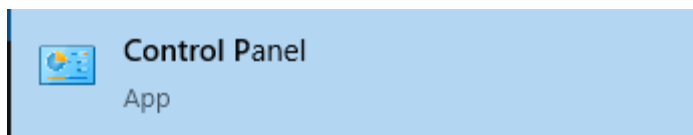
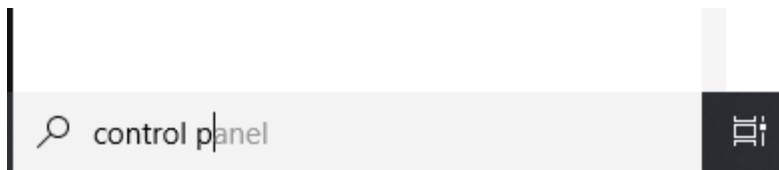




How to set up store email on MS Office


1 Control panel

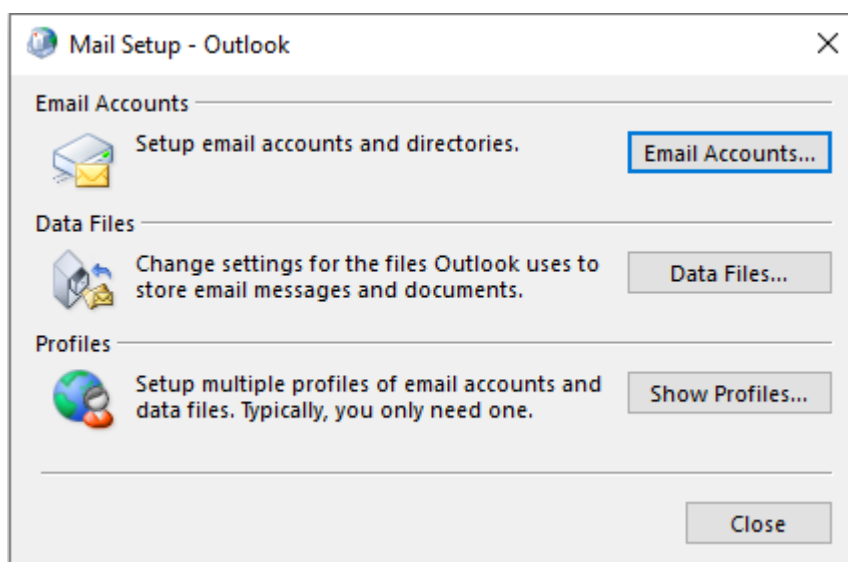
Search for control panel in windows search bar and enter control panel.



2 select outlook


Click on outlook 2016 and set up email accounts.

 Mail (Microsoft Outlook 2016)



3 Set up outlook

Click on new.








 Account Settings



Email Accounts

You can add or remove an account. You can select an account and change its settings.

EmailData FilesRSS FeedsSharePoint ListsInternet CalendarsPublished CalendarsAddress Books


 New... Repair... Change... Set as Default Remove

Name	Type
------	------


Selected account delivers new messages to the following location:

Close

Choose Manual setup or addition server types. And next.

 Add Account

✕



Auto Account Setup
Manual setup of an account or connect to other server types.

