

Using an ACT Email address with Microsoft Mail

This document describes how to set up an ACT Email address with Microsoft Mail.

This isn't as straightforward as it could be, so here are some instructions.

These instructions use test@actionclimateteignbridge.org , you should of course use the email address and password you are given.

Short Version

The steps are as follows:

1. Open Mail
2. Click on accounts, or select manage accounts from the settings menu at the bottom right of the blue area to the left of the window.
3. Select Add Account
4. Scroll down and select Advanced Setup.
5. Select Internet Email
6. Fill in the form with these settings:
 - Email address: test@actionclimateteignbridge.org
 - User name: test@actionclimateteignbridge.org
 - Password: **the password you are given**
 - Account name: test@actionclimateteignbridge.org
 - Send your message using this name: test@actionclimateteignbridge.org
 - Incoming server: **actionclimateteignbridge.org:995**
 - Account Type: **POP3**
 - Outgoing server: **actionclimateteignbridge.org:465**

You should now be able to send and receive emails using this account.

You should also set up an ACT signature, this will replace the sent from Mail message on the bottom of your messages.

For many email clients you can load the html signature from the member's website, Mail isn't that advanced.

1. Signature from settings menu
2. Copy and paste the following text

Test Person, ACTION on Climate in Teignbridge

Website: <https://actionclimateteignbridge.org>

ACTION on Climate in Teignbridge is a CIC, registered in England, with registration number 12278894. Its registered address is Wessenden, Thornley Drive, Teignmouth TQ14 9JH.

ACT supports Teignbridge District Council, and town and parish councils, community groups and residents to make the district carbon neutral, sustainable, resilient and healthy.

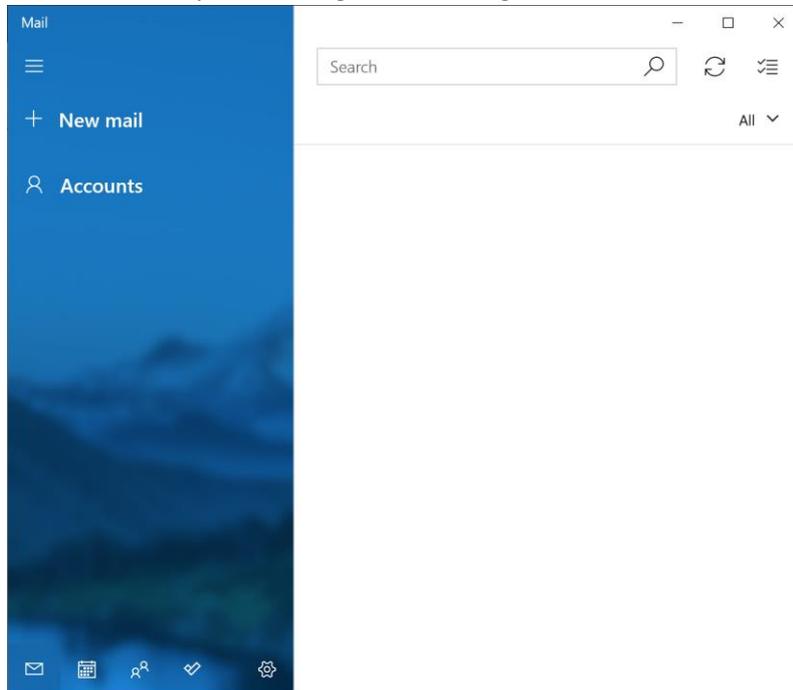
3. Change Test Person to your name.

You will note that the signature above does not include a logo. I have tested using a logo, and found that the recipient just receives the image as an attachment, and there is a blank space where the logo should be.

