



Email Software Settings

The following information will help you configure your email settings for a mail client to be in compliance with our new helpdesk email protocols.

Examples of mail clients are: LiveMail, Outlook, Thunderbird, MacOS-Mail

IMAP Incoming Server Settings

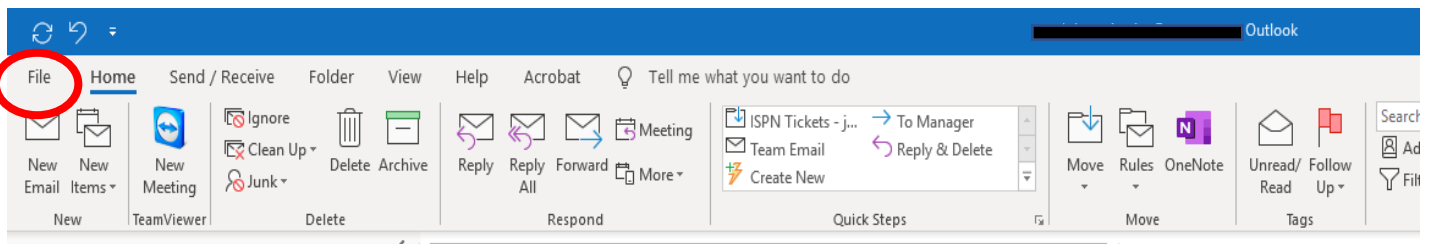
Server: mail.nemr.net
SSL/TLS or STARTTLS
Port: 143
Login/Username Format: user@nemr.net

IMAP Outgoing Server Settings

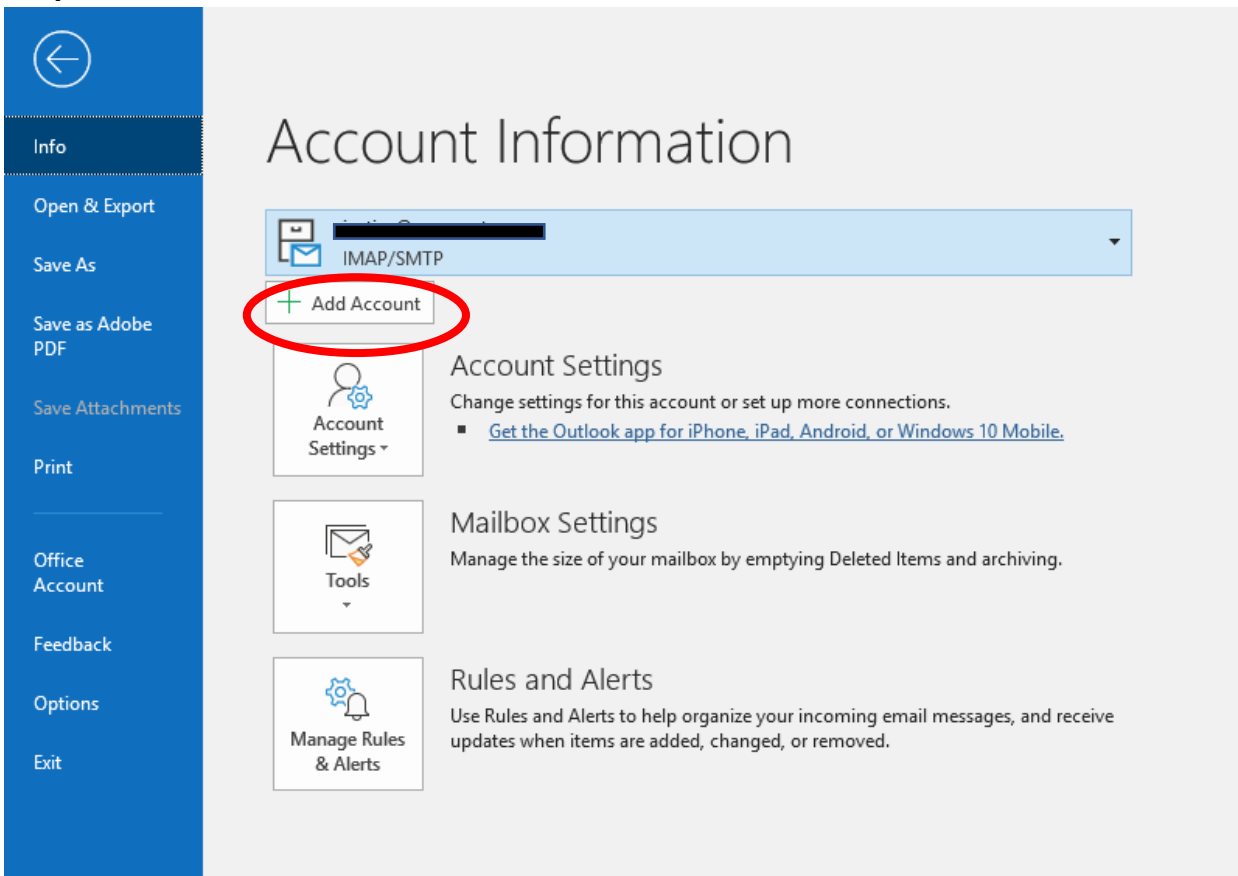
Server: smtp.nemr.net
SSL/TLS or STARTTLS
Port: 587
Login/Username Format: user@nemr.net
*SMTP authentication is required