☐ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

☒ **Manual setup or additional server types**

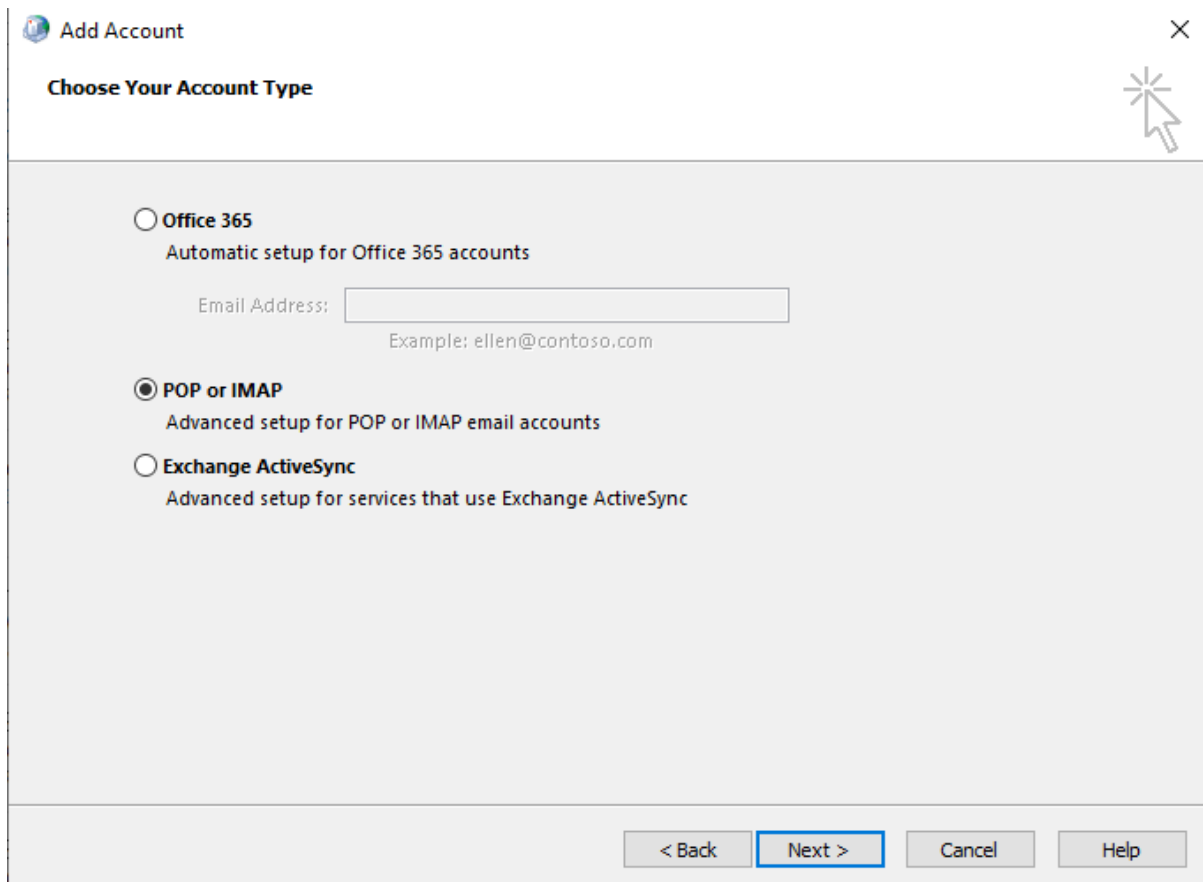
< Back

Next >

Cancel

Help

Choose POP or IMAP and click Next



Add Account [Close]

Choose Your Account Type

☐ **Office 365**
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

☒ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

☐ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

Your name: Display name (can be any)

