

# EMAIL ACCOUNT SETTING

## *User Guide*

# 1 Your Account Information

**Domain name:** www.nurseryweb.co.uk

**Email:**

\_\_\_\_@nurseryweb.co.uk

**Password:** password123

## 2 Accessing Your Account

### 2.1 Using web-based email portal

**STEP 1:** Go to:

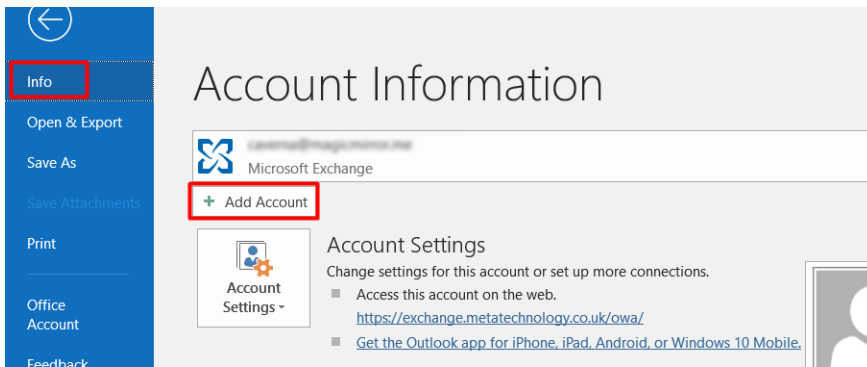
<https://webmail.nurseryweb.co.uk/>

**STEP 2:** Type in the full email address and the password.

**Username:** info@example.co.uk ;  
**password:** \*\*\*\*\*

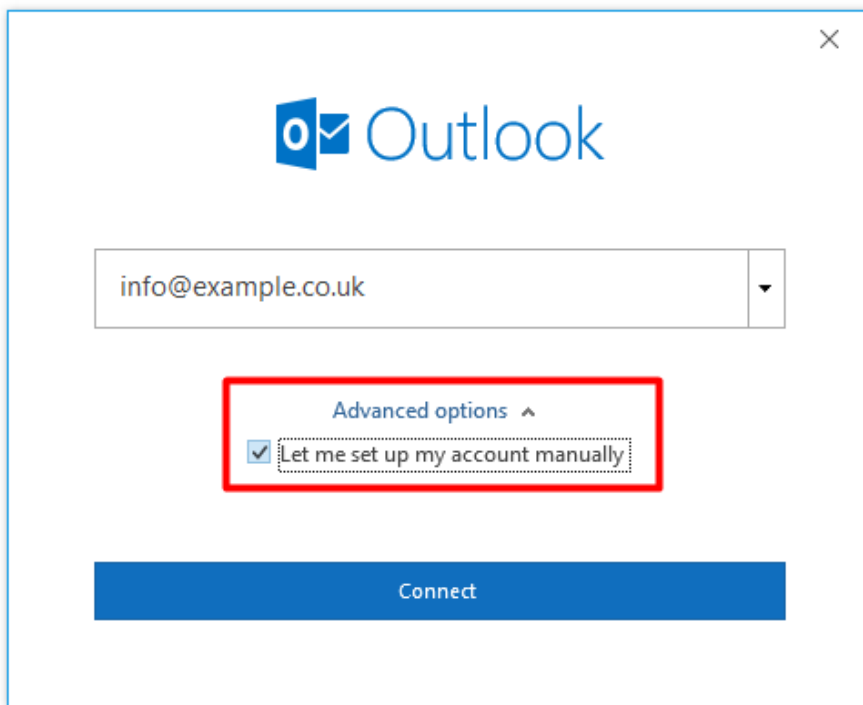
And click on **[Login]** button.

