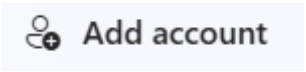
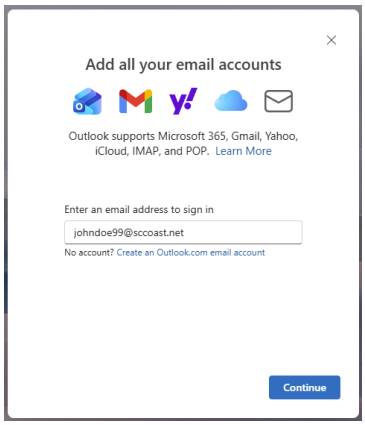
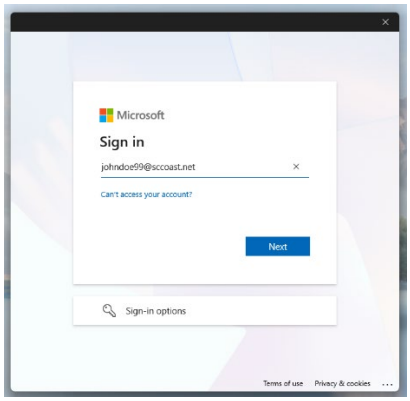
1. Click the Outlook icon and open it from your PC
    - If this is the first account in Outlook, you'll see an account setup window automatically.
    - If Outlook is already configured select “Add Account” under the existing inbox



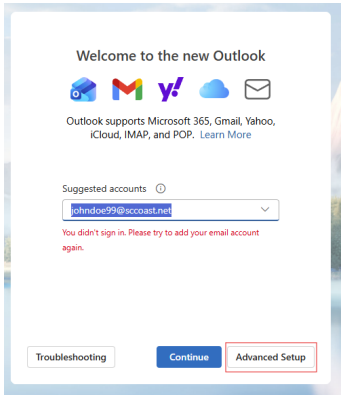
2. Enter the email address.
3. Select Continue



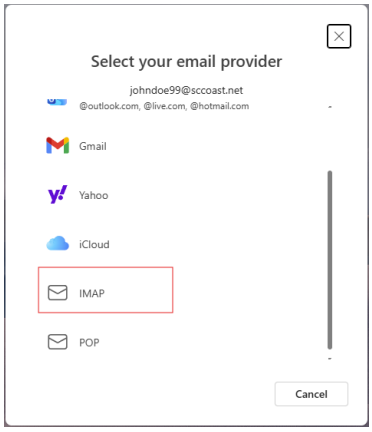
4. If a Microsoft log-in window pops up, it may be closed out



5. Choose Advanced Setup



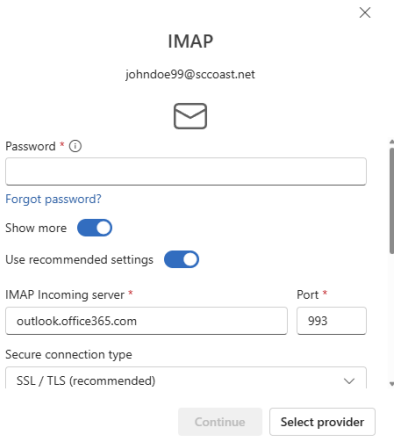
6. Select IMAP



7. Enter the server information as follows:

Incoming Mail Server
IMAP Settings
Server: imap.sccoast.net
Port: 993
SSL: Yes
Username: user@sccoast.net

Outgoing Mail Server
SMTP Settings
Server: smtp.sccoast.net
Port: 465 or 587
STARTTLS or SSL: Yes
Username: user@sccoast.net



8. Click **Continue**
9. Click **Continue** again if prompted to sync
10. Allow Outlook a few minutes to test the settings and finish setup.