Email address: store email address

Account type: POP3

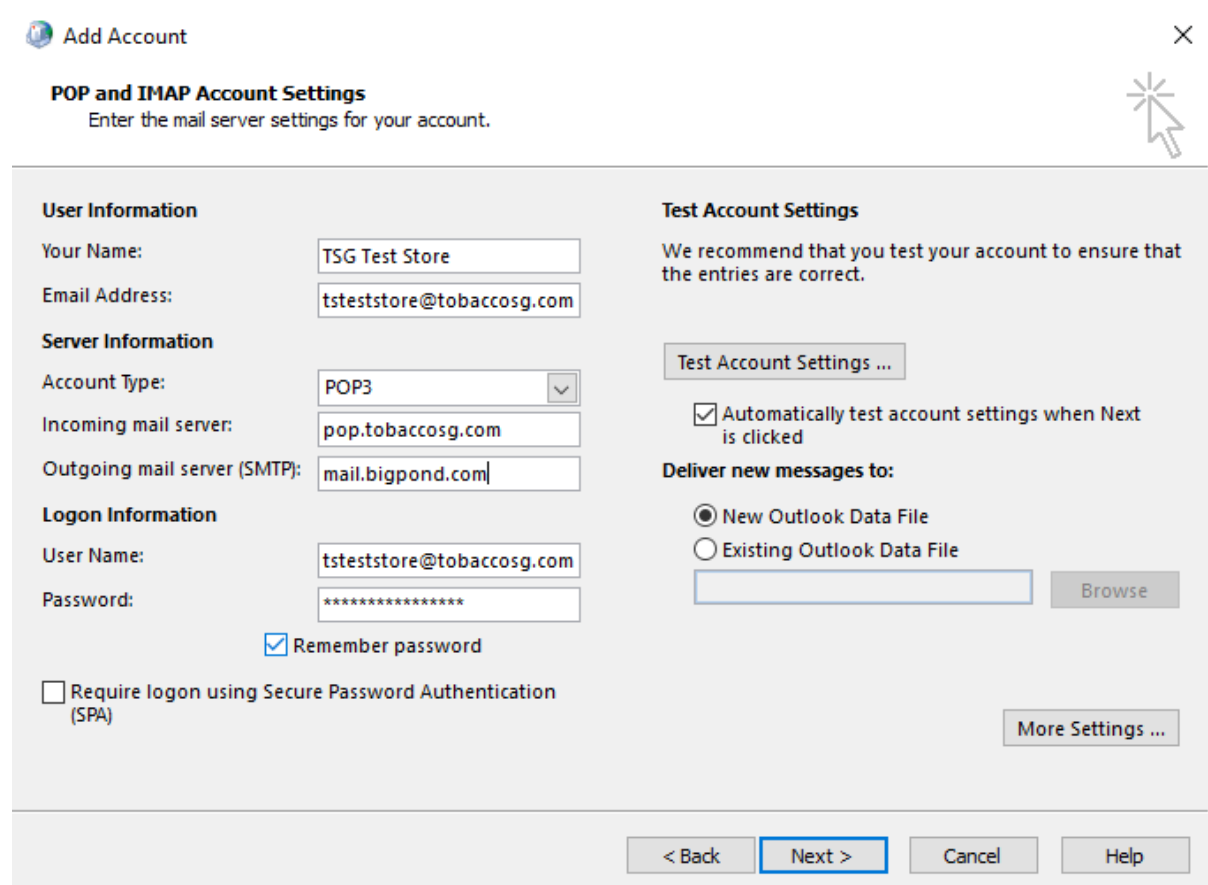
Incoming email: pop.tobaccosg.com

Outgoing email:

TPG :	mail.tpg.com.au
Optusnet :	mail.optusnet.com.au
Dodo :	smtp.dodo.com.au
Bigpond (Telstra):	mail.bigpond.com
Virgin Mobile 3G	smtp.virginbroadband.com.au
Vodafone 3G	smtp.vodafone.net.au

