

Log into Web Mail First

The first step is to log into your email from our computer first. This way you can be sure that the account is setup and you are using the correct password.

Install Microsoft Outlook from the Play Store

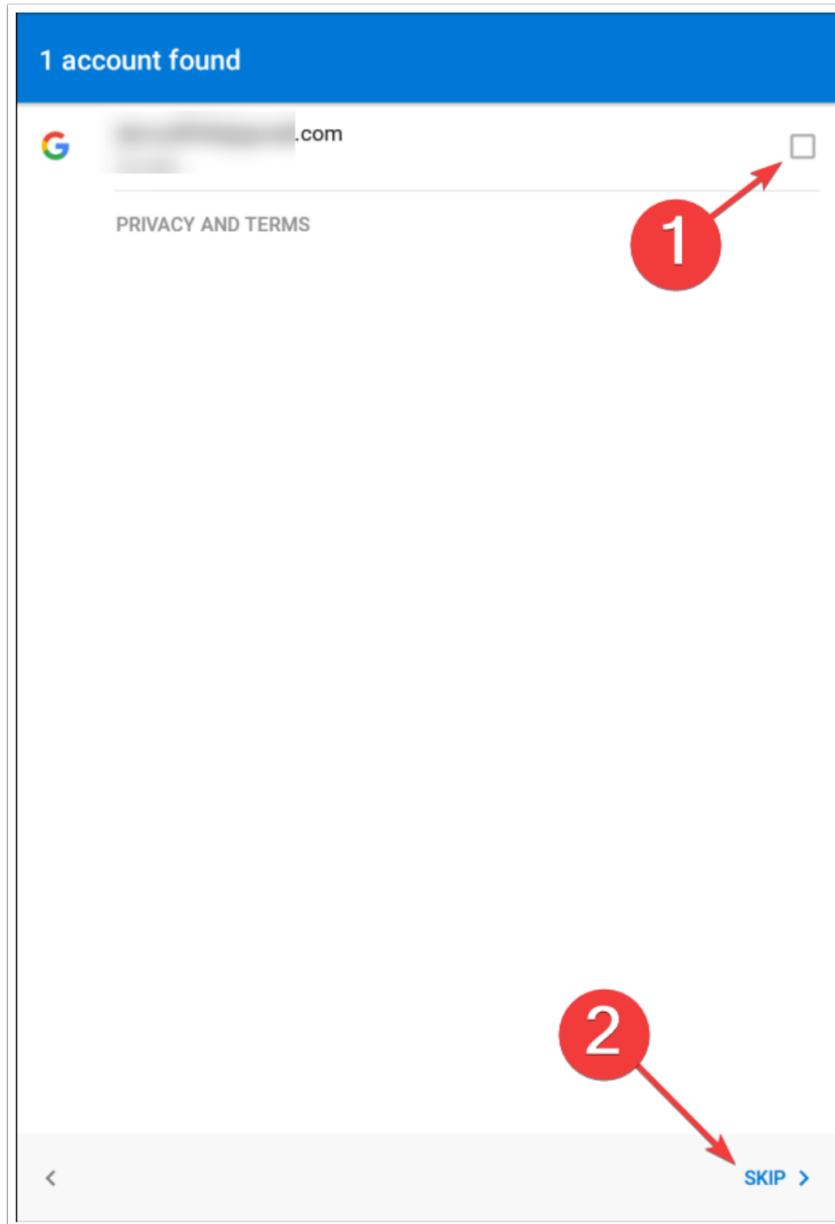
<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

Microsoft Outlook
Microsoft Corporation Productivity
★★★★★ 3,246,138
Everyone
Contains Ads
Add to Wishlist Install

Add all your accounts Do more Reply on the go Find ev...

