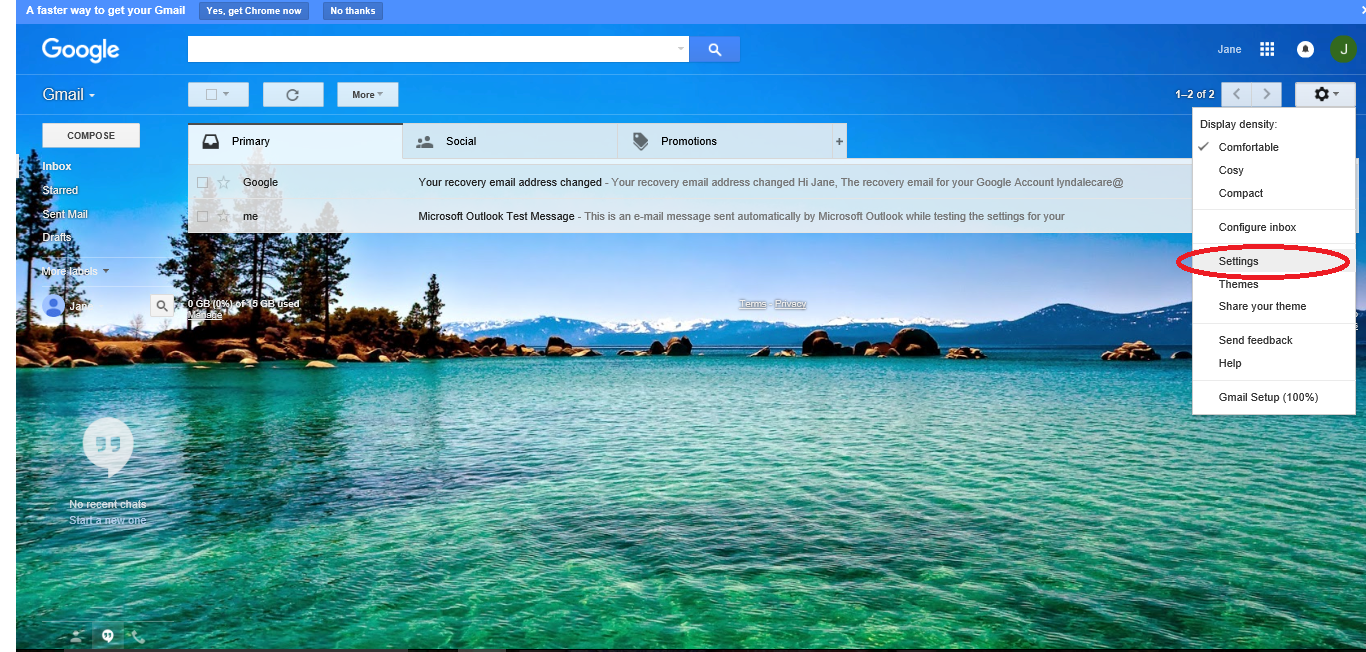
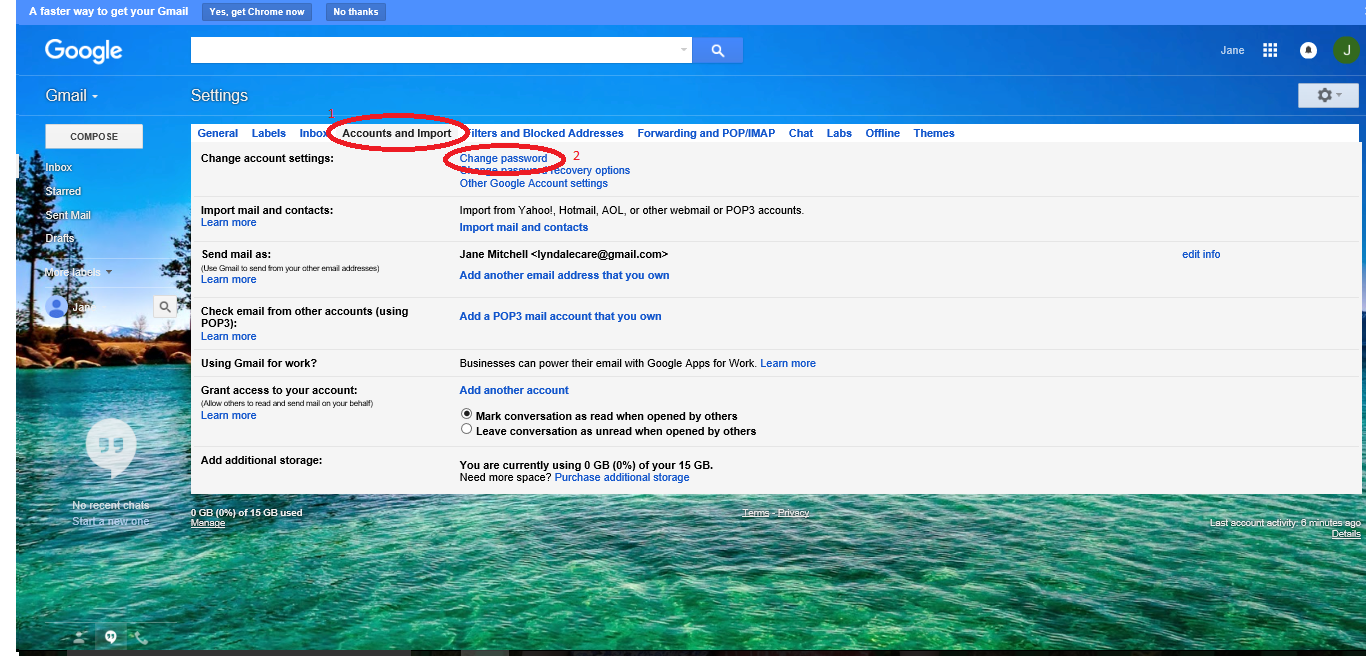
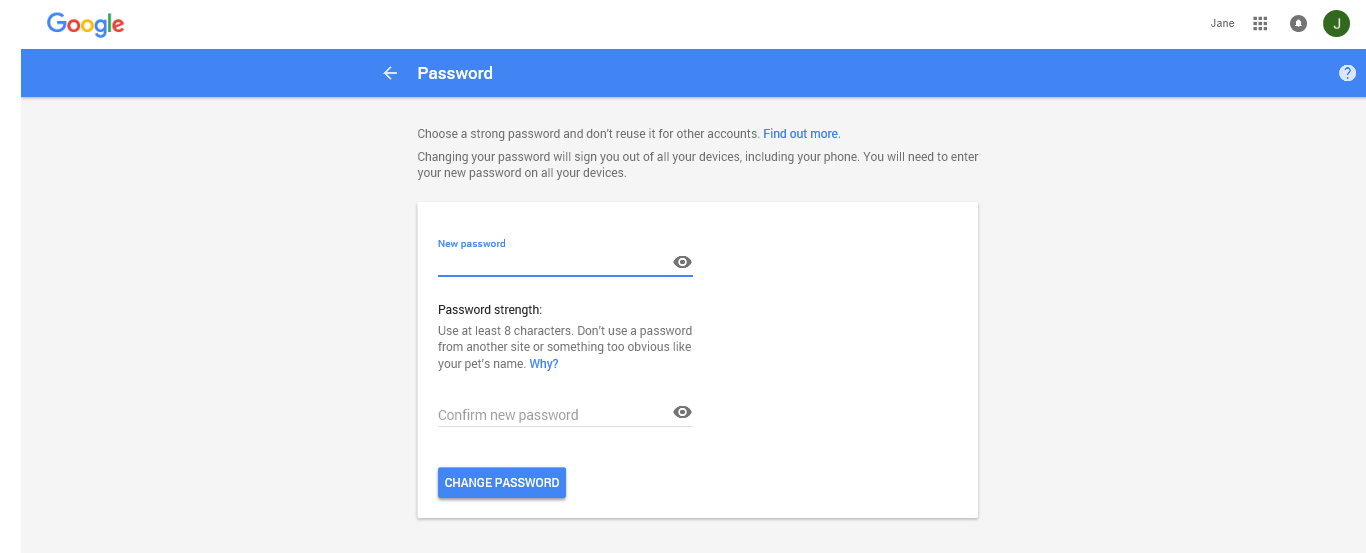
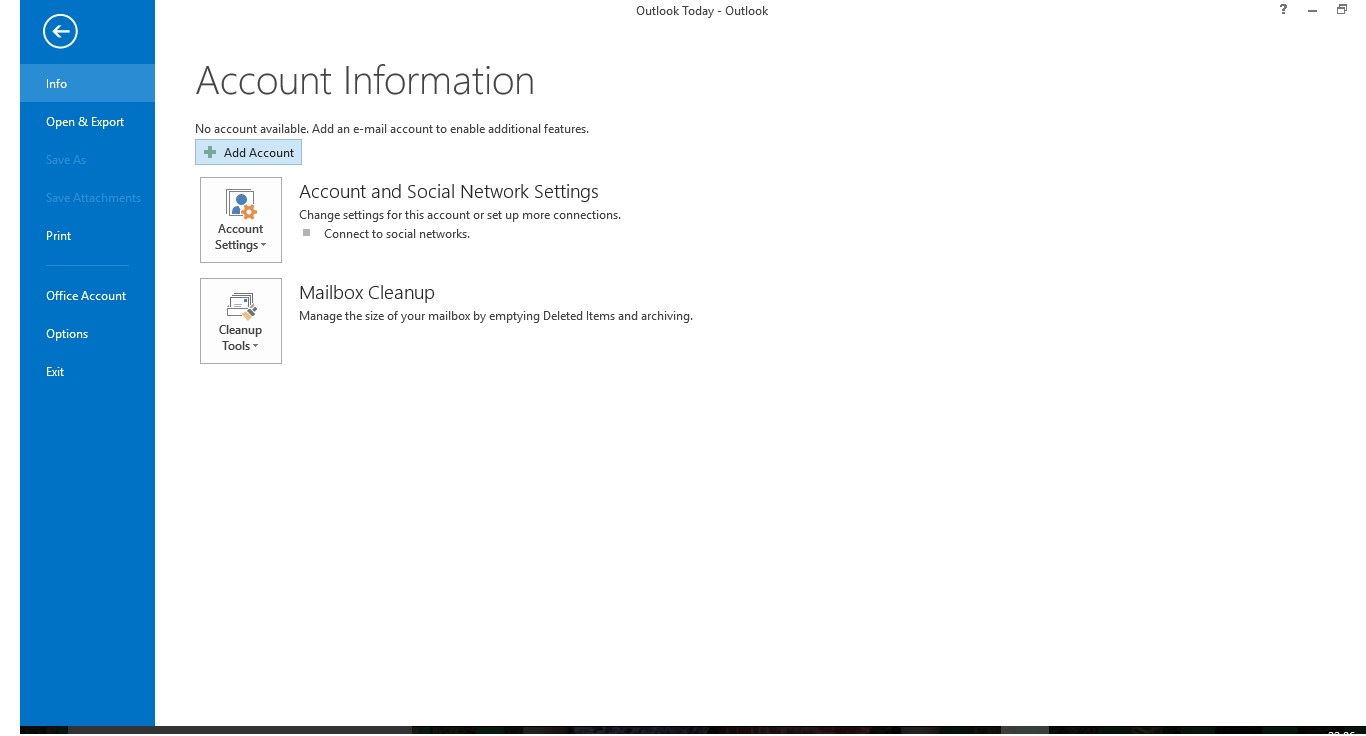
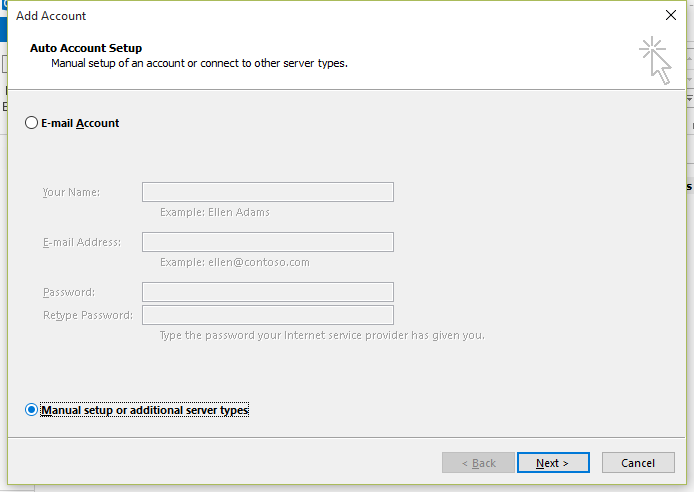
