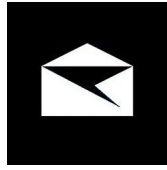


Energize E-Mail Setup for Microsoft Mail (Windows 10)

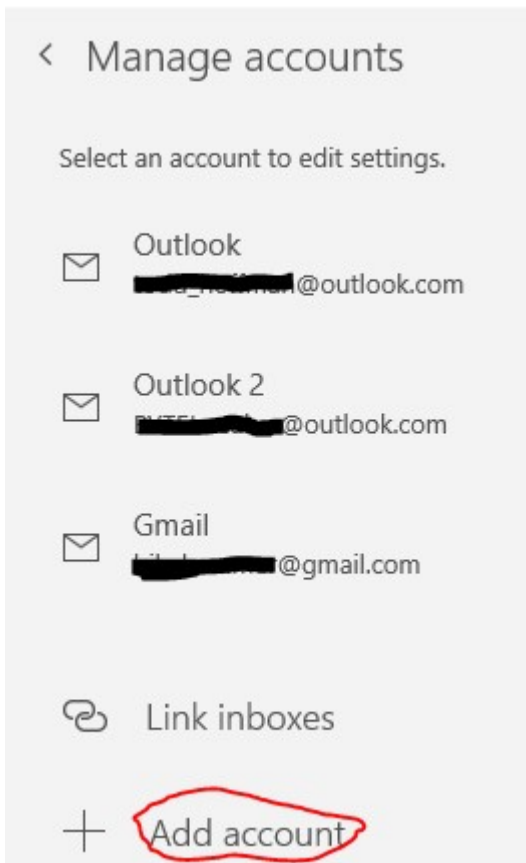
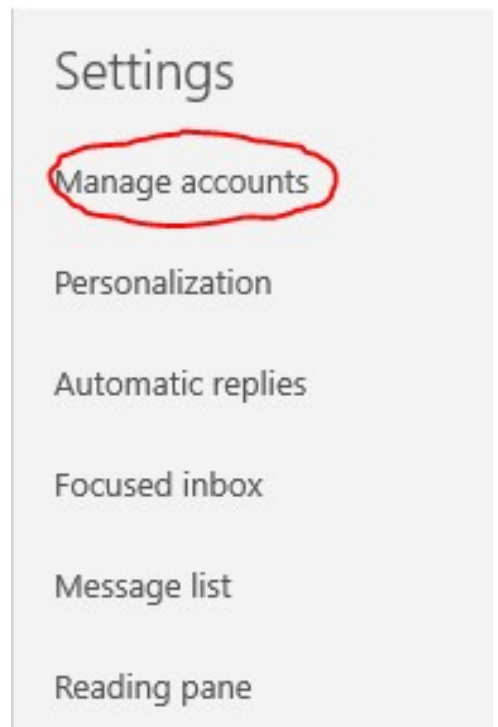
***PES Energize is not responsible for the set up of e-mail on your personal mobile devices. This document simply serves as a guide to assist you in accessing your email on these devices. ***

