

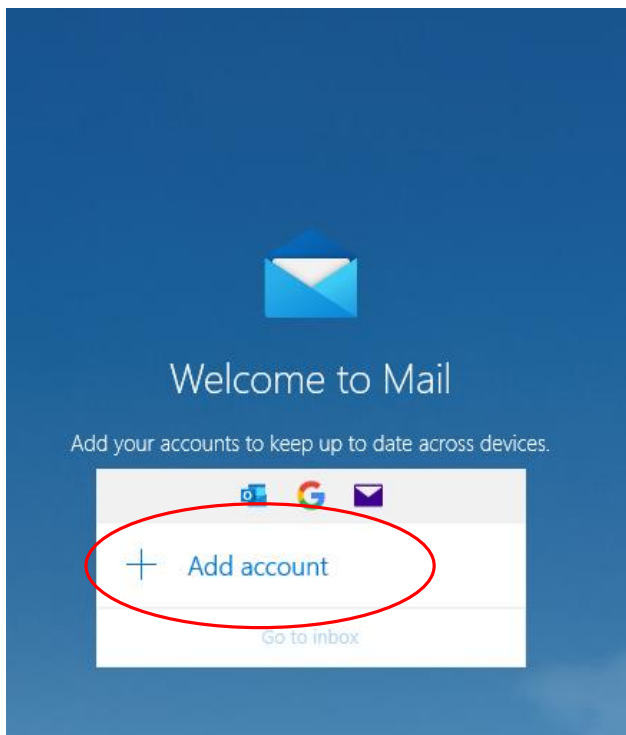


\*\*\*While PES Energize is not responsible for the setup of e-mail on your personal mobile devices, our support staff will be happy to assist you as much as possible. Depending on your specific device there may be some differences in email account steps and screen views. This document simply serves as a guide to assist you in accessing your email on these devices.\*\*\*

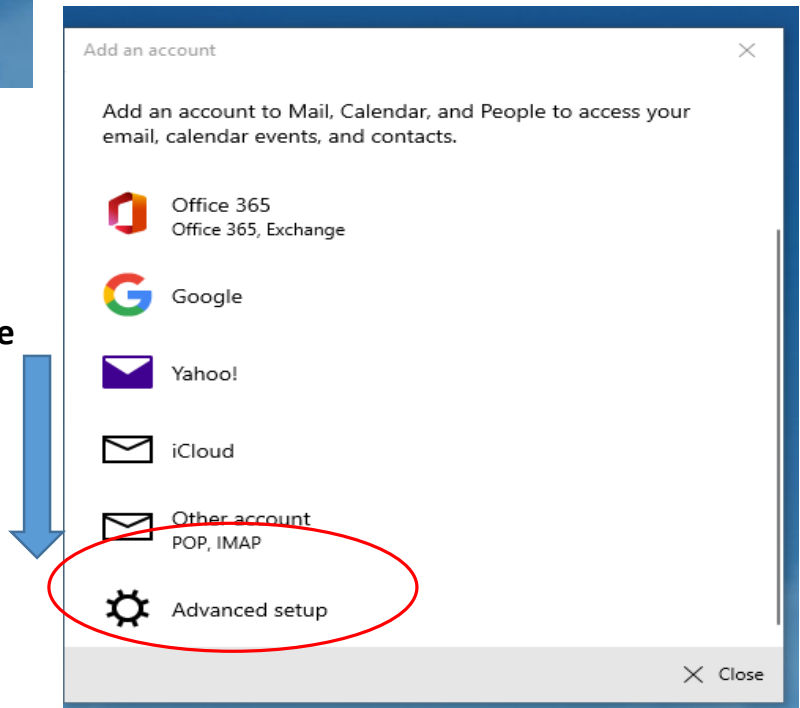
1. Open the Microsoft Mail app by clicking the envelope icon



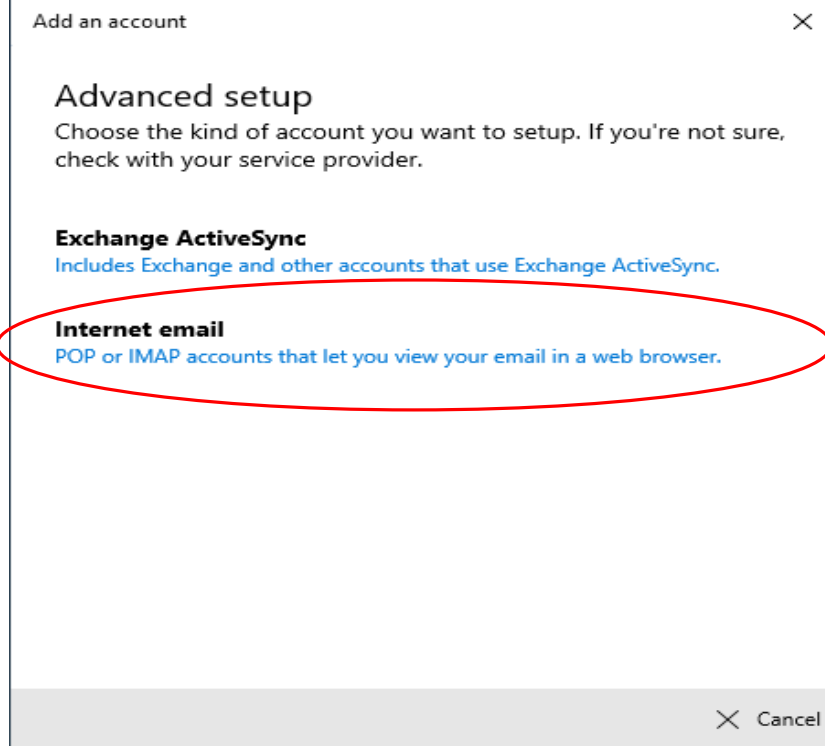
2. Select “Add account” from the welcome screen.



