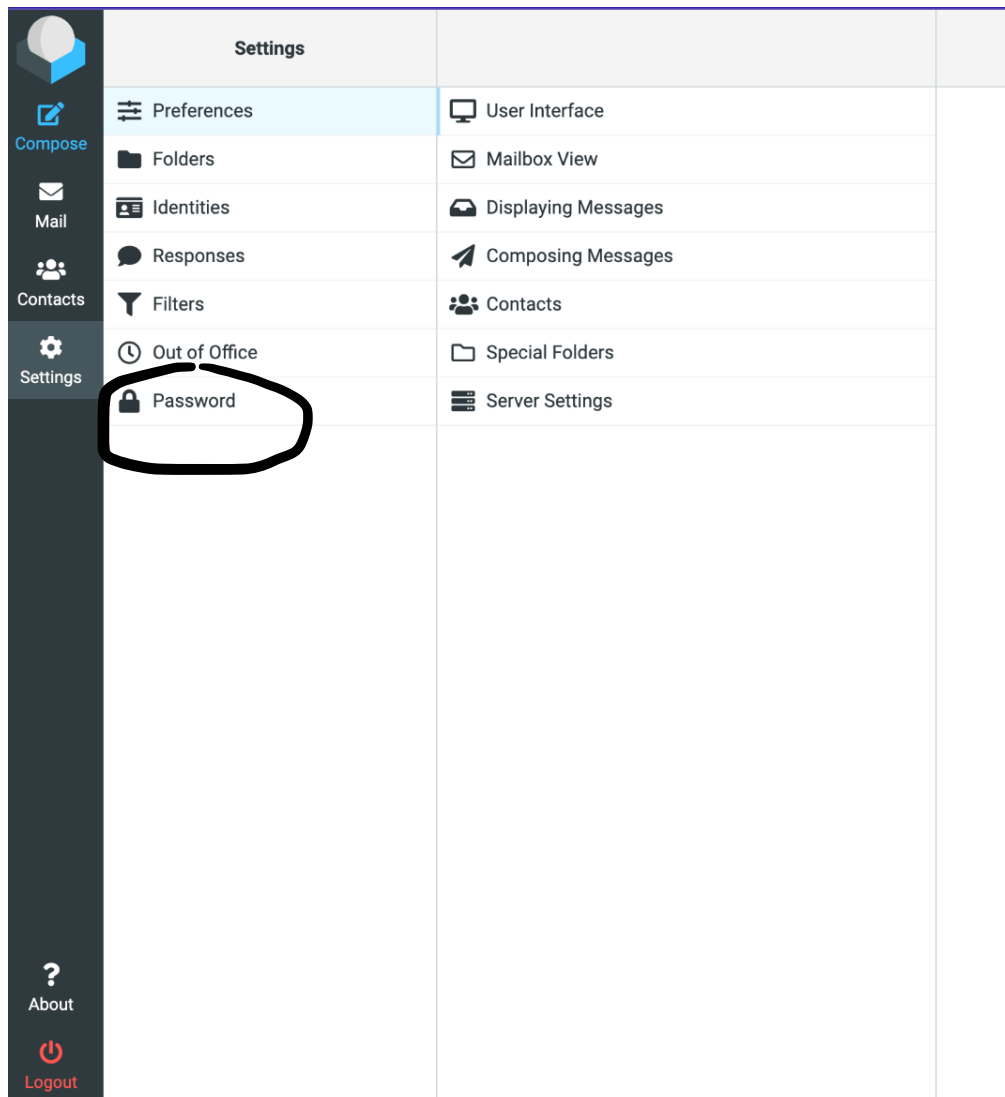


Email instructions

1. Go to <https://mailserver.shaper.co.za/>
2. Email: name.surname@talent.shaper.co.za
3. Password: Password123!
Password1! (for Romeo and Vice only)