Username: Store email address

Password: Call IT if you are not sure



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: TSG Test Store

Email Address: tsteststore@tobaccosg.com

Server Information

Account Type: POP3

Incoming mail server: pop.tobaccosg.com

Outgoing mail server (SMTP): mail.bigpond.com

Logon Information

User Name: tsteststore@tobaccosg.com

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

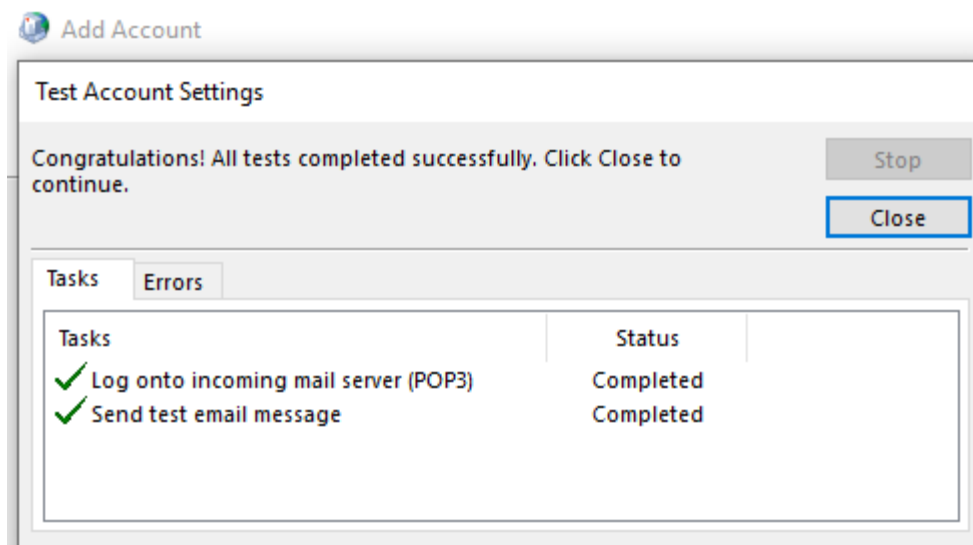
☐ Existing Outlook Data File

Browse

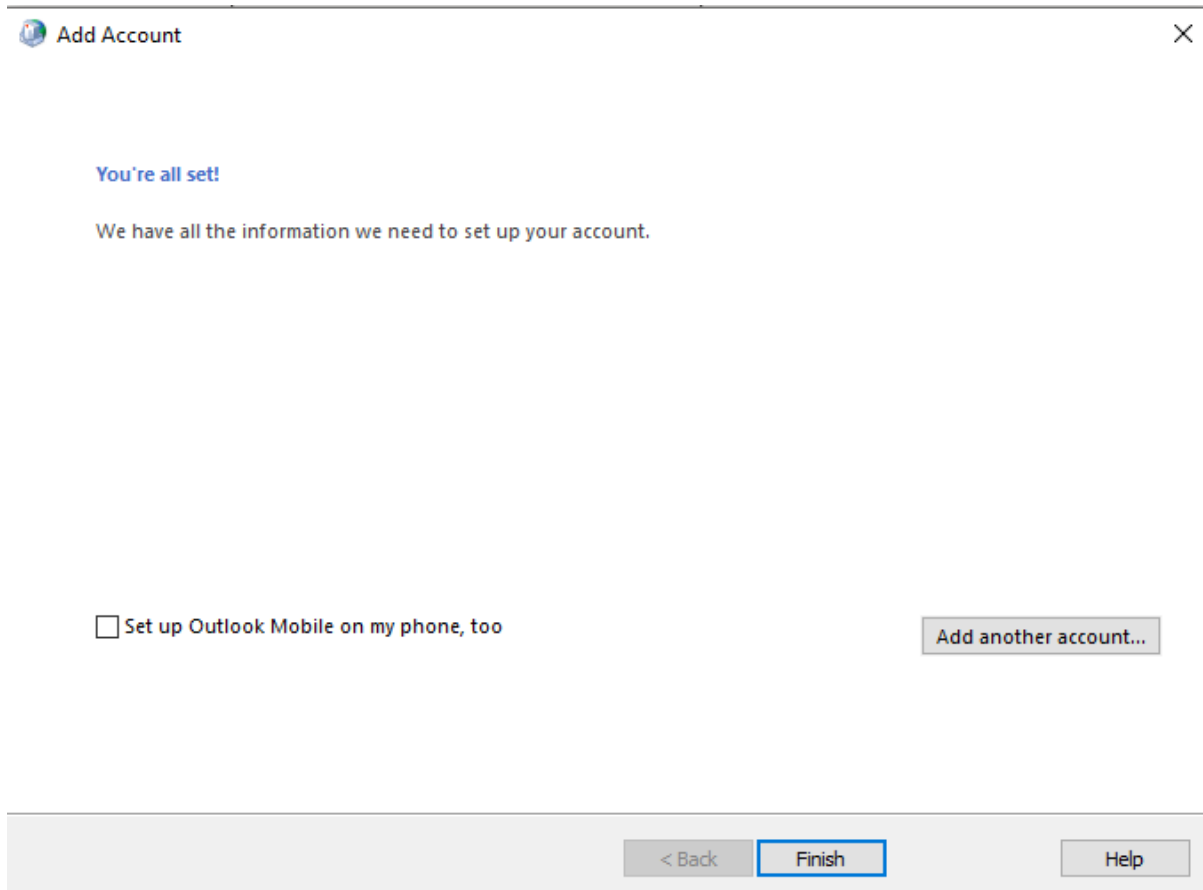
More Settings ...

< Back Next > Cancel Help

Click close.



Click finish.



Now your store email has been added to outlook.