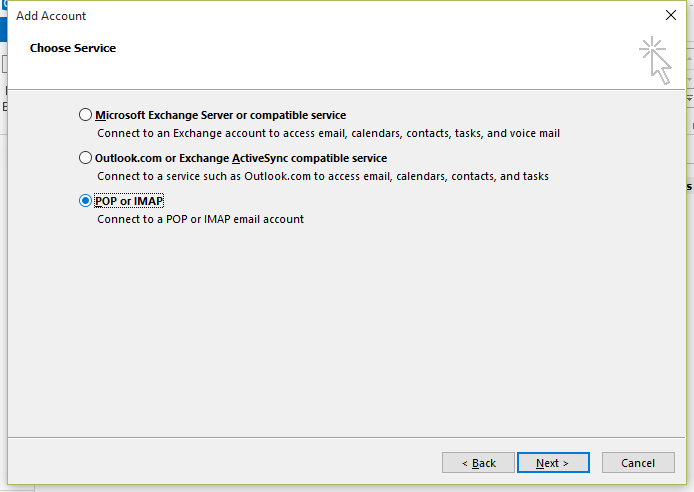
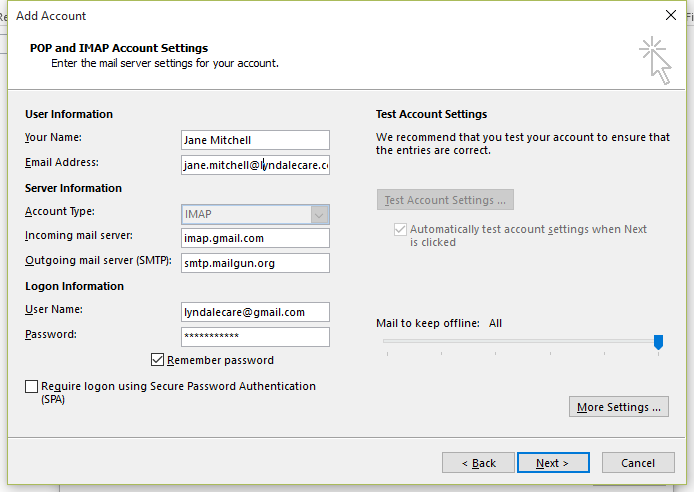
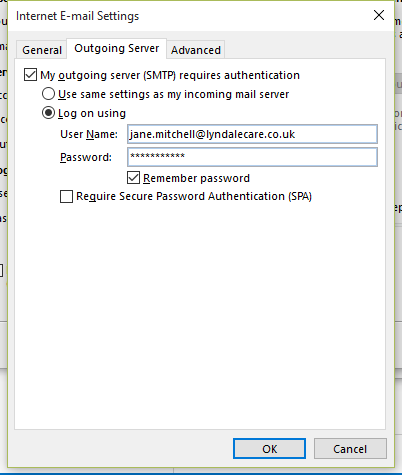
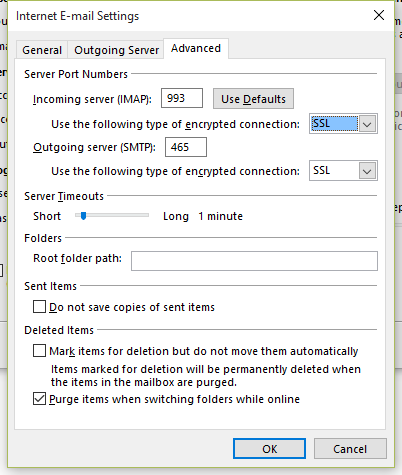