Open Microsoft Outlook

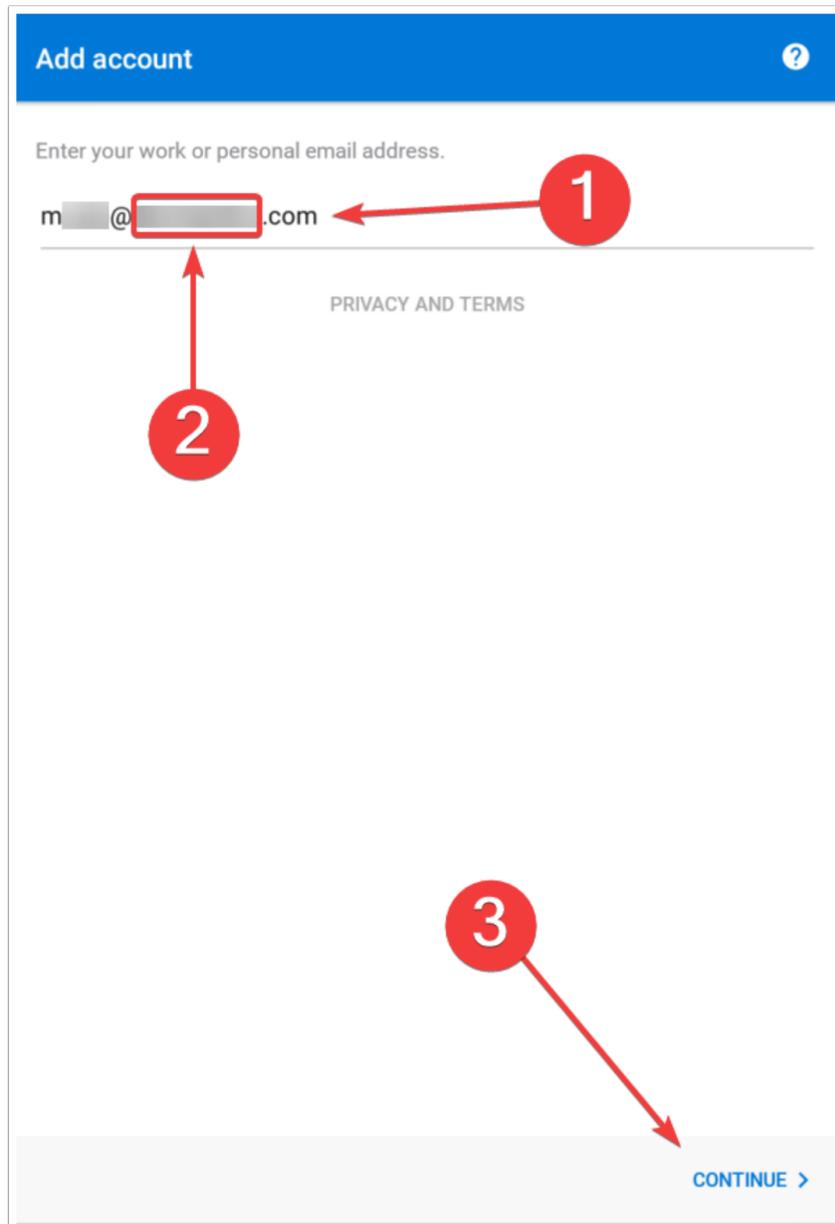
1. Uncheck any existing accounts.
2. Click Skip.