1. Open the Microsoft Mail app



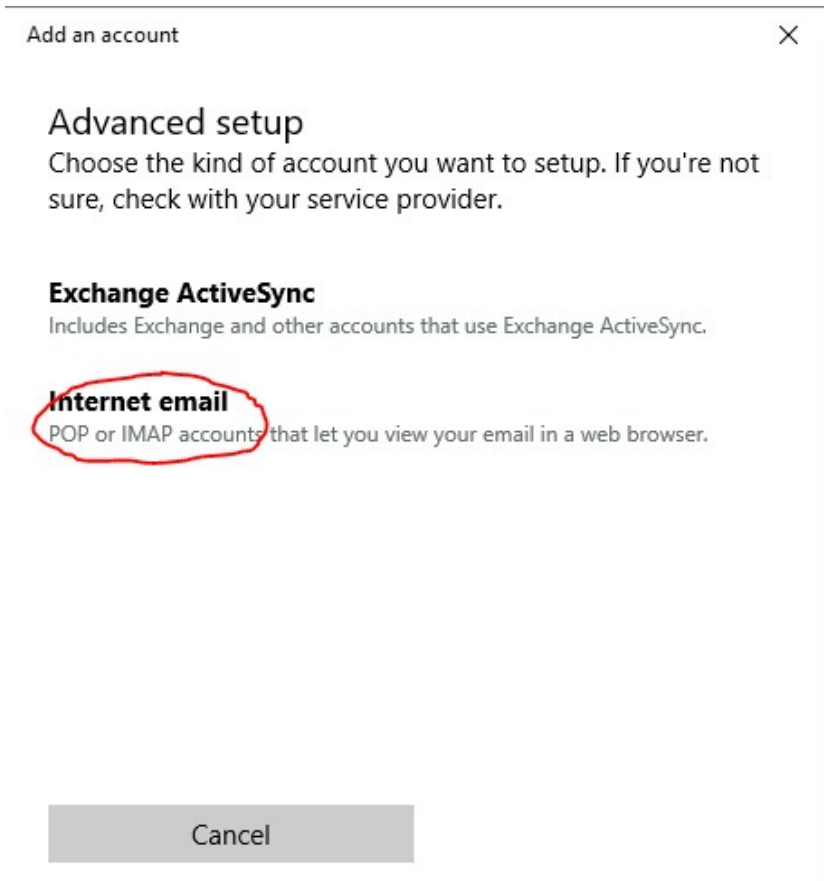
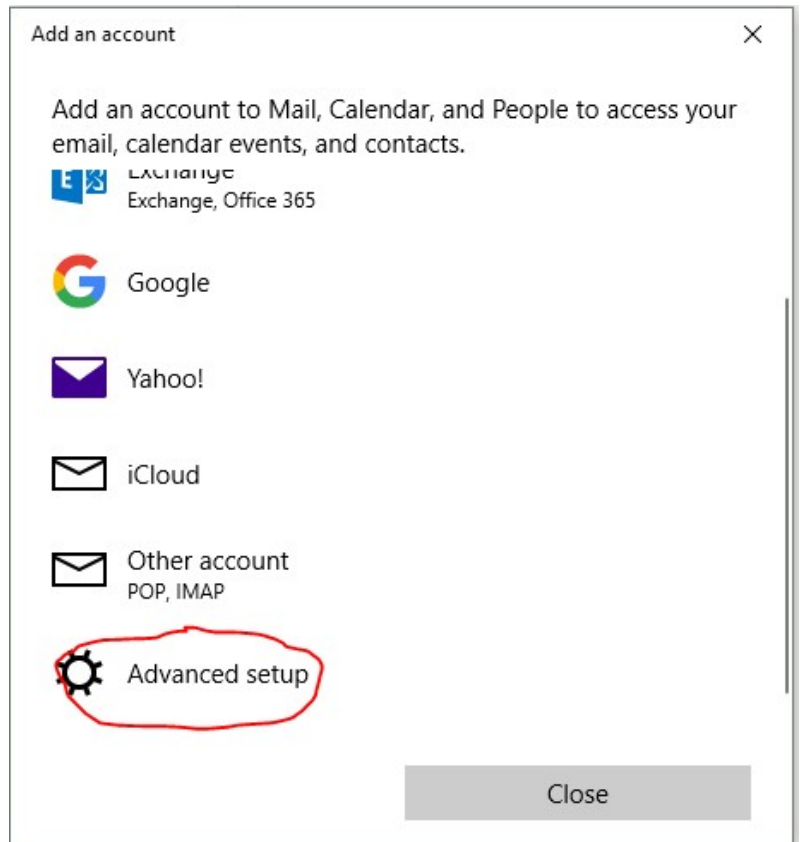
2. Click the settings icon at the bottom left.

