

EMAIL SETUP GUIDE

The guide below is for email accounts in Outlook, however the incoming and outgoing mail servers and port settings are correct for all devices.

Outlook 2013/2016/2019

Navigate to **File** -> **Account Settings** -> **Account Settings**
then select your mailbox and click **Change**

Make sure both incoming and outgoing mail servers are set as **mail.eqcreative.com**
then click on **More Settings** and select the **Advanced** tab.

Make sure your settings are as follows:

If your account is POP3:
Incoming server port number: **995**

If your account is IMAP:
Incoming port number: **993**

Use the following type of encrypted connection: **SSL**

Outgoing server (SMTP):
Port number: **25**

Use the following type of encrypted connection: **Auto**

If the above fails, try the following settings:

POP3:
Incoming port number: **110**
Use the following type of encrypted connection: **Auto**

IMAP:
Incoming port number: **143**
Use the following type of encrypted connection: **Auto**

Outlook 2010

Navigate to **Tools** -> **Accounts**
Select **Account** -> then follow the same process above.