3. Scroll down the window and choose “Advanced setup”.



#### 4. Select "Internet Email".



The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. Below the title is the heading "Advanced setup" followed by the instruction: "Choose the kind of account you want to setup. If you're not sure, check with your service provider." There are two main options listed: "Exchange ActiveSync" with a sub-note "Includes Exchange and other accounts that use Exchange ActiveSync." and "Internet email" with a sub-note "POP or IMAP accounts that let you view your email in a web browser." The "Internet email" option is circled in red. At the bottom right of the dialog box is a "Cancel" button with a close icon (X).

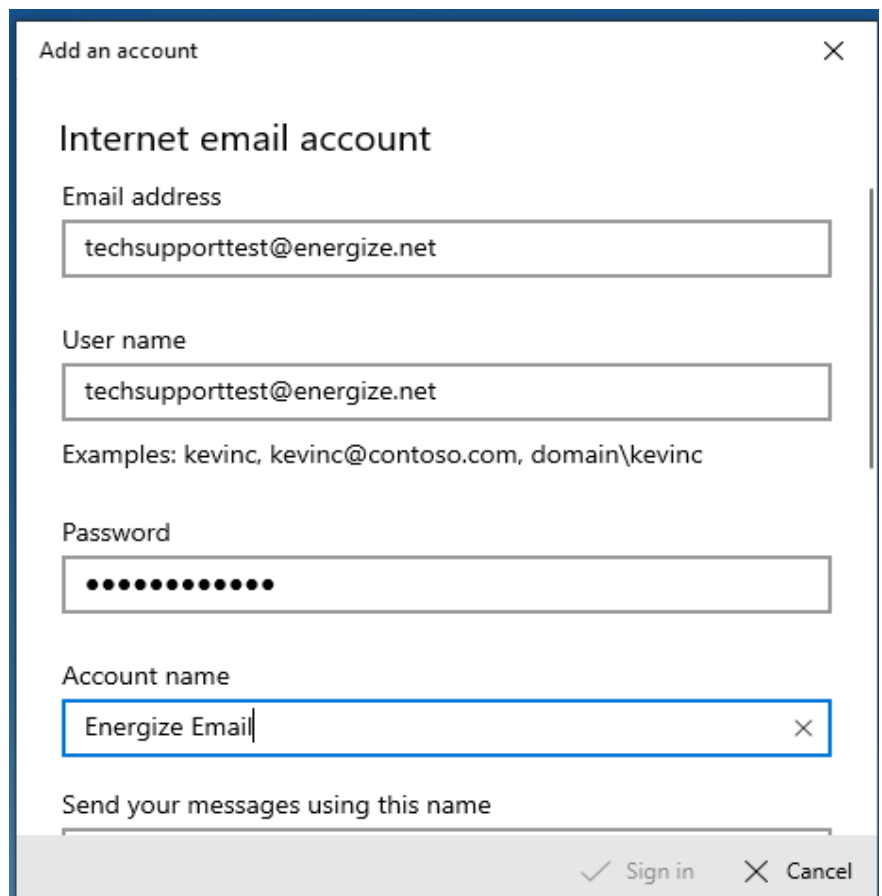
#### 5. Begin entering the email account settings.

**Email address:** your full email address

**User name:** your full email address

**Password:** you must know your correct password to continue

**Account name:** (i.e. Energize Email)



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 are several input fields: "Email address" with the value "techsupporttest@energize.net", "User name" with the value "techsupporttest@energize.net", "Password" with a masked field of ten dots, and "Account name" with the value "Energize Email" and a close icon (X) on the right. Below the "Account name" field is a checkbox labeled "Send your messages using this name". At the bottom right of the dialog box are two buttons: "Sign in" with a checkmark icon and "Cancel" with a close icon (X).

#### 6. Scroll down the window for more settings



**7. Continue filling in account settings.**

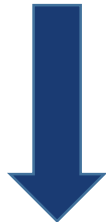
**Send your messages using this name:**

**i.e. Tech Support Test**

**Incoming email server:**

**imap.us-east.atmailcloud.com**

**Choose the account type “IMAP4” in the Account Type drop down, and scroll down the window for more settings**



Add an account ✕

Internet email account

Password  
.....

Account name  
Energize Email

Send your messages using this name  
Tech Support Test

Incoming email server  
imap.us-east.atmailcloud.com

Account type  
IMAP4

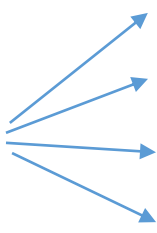
✓ Sign in ✕ Cancel

**8. Fill in the Outgoing (SMTP) email**

**server:**

**smtp.us-east.atmailcloud.com**

**Make sure all boxes are checked**



Add an account ✕

Internet email account  
imap.us-east.atmailcloud.com

Account type  
IMAP4

Outgoing (SMTP) email server  
smtp.us-east.atmailcloud.com

Outgoing server requires authentication

Use the same user name and password for sending email

Require SSL for incoming email

Require SSL for outgoing email

✓ Sign in ✕ Cancel

Account type

IMAP4

Outgoing (SMTP) email server

smtp.us-east.atmailcloud.com

Outgoing server requires authentication

Sign in  Cancel

9. Select "Sign In".

Add an account

All done!

Your account was set up successfully.

 techsupporttest@energize.net

Mail gets even better  
with Outlook on the  
phone

Connect to any email account and  
access work and personal calendars  
on the go. It's free!

Get the app

Done

10. Click "Done" and you now  
have Energize E-mail set up on  
your device!