Setup Email in Outlook 2016:

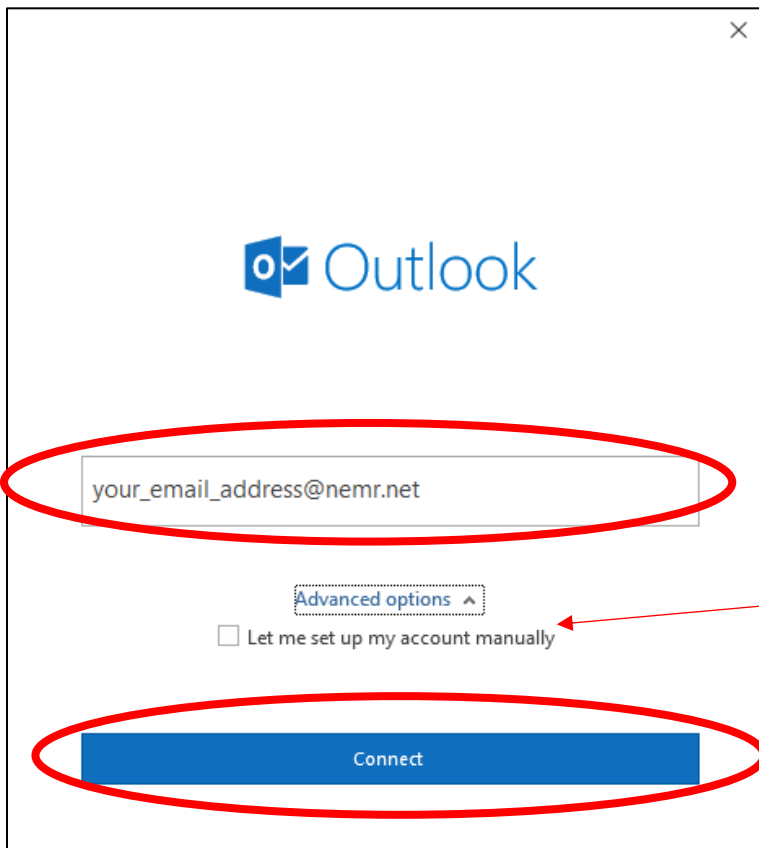
Step 1. Open Outlook 2016 and Click on File