## 2.2 Using Microsoft Outlook

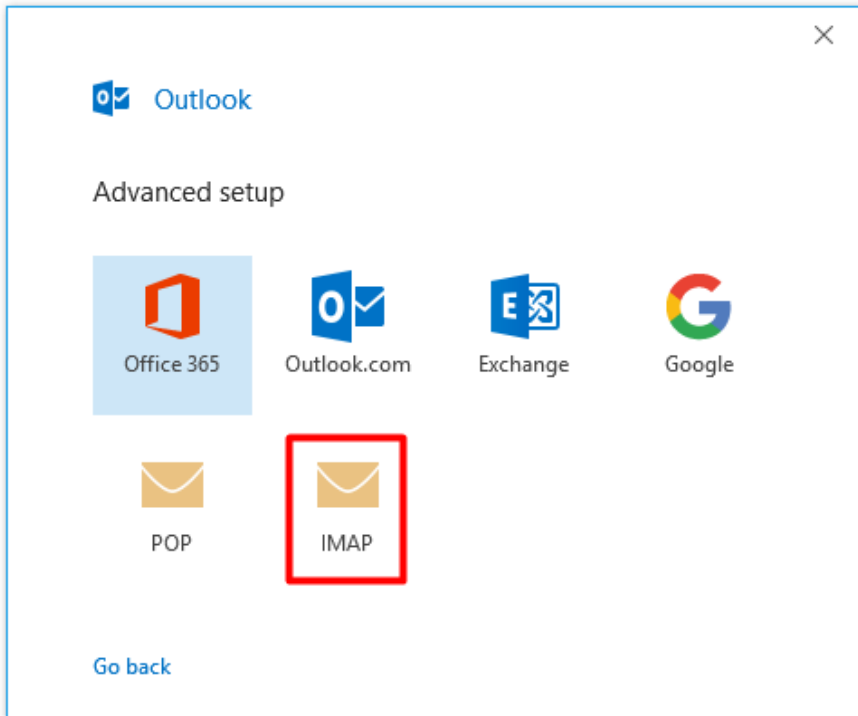


Go to Outlook menu

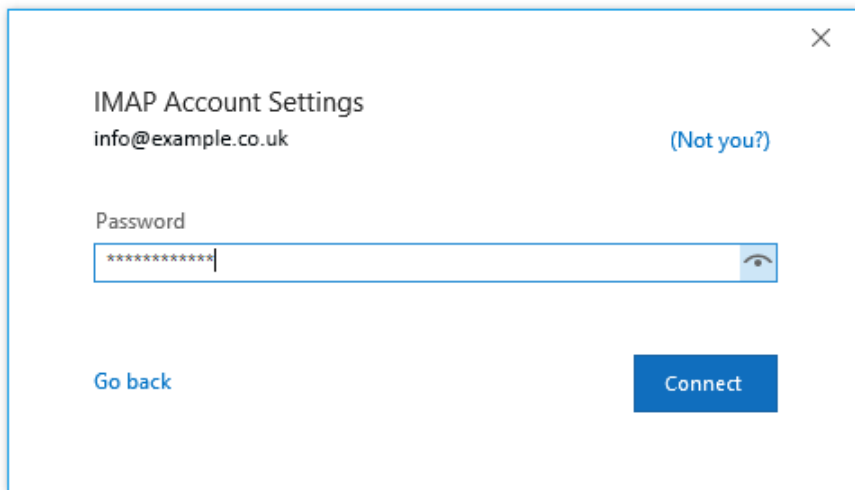
**STEP 1:** Select **[FILE]** -> click **[+ Add Account]**.



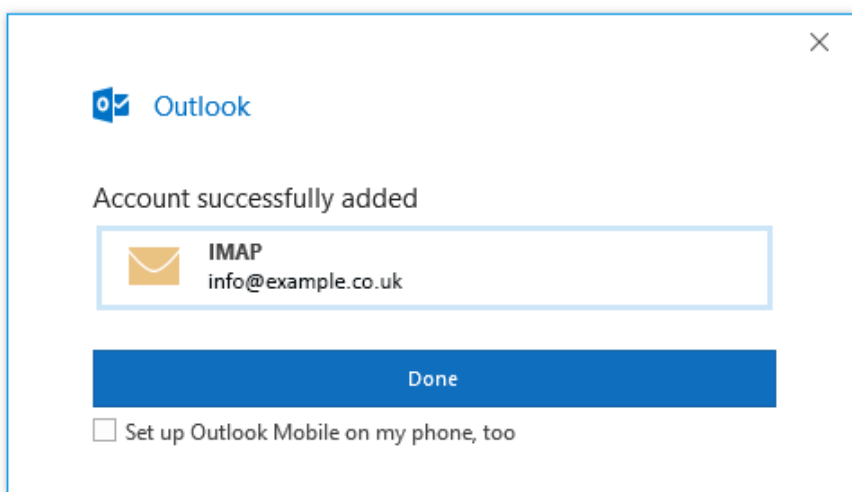
**STEP 2:** Insert the **[Email]** -> Drop down the **[Advanced options]** -> tick **[Let me set up my account manually]** -> click **[Connect]**.