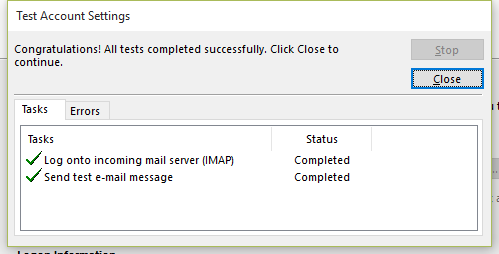
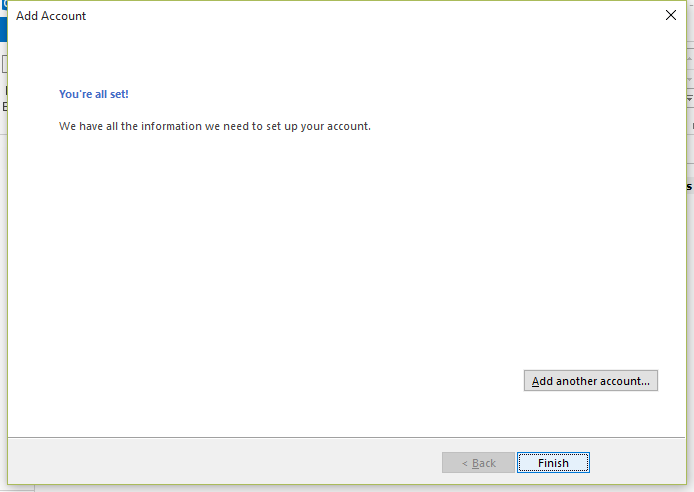
I have migrated your email to go through gmail as this is free of charge to you, customers of your website will still be emailing to [info@lyndalecale.co.uk](mailto:info@lyndalecale.co.uk) and you will be able to respond to them with the email [jane.mitchell@lyndalecare.co.uk](mailto:jane.mitchell@lyndalecare.co.uk)