Step 2. Select Add Account

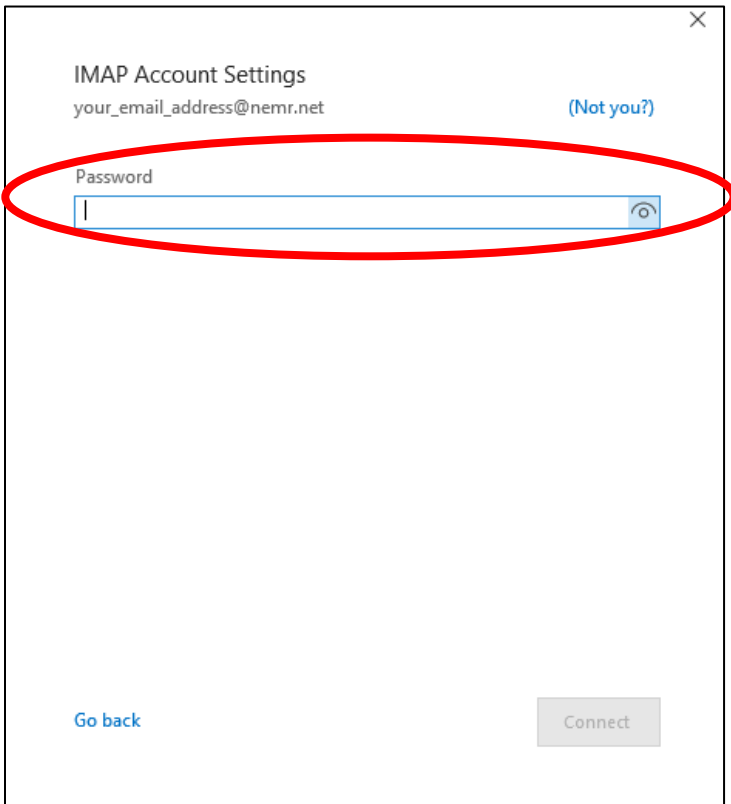


Step 3. Enter your email address in and Click Connect



You should **NOT** need to select "Let me set up my account manually" Outlook should detect the settings for you.

Step 4. Enter your password for the Account



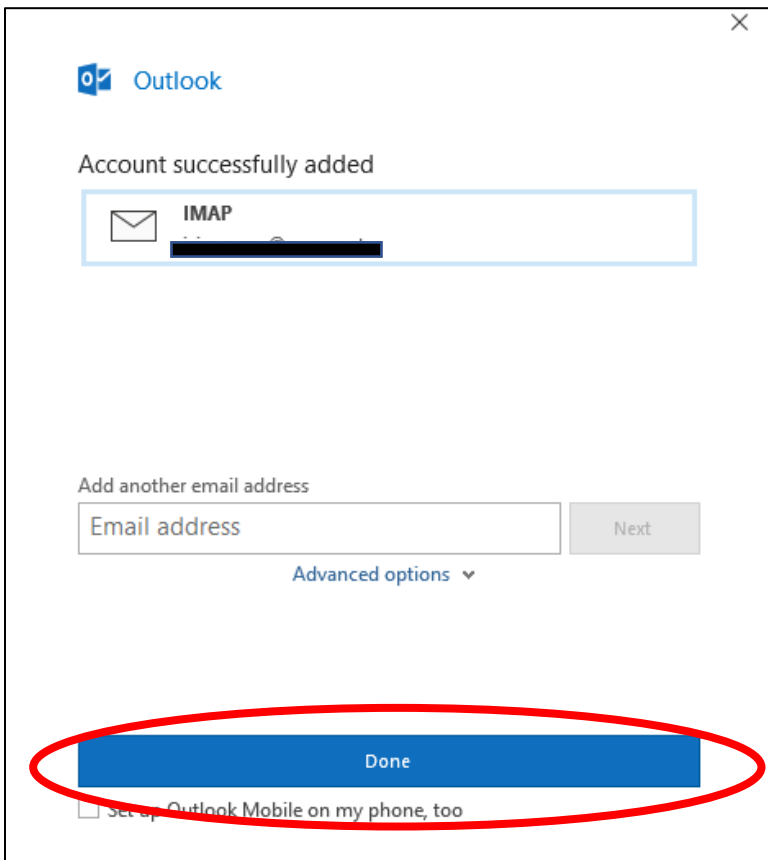
IMAP Account Settings
your_email_address@nemr.net (Not you?)

Password

Go back Connect

The screenshot shows a dialog box titled "IMAP Account Settings" with a close button in the top right. Below the title, the email address "your_email_address@nemr.net" is displayed, followed by a link "(Not you?)". A "Password" label is positioned above a text input field. The input field contains a single vertical bar and a toggle icon on the right. A red oval highlights the password input field. At the bottom left is a "Go back" link, and at the bottom right is a "Connect" button.

**** If added correctly you will receive this message, then click done****



Outlook

Account successfully added

IMAP

Add another email address

Email address Next

Advanced options

Done

Set up Outlook Mobile on my phone, too

The screenshot shows an Outlook dialog box with a close button in the top right. The Outlook logo is in the top left. The main heading is "Account successfully added". Below this is a card with an envelope icon and the text "IMAP" above a redacted email address. Underneath is a section "Add another email address" with an "Email address" input field and a "Next" button. Below that is a link "Advanced options" with a dropdown arrow. At the bottom, a large blue "Done" button is highlighted with a red oval. At the very bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too".

- You will then see your inbox shortly populating with emails and folders if created!