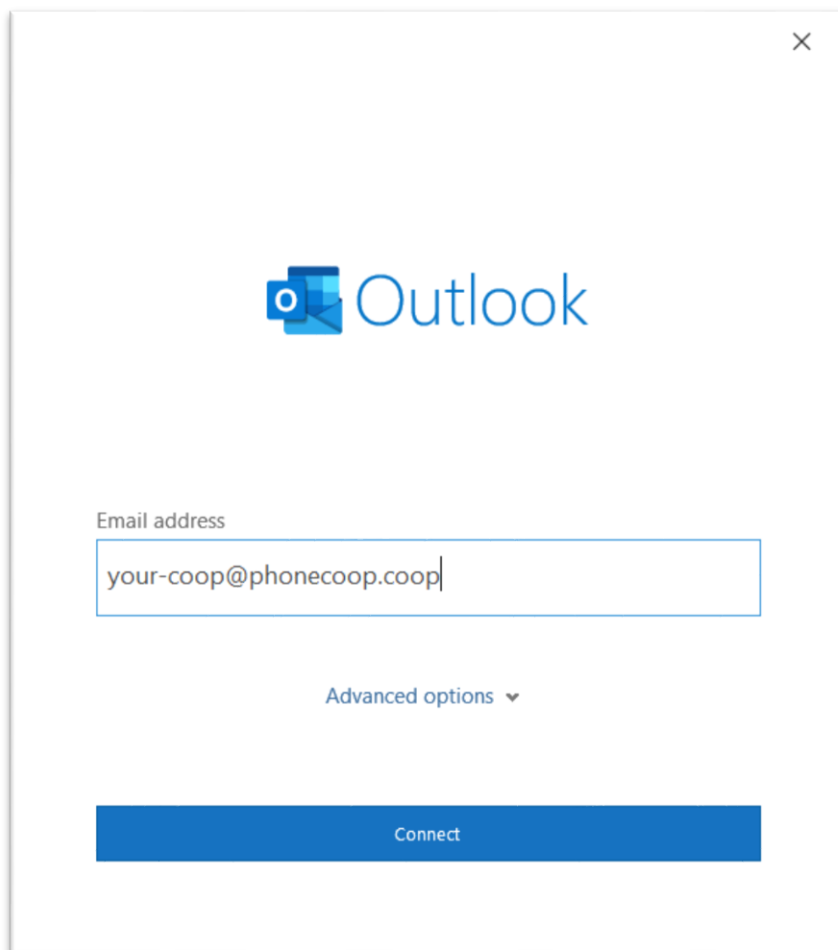# User Guides

If any of the following is unclear or does not work, please call our technical support team on 01608 434 000.