Add the Email Account

1. Here you will enter your email address.

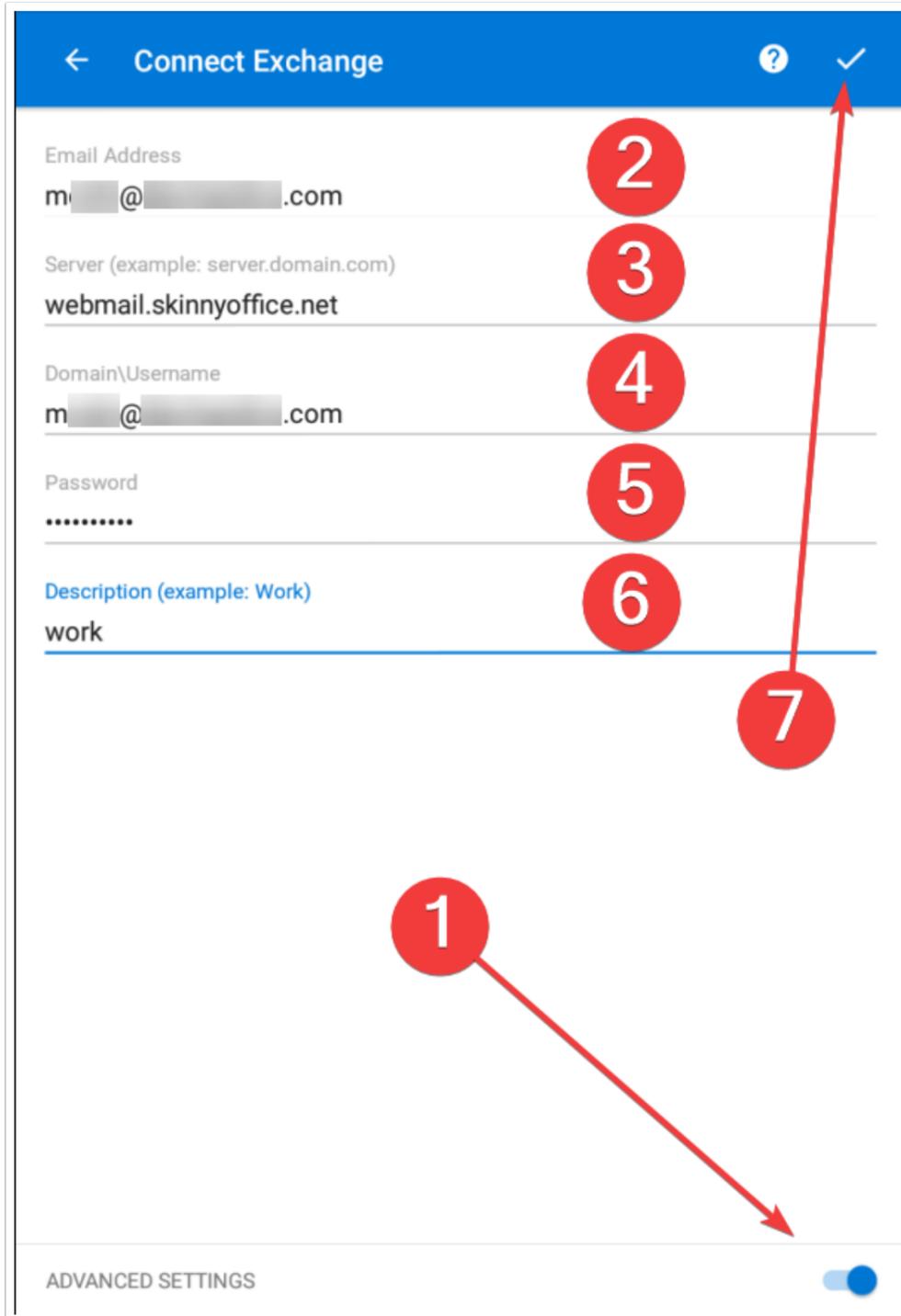
2. The part of your email after the @ symbol and before the .COM is your domain.
3. Click Continue.