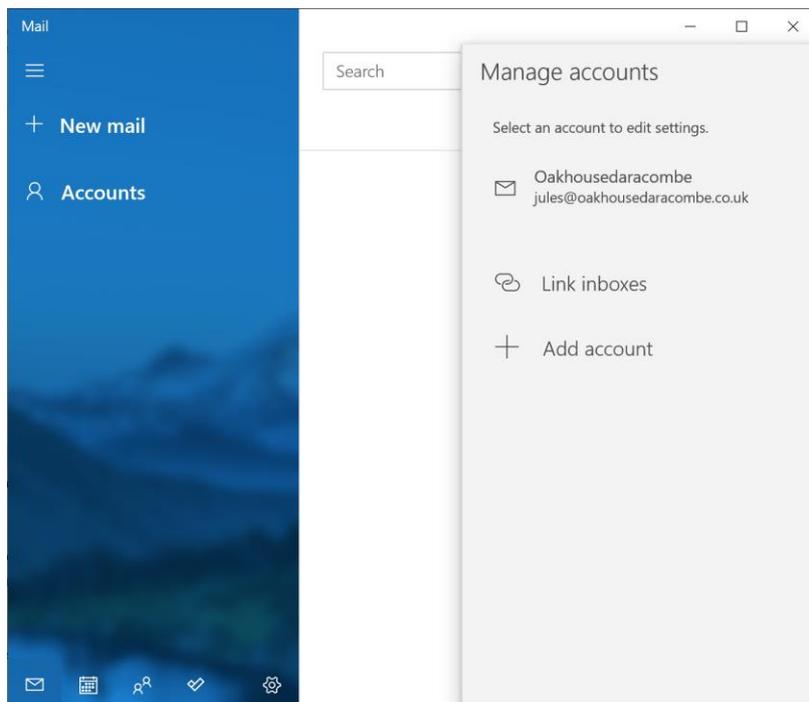
Long Version with pictures

1. Open Mail

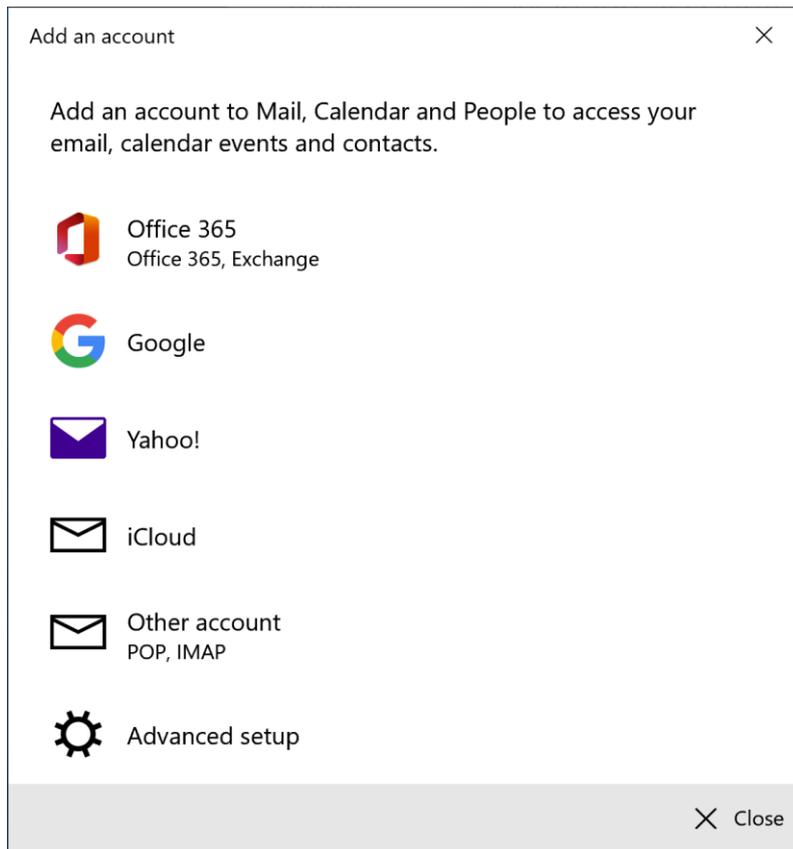
A window will open showing the following:



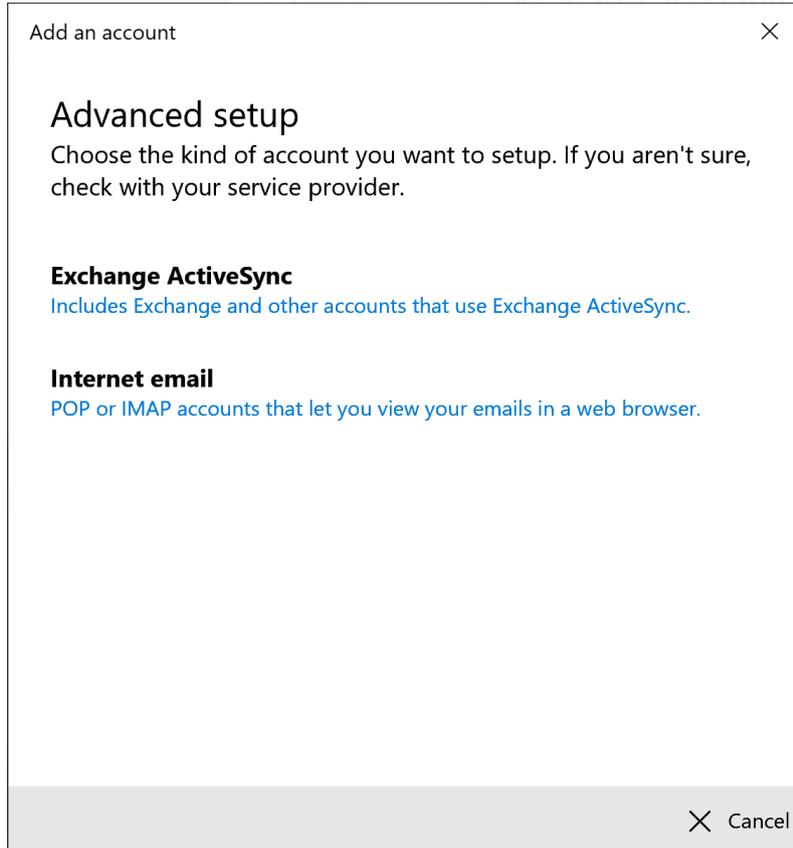
2. Click on **Accounts**



3. Click **Add Account**



4. Scroll down and select **Advanced setup**



5. Select **Internet email**

Add an account ×

Internet email account

Email address

Username

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

Account name

Send your messages using this name

Sign in Cancel

6. Fill in the form with these settings:

- Email address: test@actionclimateteignbridge.org
- User name: test@actionclimateteignbridge.org
- Password: **the password you are given**
- Account name: test@actionclimateteignbridge.org
- Send your message using this name: test@actionclimateteignbridge.org
- Incoming server: **actionclimateteignbridge.org:995**
- Account Type: **POP3**
- Outgoing server: **actionclimateteignbridge.org:465**

Note that I have tried setting User name to something else and it fails to send.

Internet email account

Email address

test@actionclimateteignbridge.org

Username

test@actionclimateteignbridge.org

Examples: kevinc, kevinc@contoso.com, domain\kevinc

Password

●●●●●●●●●●

Account name

test@actionclimateteignbridge.org

Send your messages using this name

test@actionclimateteignbridge.org

Incoming email server

actionclimateteignbridge.org:995

Account type

POP3



Outgoing (SMTP) email server

actionclimateteignbridge.org:465

- Outgoing server requires authentication
- Use the same username and password for sending emails
- Require SSL for incoming emails
- Require SSL for outgoing emails

✓ Sign in ✕ Cancel

Press **Sign in**

After a bit you should see:

Add an account ✕

All finished!

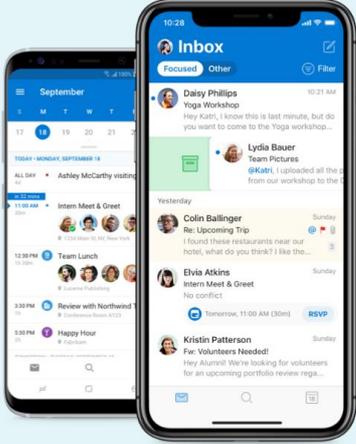
Your account has been set up successfully.

 test@actionclimateteignbridge.org

Email gets even better with Outlook on the phone

Connect to any email account and access work and personal calendars on the go. It's free!