1. Click **File** and then click **Add Account**

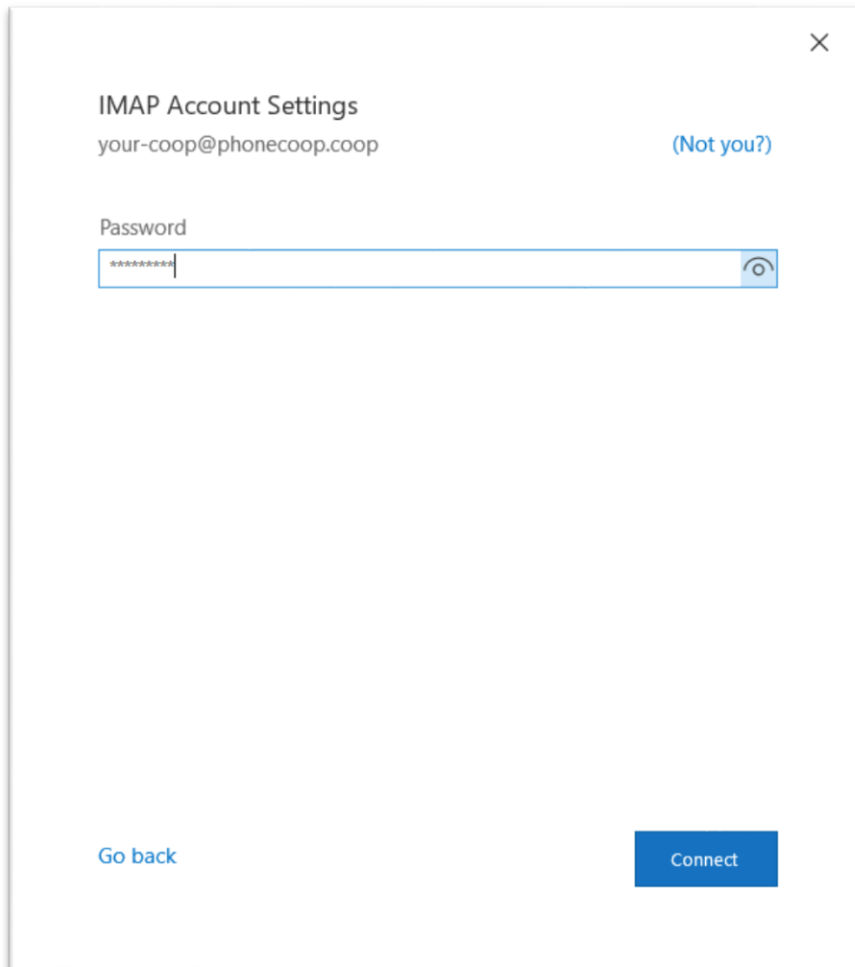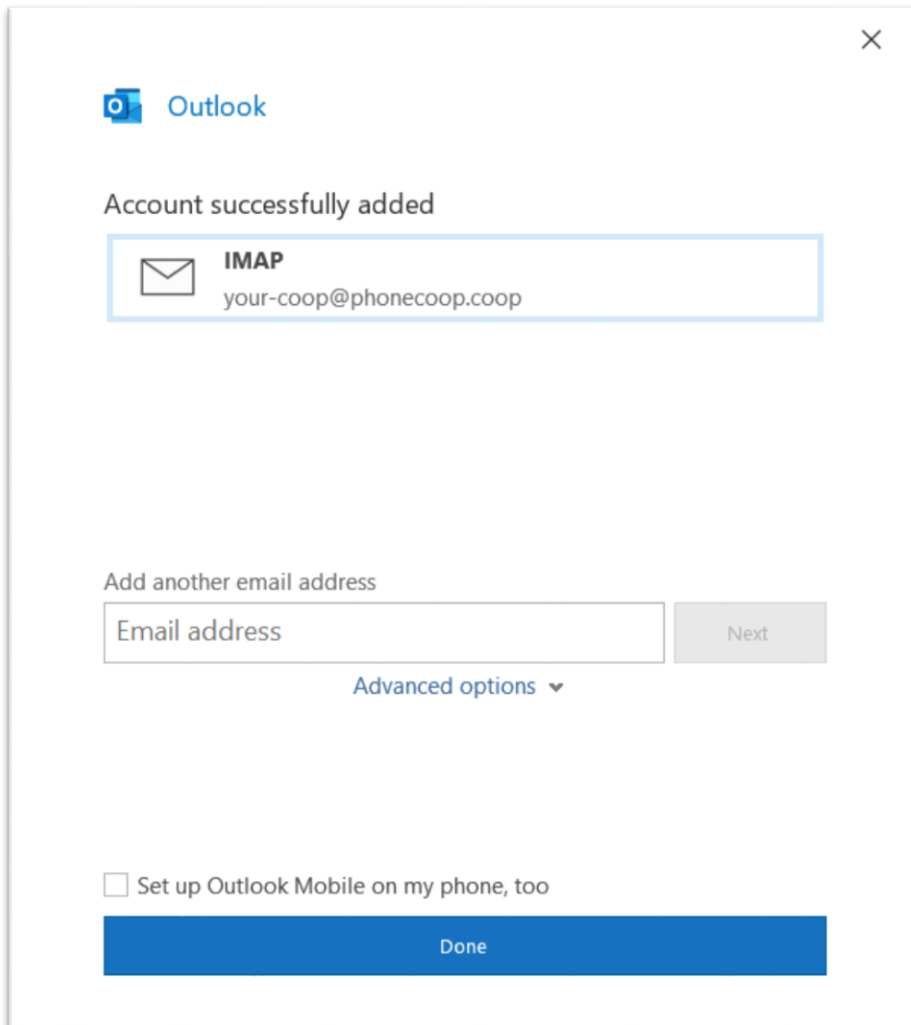2. Enter your email address and click **Connect**

3. Enter your password and click **Connect**

IMAP Account Settings

your-coop@phonecoop.coop   (Not you?)

Password

****

Go back   Connect

4. If successful, you will see a message "Account successfully added"

5. You will receive a test message from Microsoft Outlook showing successful configuration