

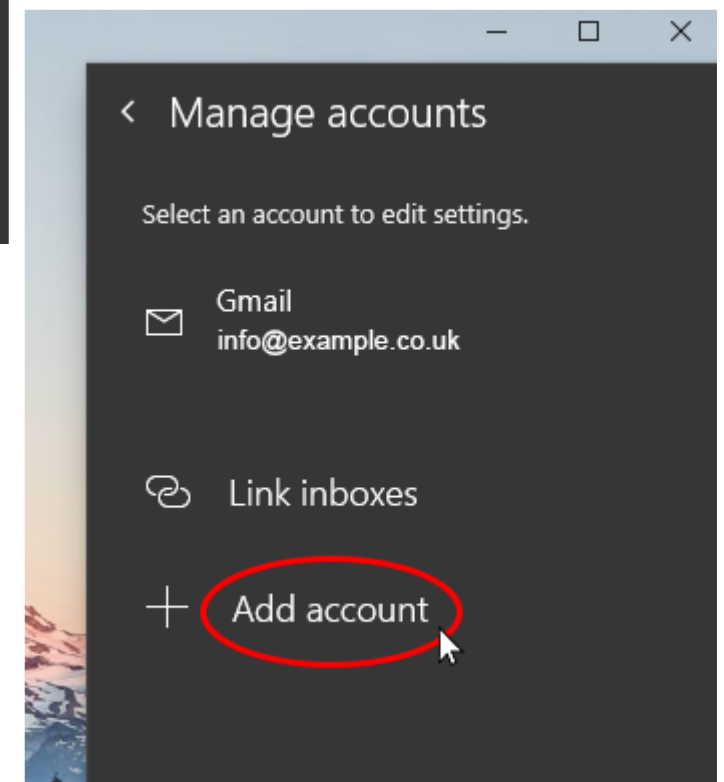
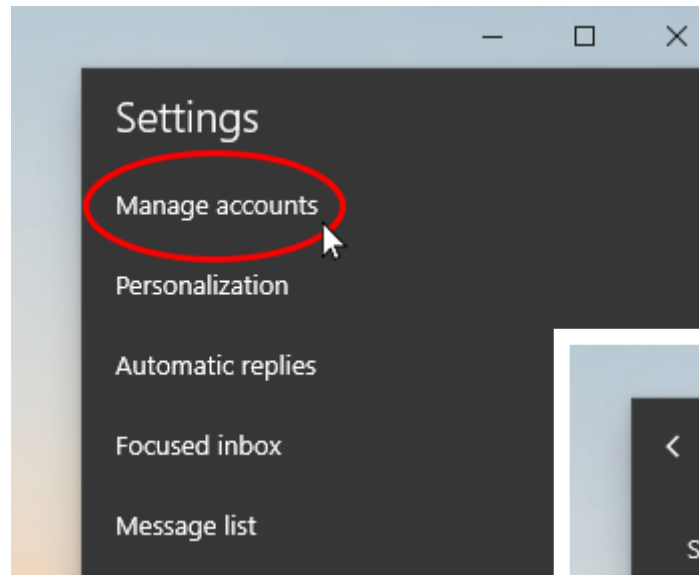
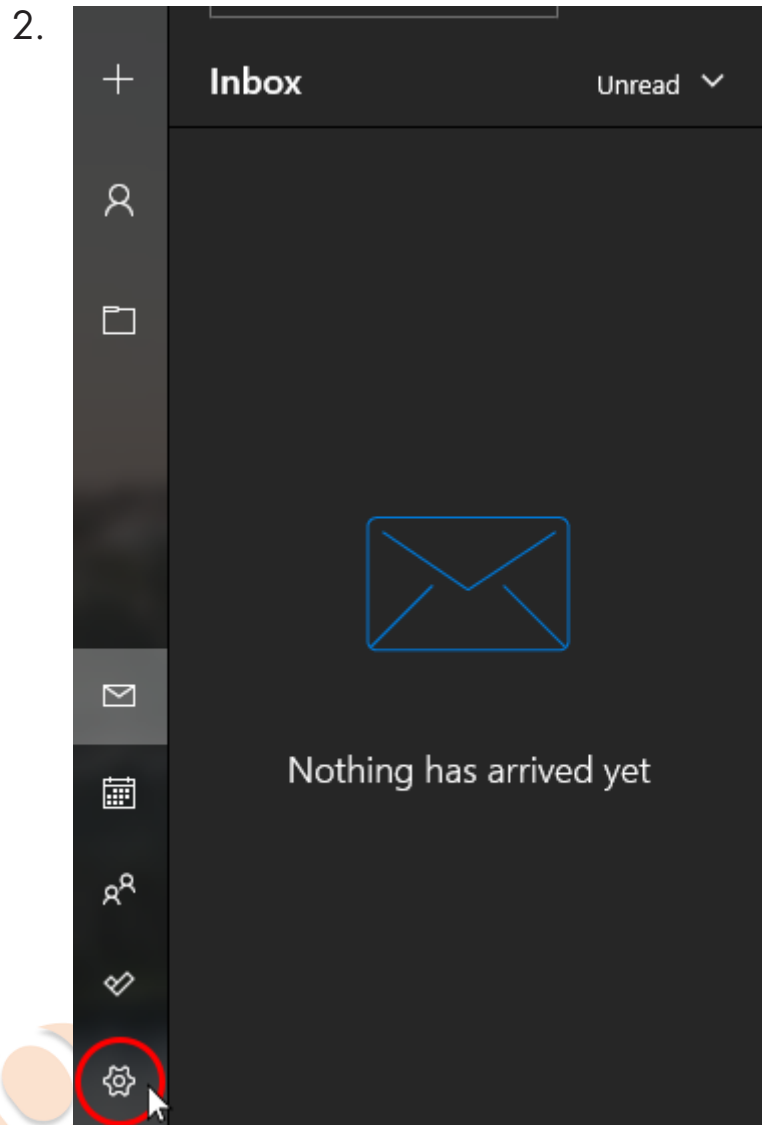
Microsoft Mail App