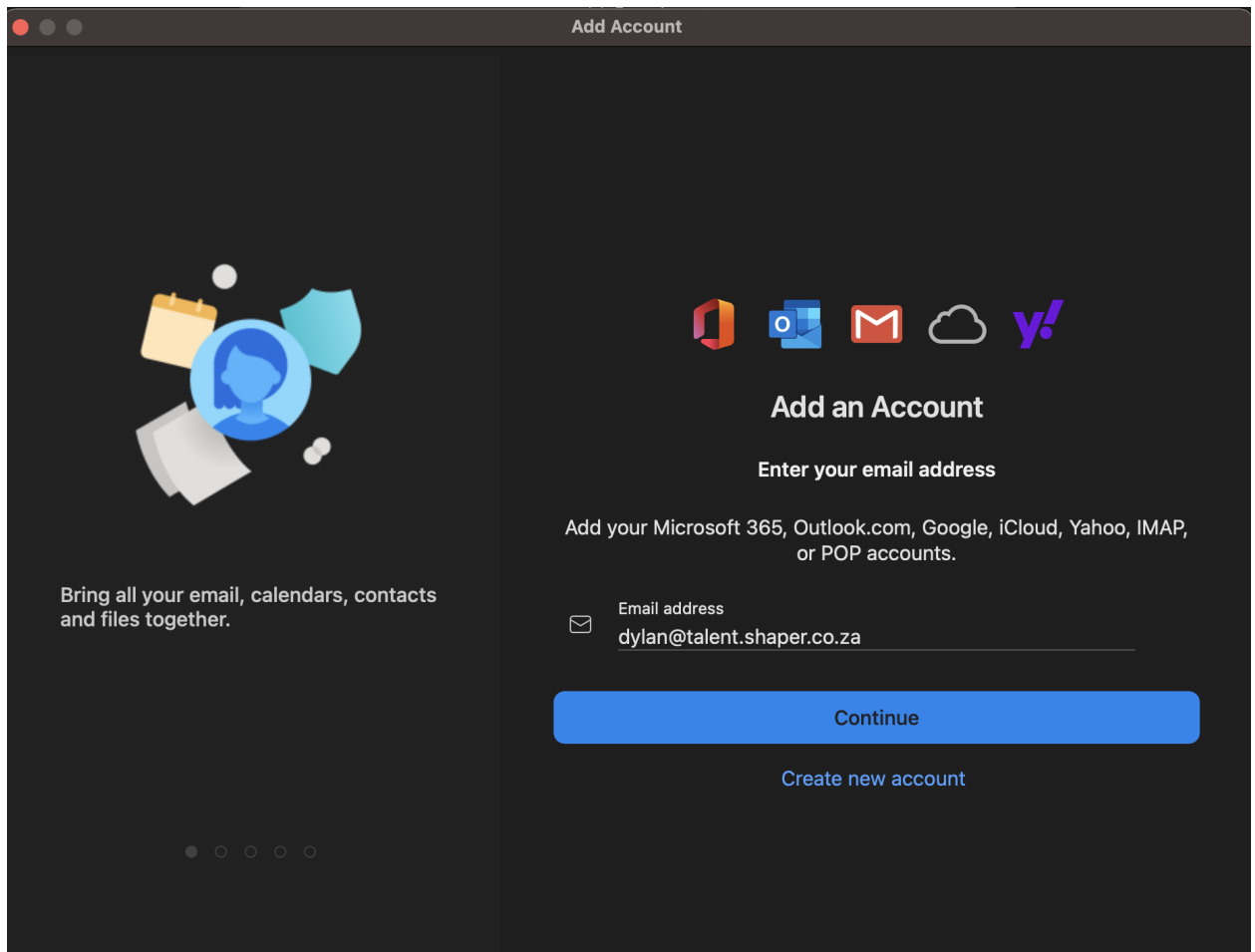
4. Go to settings and change the **password**.

Setup on Outlook

1. Download **Microsoft Outlook**



2. Open **Microsoft Outlook** and follow the below instructions



3. Type in your email address and press continue
4. Use these settings under the Imap option (Press the advanced settings button)

Add Account



IMAP

[Not IMAP?](#)

Email Address

dylan@talent.shaper.co.za

IMAP Username

dylan@talent.shaper.co.za

IMAP Password

●●●●●●●●



IMAP Incoming Server

mailserver.shaper.co.za

Port

993

Use SSL to connect (recommended)

SMTP Username

dylan@talent.shaper.co.za

SMTP Password

●●●●●●●●



SMTP Outgoing Server

mailserver.shaper.co.za

Port

465

Use SSL to connect (recommended)

Show Advanced Settings



Add Account