To change your default password

1. Open internet explorer or Google chrome
2. Go to [www.gmail.com](http://www.gmail.com)
3. Login with
   1. Username: [lyndalecare@gmail.com](mailto:lyndalecare@gmail.com)
   2. Password : Lyndale123!
4. Click the cog and select “Settings”
   1. 
5. Click the accounts and import tab then change password
   1. 
6. Re-enter your password (Lyndale123!)
7. Enter your new password
   1. 

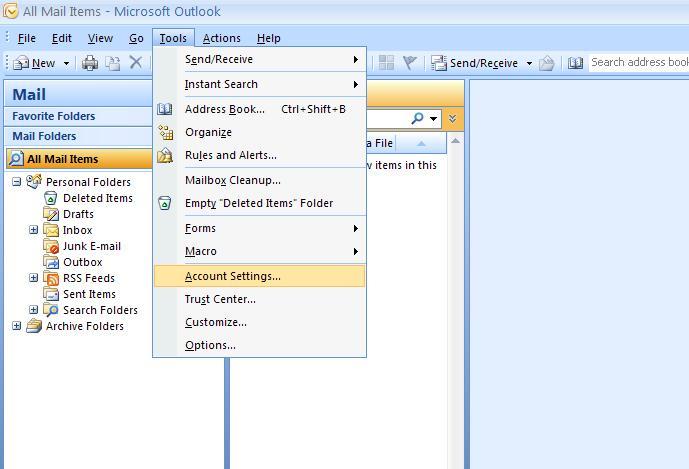
You can now access your emails from this account