Email setup

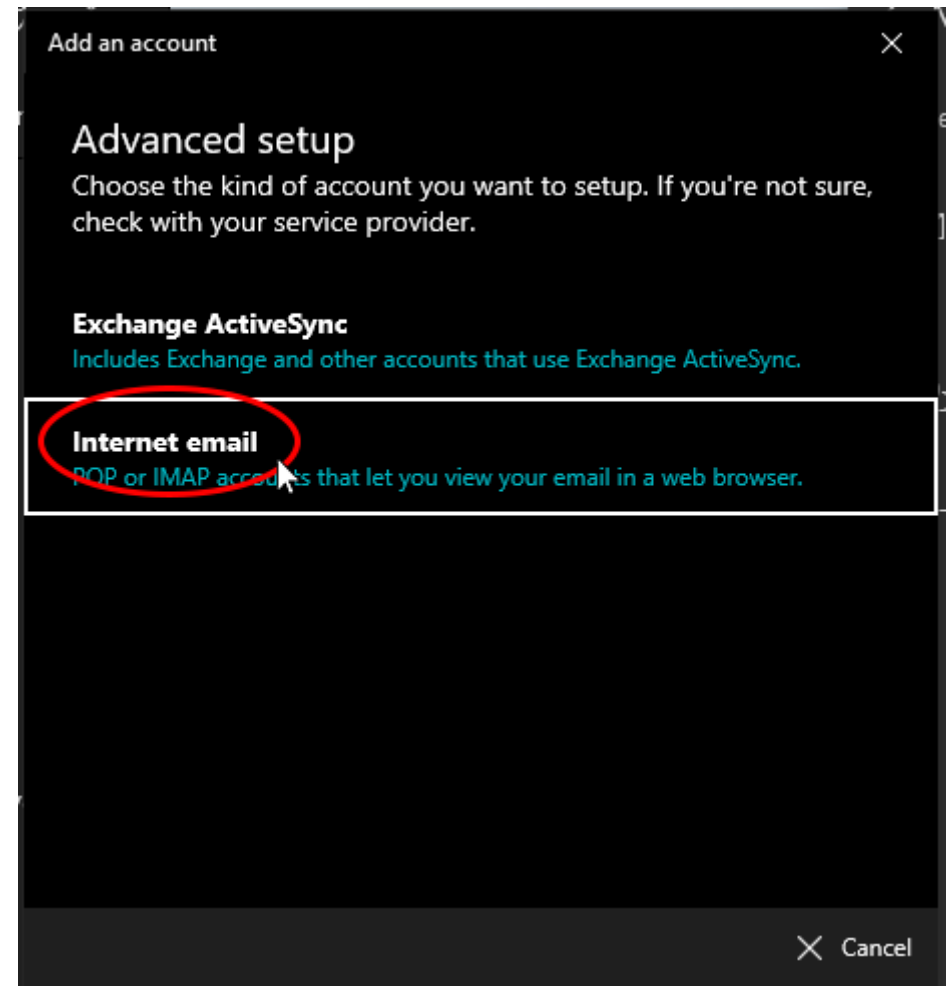
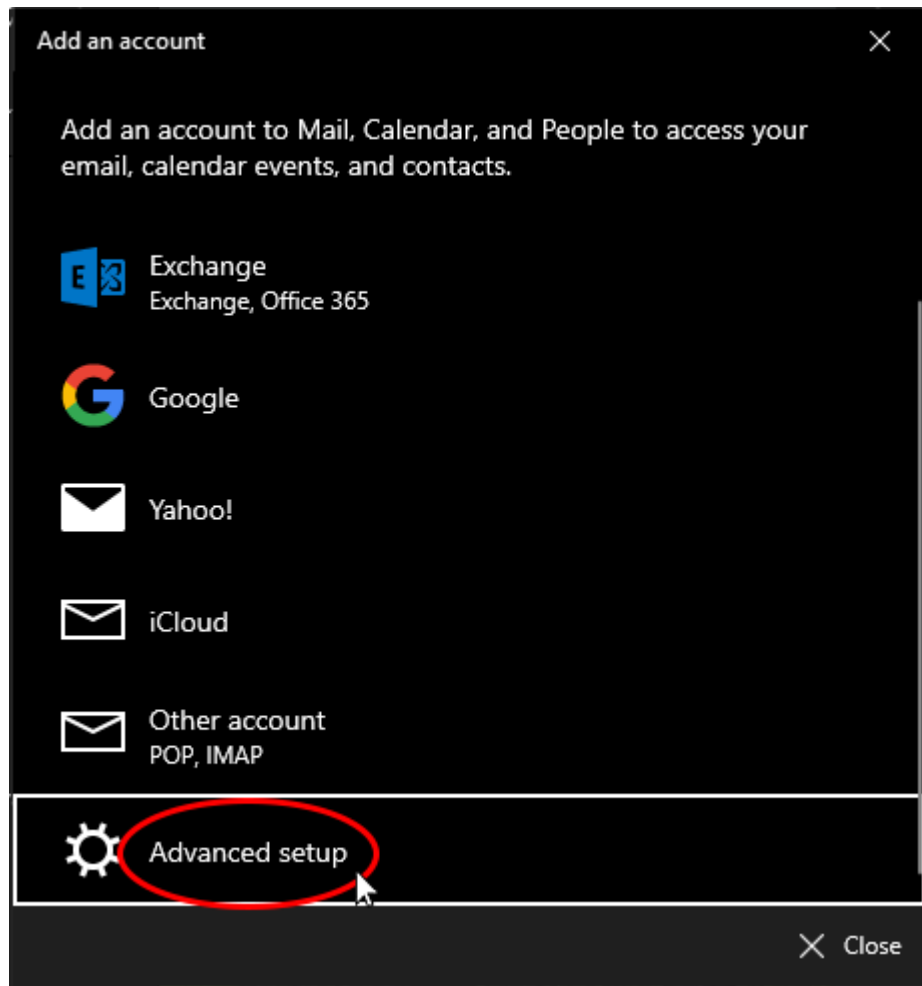