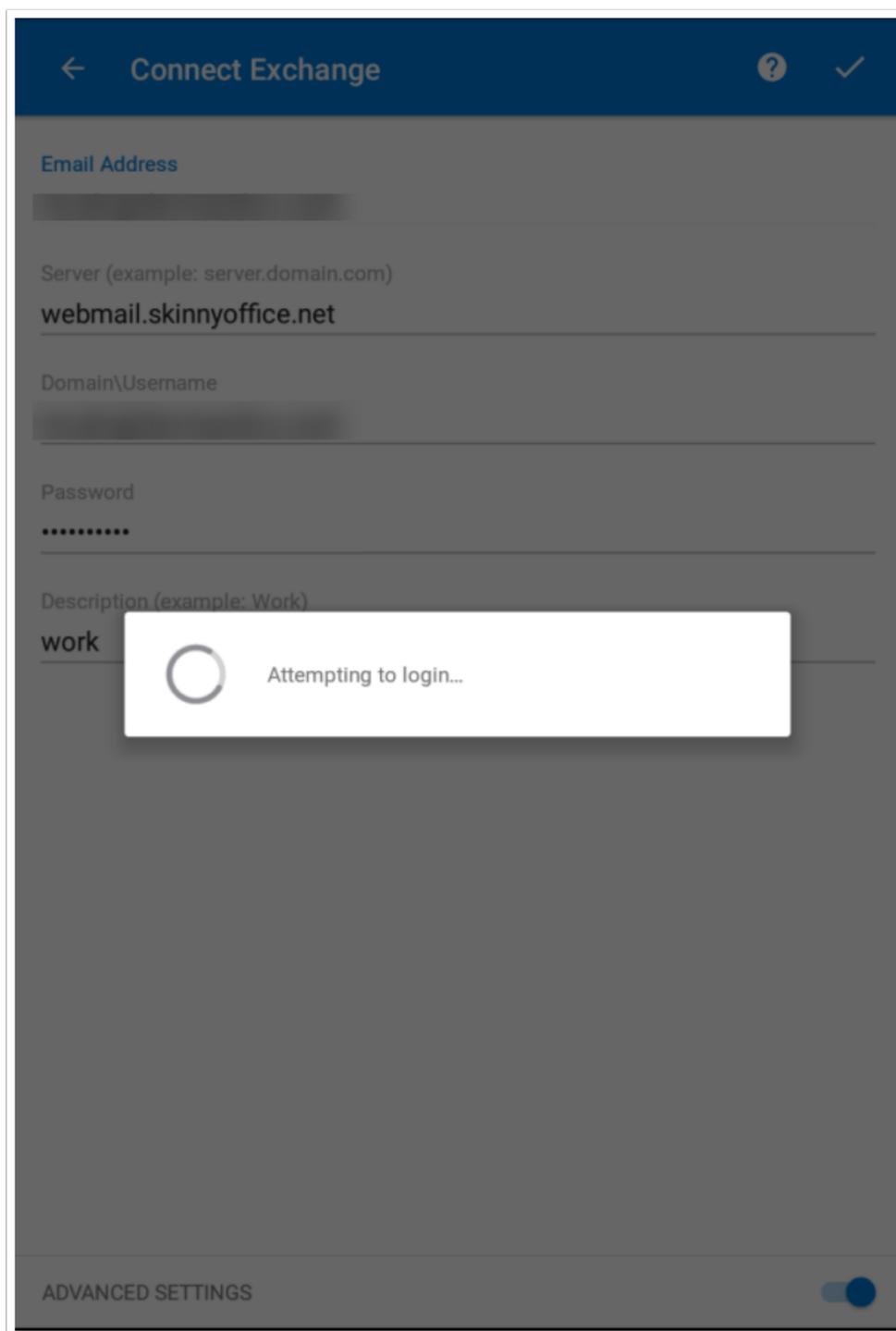
When you get to this screen, it may not look like this one. Make sure that Advanced Settings (1) is enabled.

