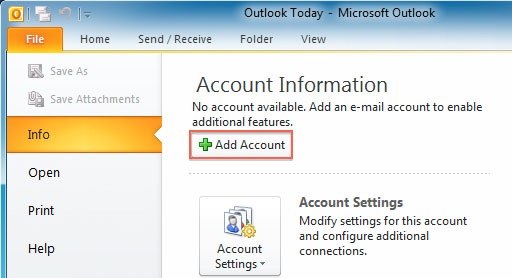
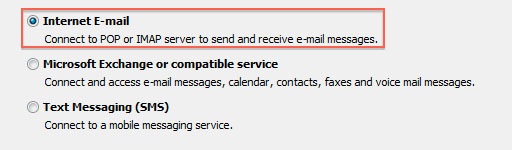
Oulook 2011

1. Select the 'File' menu
2. Select Info
3. Click the **Add Account** button

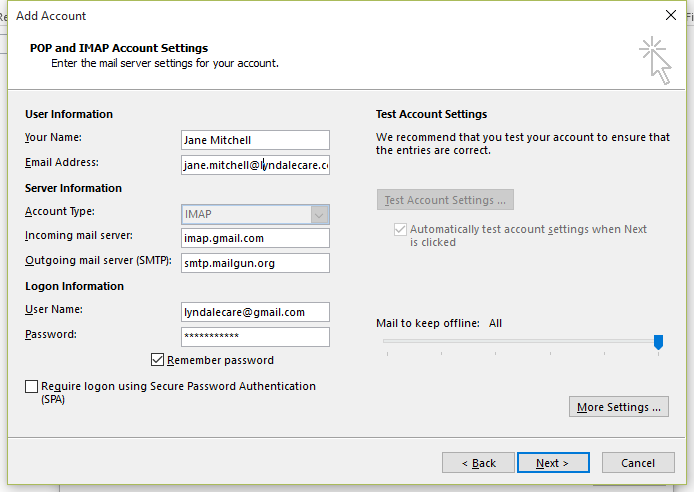


1. Choose **Manually configure server setting**
2. Click Next
3. Choose **Internet E-Mail**



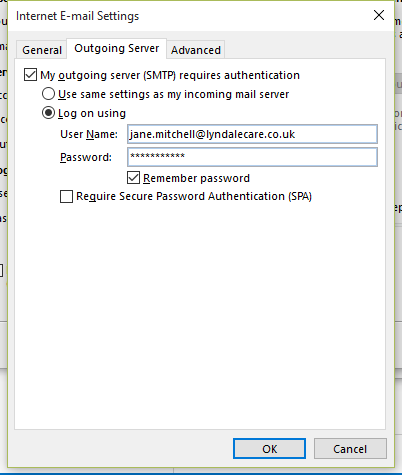
1. Click next

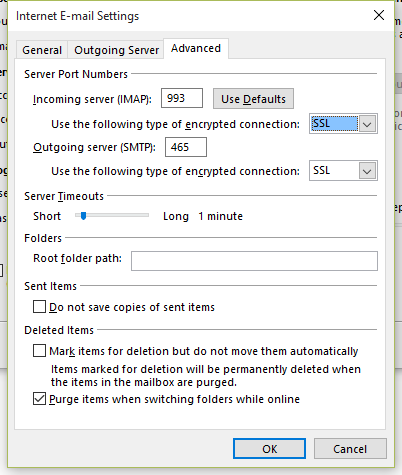
Account Settings



1. **User Information**
   1. Your Name: Jane Mitchell
   2. Email address: [jane.mitchell@lyndalecare.co.uk](mailto:jane.mitchell@lyndalecare.co.uk)
2. **Server information**
   1. Account Type: IMAP
   2. Incoming mail server: imap.gmail.com
   3. Outgoing mail server(SMTP) : smptp.mailgun.org
3. **Logon Information**
   1. Username: [lyndalecare@gmail.com](mailto:lyndalecare@gmail.com)
   2. Password: YOURNEWPASSWORD
   3. Click remember password

## More Settings

1. Click the **More Settings** button
2. Click the **outgoing server** tab
3. 
   1. Click **Log on using** radio button
      1. Username: [jane.mitchell@lyndale.co.uk](mailto:jane.mitchell@lyndale.co.uk)
      2. Password: Lyndalecare123!
      3. Click remember password
4. **Click the advanced tab**



1. Select SSL from both dropdowns
2. Click Ok
3. Click **Next** on the E-mail Accounts window
4. Click the **Finish** button