1) Connect to your local Wifi and open the Mail App (you can find this easily by typing "mail" into the search bar on the desktop home screen).

2) Click Settings icon in the bottom left corner > Manage Accounts > Add account.



3) Click Advanced setup > Internet email.



4) Please enter the information into the boxes as per below:

- Email address: [enter your email address]
- User name: [enter your email address]
- Password: [enter your password]
- Account name: [enter your email address] - this is open to personal preference
- Send your messages using this name: [enter your company name] - this is open to personal preference
- Incoming email server: server.promoteukltd.com
- Account type: IMAP4
- Outgoing (SMTP) email server: server.promoteukltd.com

The tickboxes are open to personal preference, we recommend leaving them ticked as default.

NB. Your new email login details can be found in the Order Completion email. So when prompted to enter an email/password please refer to our email to find them.

5) Click Sign in, you're all done!

A screenshot of a dark-themed 'Add an account' dialog box. The title bar says 'Add an account' with a close button (X) on the right. The main heading is 'Internet email account'. The form contains several fields: 'Email address' with 'info@example.co.uk', 'User name' with 'info@example.co.uk', 'Password' with a masked field of 12 dots, 'Account name' with 'info@example.co.uk', 'Send your messages using this name' with 'Example Company Ltd', 'Incoming email server' with 'server.promoteukltd.com', 'Account type' with a dropdown menu showing 'IMAP4', and 'Outgoing (SMTP) email server' with 'server.promoteukltd.com'. Below the 'User name' field, there are examples: 'Examples: kevinc, kevinc@contoso.com, domain\kevinc'.