3. Select "Manage Accounts".



4. Select "Add Account".

5. Select "Advanced Setup".



6. Select "Internet Email".

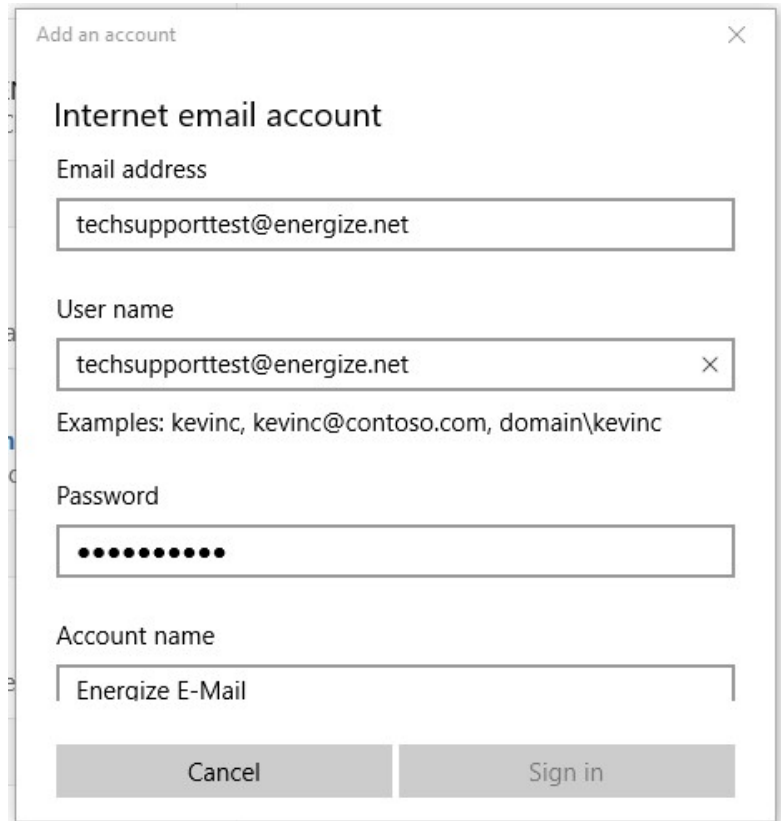
7. Account Settings

Email Address:

User Name: full email address

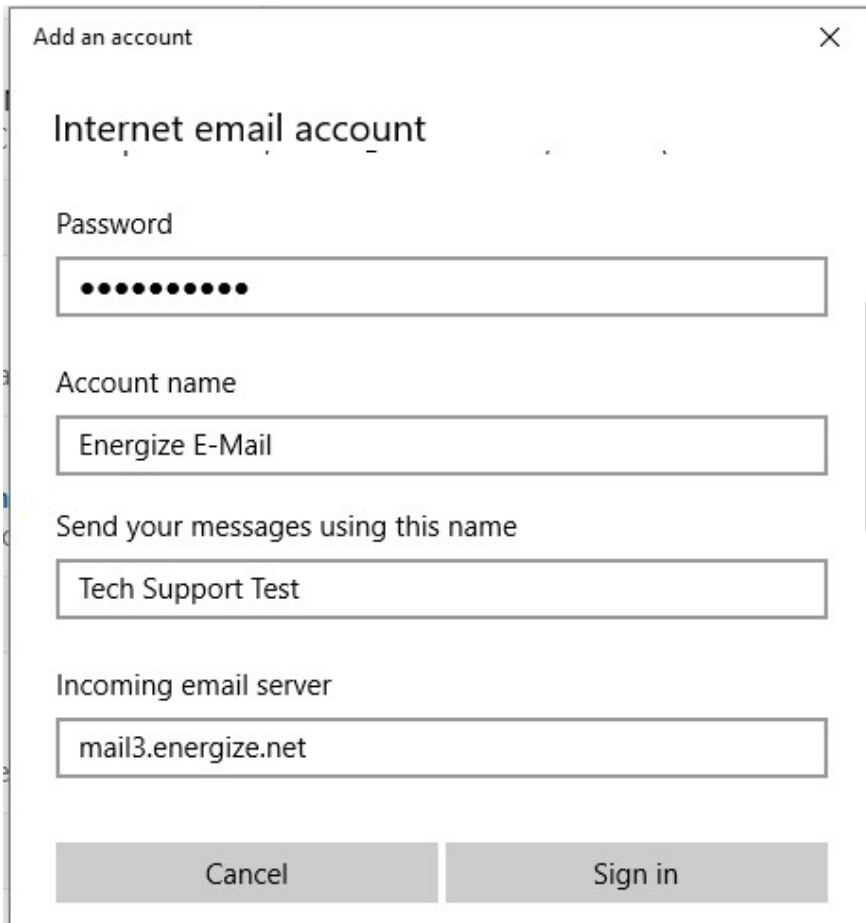
Password: (you must know your password to continue)