**STEP 3:** Select [IMAP].



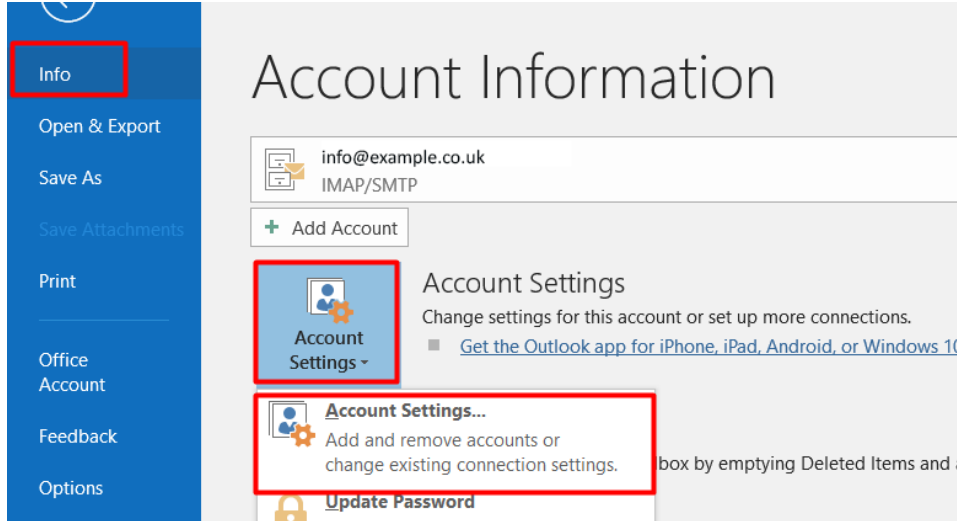
**STEP 4:** Insert the [Password]  
-> click [Connect].



**STEP 5:** Click [Done].

### 3 Troubleshoot

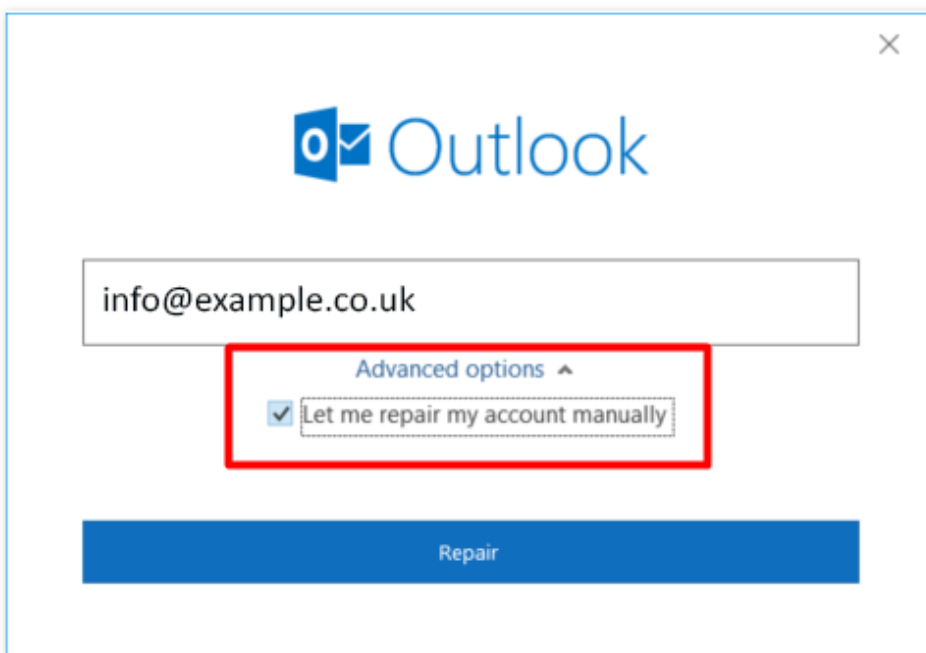
(NOTE: If you are not able to sent or received any email after set up please check the setting as below)



**STEP 1:** Select **[File]** -> Drop down the **[Account Settings]** -> choose **[Account Settings...]**.



**STEP 2:** Select the **[Email]** -> Click **[Repair]**.



**STEP 3:** Drop down the **[Advanced options]** -> tick **[Let me repair my account manually]** -> click **[Repair]**.

IMAP Account Settings  
info@example.co.uk

**Incoming mail** ▲

User name: info@example.co.uk  
Password: [masked]  Remember password

Server: mail.nurserycam.co.uk Port: 993

Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▼

Go back Repair

**STEP 4:** Drop down for **[Incoming mail]** -> set the port to **[993]** -> Encryption method to **[SSL/TLS]**

**\*make sure your server is mail.nurserycam.co.uk**

IMAP Account Settings  
info@example.co.uk

Incoming mail ▼  
**Outgoing mail** ▲

Server: mail.nurserycam.co.uk Port: 465

Encryption method: SSL/TLS

Server timeouts: 1 minute

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

- Use same settings as my incoming mail server
- Log on using user name and password

Go back Repair

**STEP 5:** Drop down for **[Outgoing mail]** -> set the port to **[465]** -> Encryption method to **[SSL/TLS]** -> click **[Repair]**

**\*make sure your server is mail.nurserycam.co.uk**