[Get the app](#)



✓ Done

Press Done and you should see

Inbox - test@actionclimateteignbridge.org

Search

Inbox All



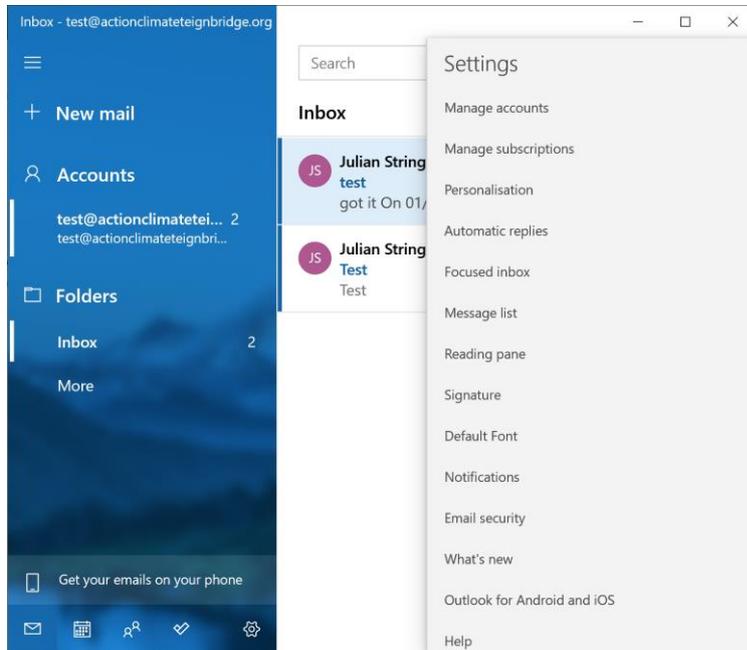
Nothing has arrived yet

Get your emails on your phone

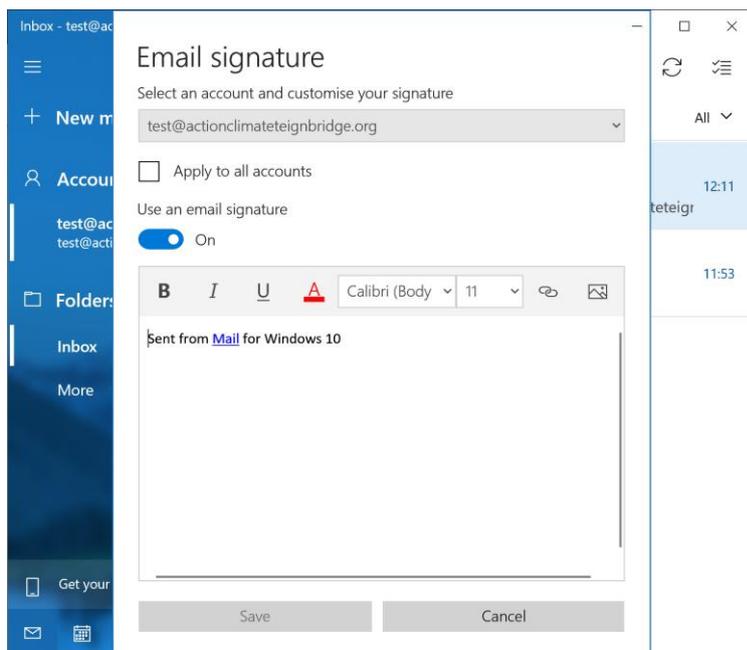
You should now send a test email to your other email account and reply to it. If both emails are received all well and good, otherwise the only thing that seems to work is deleting the account and starting again!