2. Enter your email address.
3. Enter the following: **webmail.skinnyoffice.net**
4. Enter your email.

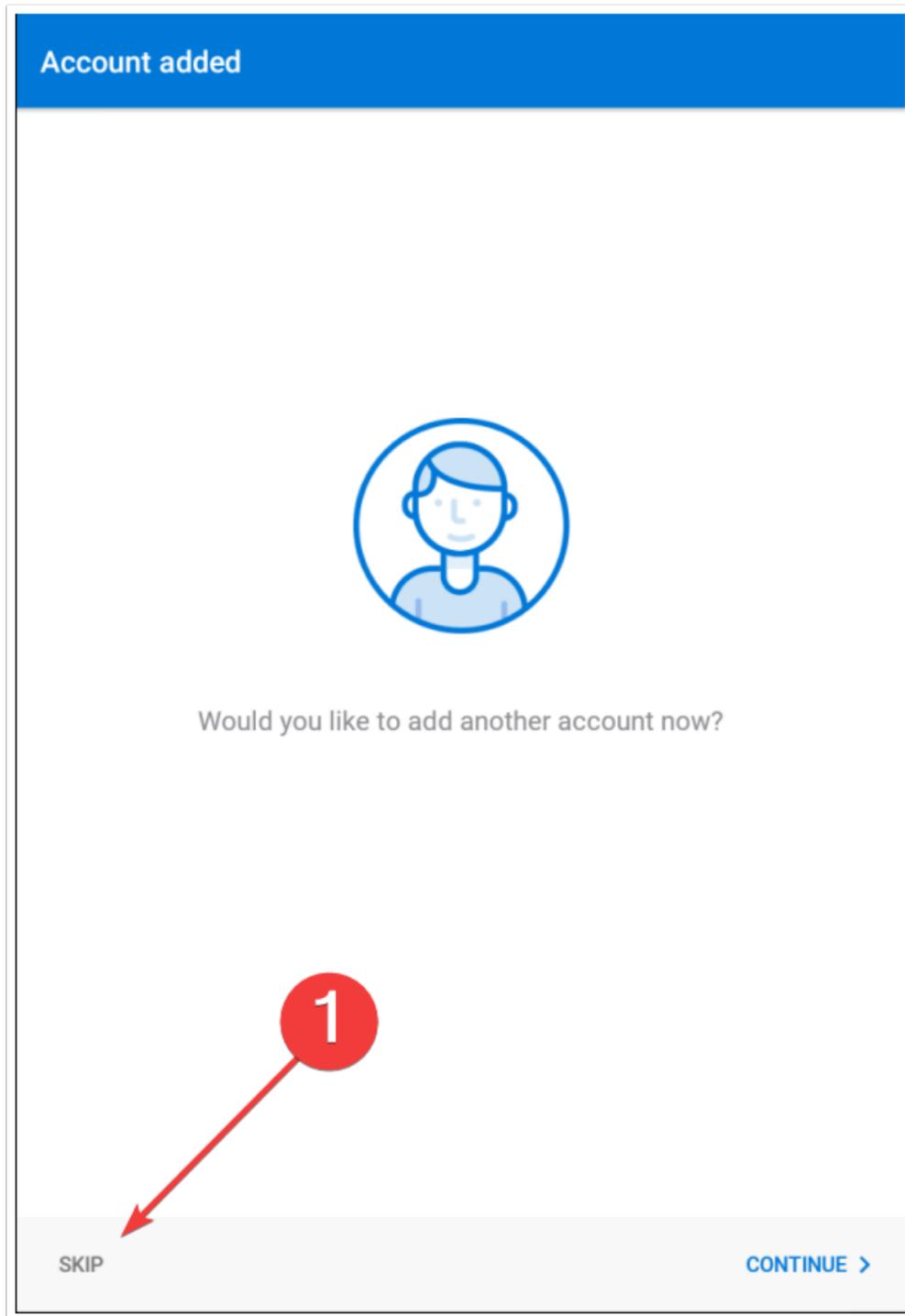
5. Use the same password you used to log into the web email.
6. Give the account a description.
7. When you are done, click the check mark at the top right.



At this point, Outlook will log into the email server and finish configuration.



This lets you know that the account was added. Click Skip to start using using your email.



Email is now configured.