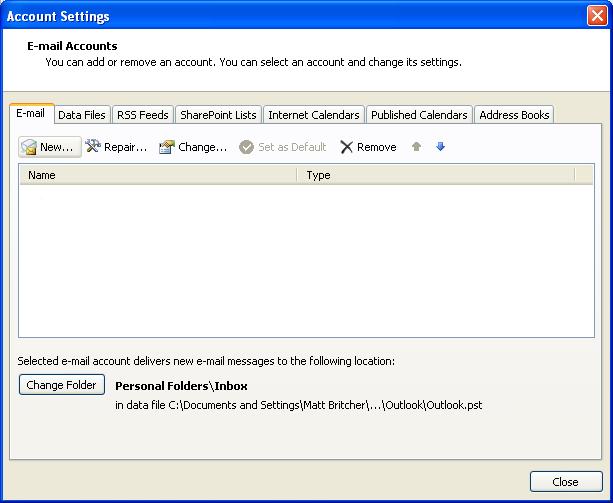
# Add to outlook (outlook 2013)

1. Click add account
   1. 
2. Click Manual setup or additional server type
   1. 
3. Select POP or IMAP
   1. 
4. Enter details
   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
   4. 
5. Click **more settings**
6. Click the **outgoing server** tab
   1. 
   2. 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
7. Click the **Advanced** tab
   1. 
      1. Select SSL from both dropdowns
      2. Click Ok
      3. Click next
8. Account test window will pop up
   1. 
   2. 

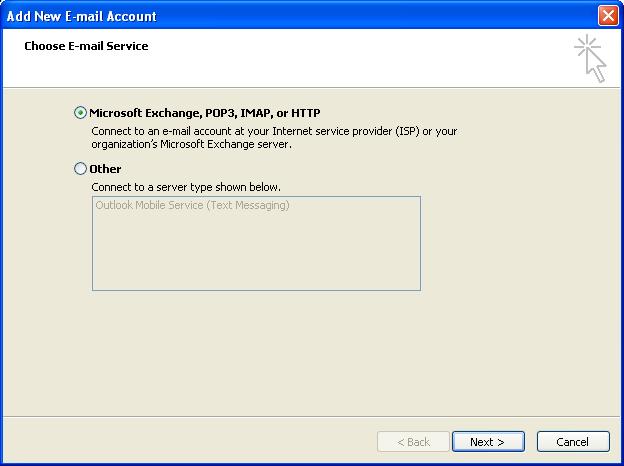
# Older outlook

1.) click tools > Accounts..