If it has worked don't forget to setup your signature:

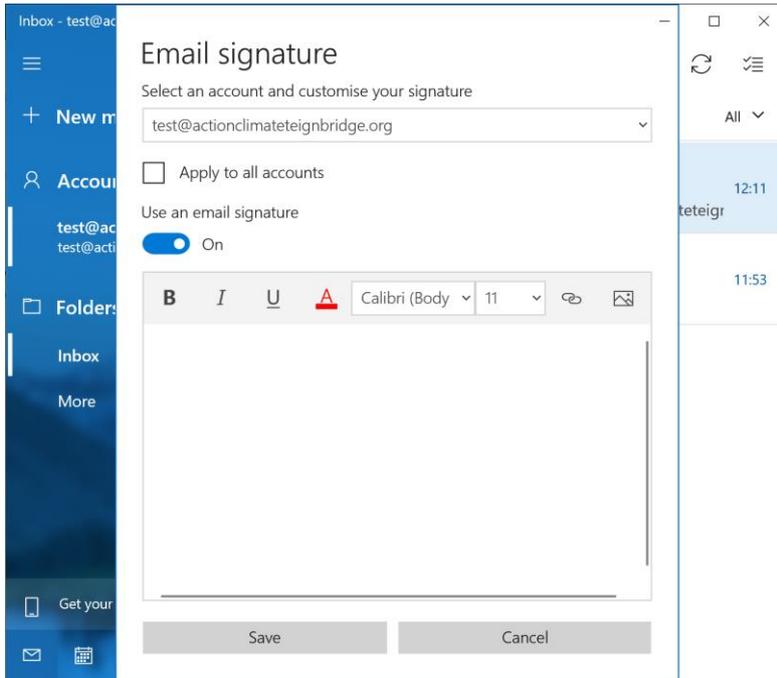
1. Press the settings icon (bottom right of the blue area of the main mail screen)



2. Select **Signature** from the menu to the right



3. Delete the text "Sent from Mail for Windows 10"



4. Highlight the following text and copy it:

Test Person, ACTION on Climate in Teignbridge

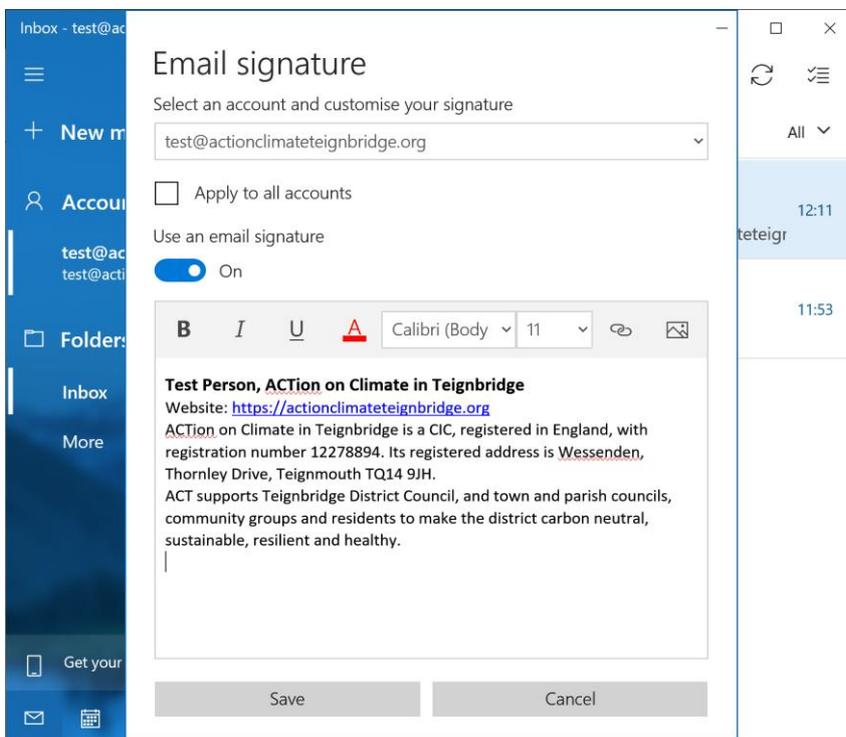
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5. Paste the text into the email signature box.



6. Change **Test Person** to your name, and save.

You will note that the signature above does not include a logo. I have tested using a logo, and found that the recipient just receives the image as an attachment, and there is a blank space where the logo should be.