Account Name: (i.e. Energize E-Mail)



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Internet email account". Below this, there are four input fields: "Email address" containing "techsupporttest@energize.net", "User name" containing "techsupporttest@energize.net" with a small X icon on the right, "Password" which is obscured by ten black dots, and "Account name" containing "Energize E-Mail". Below the input fields, there is a line of text: "Examples: kevinc, kevinc@contoso.com, domain\kevinc". At the bottom of the dialog, there are two buttons: "Cancel" and "Sign in".

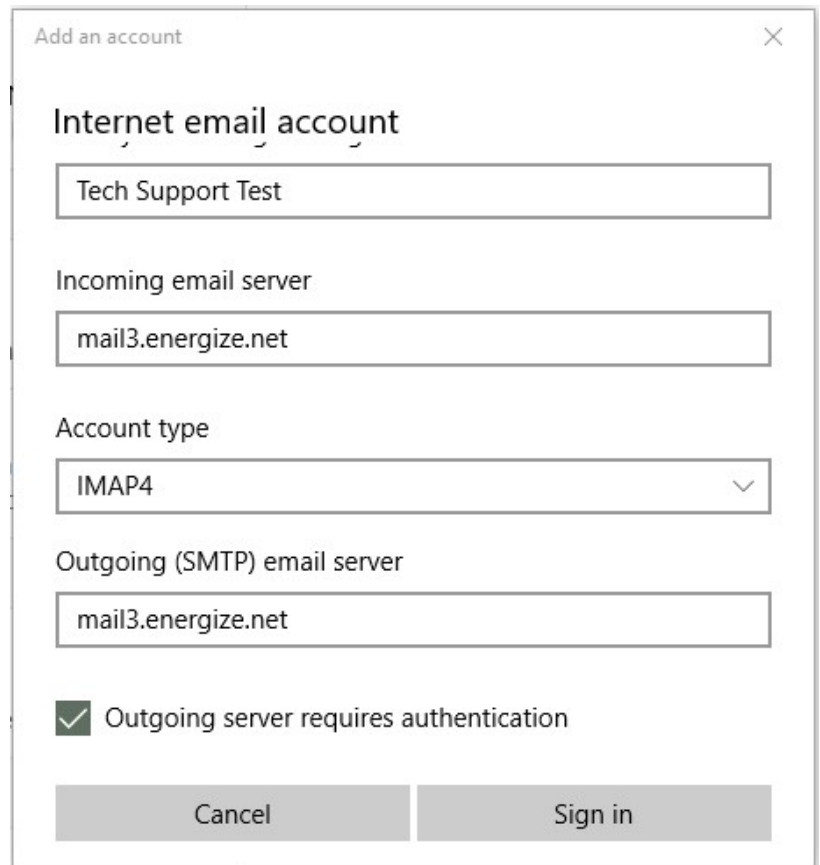
8. Scroll down for more settings



The screenshot shows the same "Add an account" dialog box, but scrolled down to reveal more settings. The "Password" field is now at the top, followed by the "Account name" field containing "Energize E-Mail". Below that is a section titled "Send your messages using this name" with an input field containing "Tech Support Test". The next section is "Incoming email server" with an input field containing "mail3.energize.net". At the bottom, the "Cancel" and "Sign in" buttons are visible.