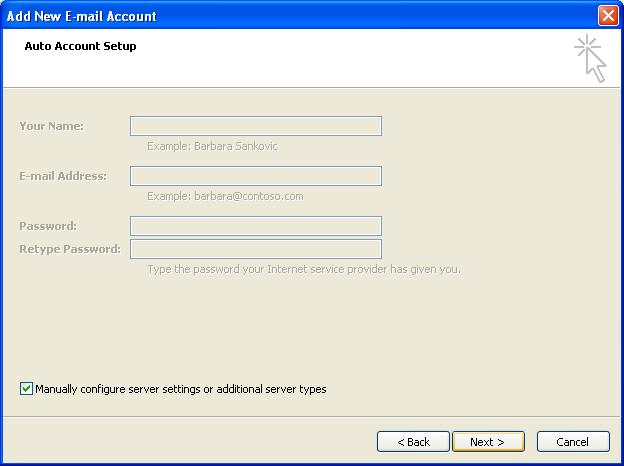


2.)In the email tab select new

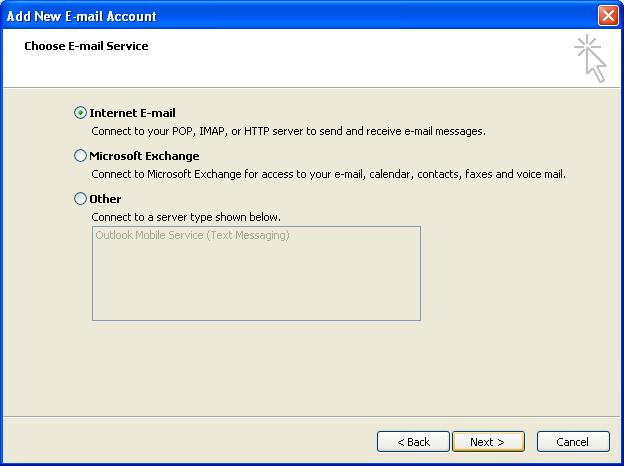
3.)In the Add New Email Accounts wizard window, select Microsoft Exchange, POP3, IMAP, or HTTP and click Next



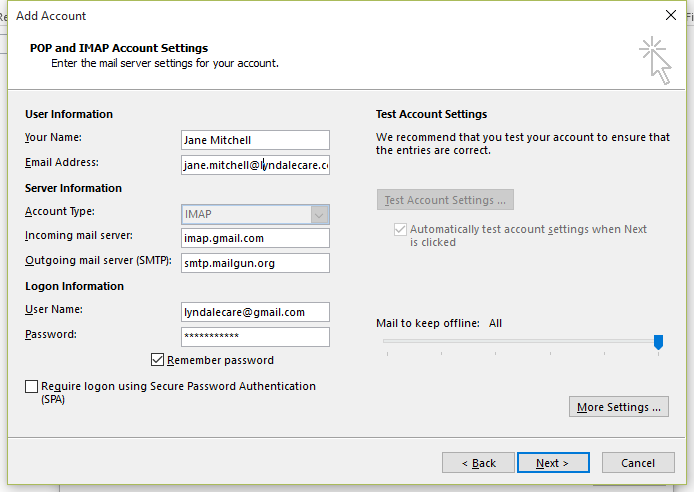
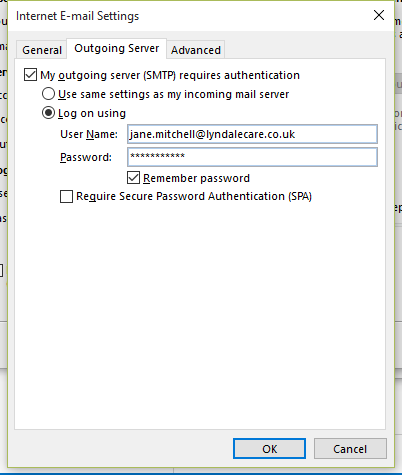
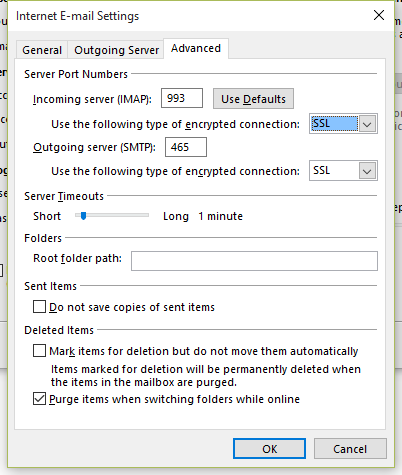
4 Select the **Manually configure server settings or additional server types**tick box, click **Next.**



5.) Select **Internet E-mail,**click **Next.**



On the **Internet E-mail Settings** window, enter your information as per the following example

1. Enter details
   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
   4. 
2. Click **more settings**
3. Click the **outgoing server** tab
   1. 
   2. 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. 
      1. Select SSL from both dropdowns
      2. Click Ok
      3. Click next