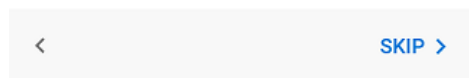
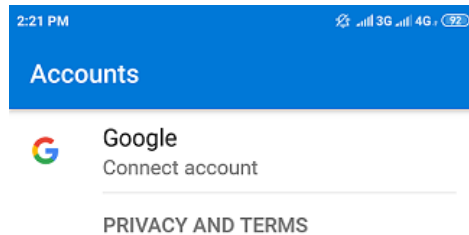


Access from Microsoft Outlook on Android

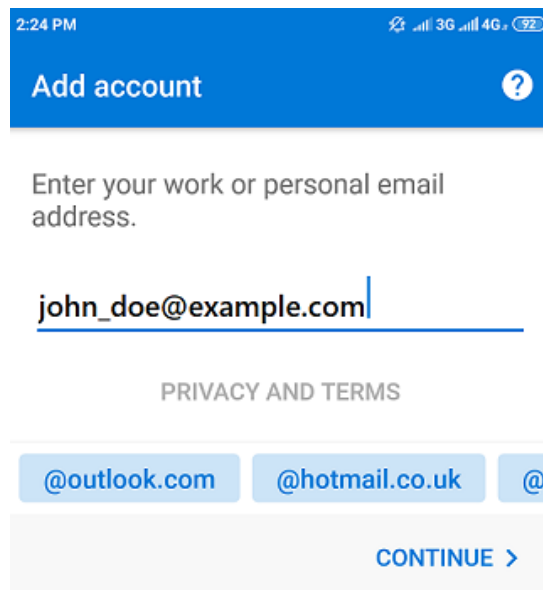
The following instructions were verified against Android 6.0.1 and newer. Please remember to utilize username@dreamscape.com or mail.dreamscape.com where appropriate.

To set up Microsoft Outlook on Android automatically:

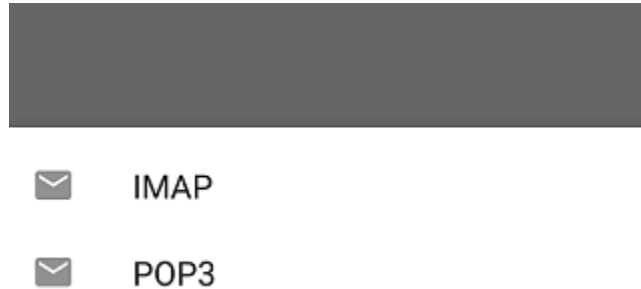
1. Open Microsoft Outlook and tap **GET STARTED** and then tap **SKIP** to skip the Google configuration screen.



2. Enter your email address and tap **CONTINUE**.



3. Tap the account type. To keep the copies of email messages on the server, select the **IMAP** option. If you do not want to keep them on the server, select **POP3**.



4. Specify your email account password, the display name, and then tap  in the top right corner.

A screenshot of the 'Connect IMAP' form. The title bar is blue with a back arrow, the text 'Connect IMAP', a question mark icon, and a checkmark icon. Below the title bar, there are three input fields: 'Email Address' with the value 'john_doe@example.com', 'Password' with a masked password '.....', and 'Display Name (example: Mike Rosoft)' which is empty. At the bottom, there is a section for 'ADVANCED SETTINGS' with a toggle switch that is currently off.

5. The application will automatically fetch the server settings and log in to the specified email account. Once the setup is finished, you will see that your email account was added.



Would you like to add another account now?

SKIP

CONTINUE >

6. If you have finished setting up email accounts, tap **SKIP** to exit the setup.

The setup is done. You can now see the added account in Microsoft Outlook.

To set up a Microsoft Outlook on Android manually:

1. Open Microsoft Outlook, tap **GET STARTED** and then tap **SKIP** to skip the Google configuration screen.
2. Enter your email address and tap **CONTINUE**.
3. Tap the account type. To keep the copies of email messages on the server, select the **IMAP** option. If you do not want to keep them on the server, select **POP3**.
4. Turn on “ADVANCED SETTINGS”.
5. Specify the incoming and outgoing server settings, including the port numbers:
 - o 110 for POP3
 - o 143 for IMAP
 - o 25 for SMTP

2:31 PM 3G 4G 91

← Connect IMAP ? ✓

Email Address

john_doe@example.com

Display Name (example: Mike Ro...)

Description (example: Work)

IMAP Incoming Mail Server

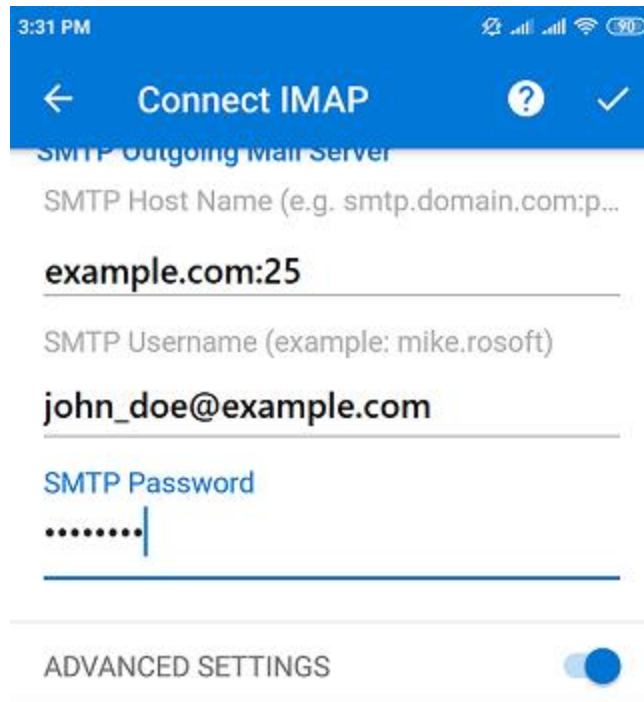
IMAP Host Name (e.g. imap.domain.com)


example.com:143

john_doe@example.com

IMAP Password

ADVANCED SETTINGS



6. Tap  in the top right corner. If the provided settings are correct, you will see that your email account was added.
7. If you have finished setting up email accounts, tap **SKIP** to exit the setup.