9. Fill in you name and incoming server as shown

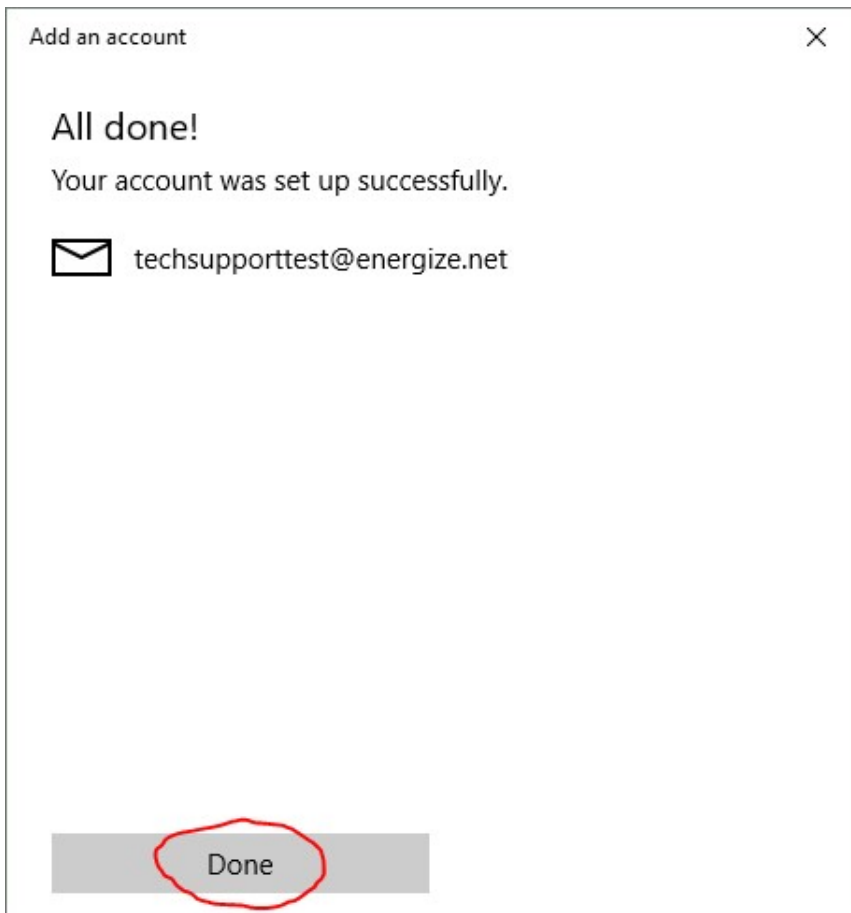
10. Fill in Account type and Outgoing mail server as shown. Select “Outgoing server requires authentication” Check box.



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Internet email account". Below this, there are several input fields and a checkbox:

- A text input field containing "Tech Support Test".
- A text input field labeled "Incoming email server" containing "mail3.energize.net".
- A dropdown menu labeled "Account type" with "IMAP4" selected and a downward arrow.
- A text input field labeled "Outgoing (SMTP) email server" containing "mail3.energize.net".
- A checked checkbox labeled "Outgoing server requires authentication".

At the bottom of the dialog, there are two buttons: "Cancel" and "Sign in".



The screenshot shows the same "Add an account" dialog box, but now it displays a success message:

All done!
Your account was set up successfully.

Below the message is an envelope icon followed by the email address "techsupporttest@energize.net".

At the bottom of the dialog, there is a button labeled "Done", which is circled in red.

11. Click “Done”.