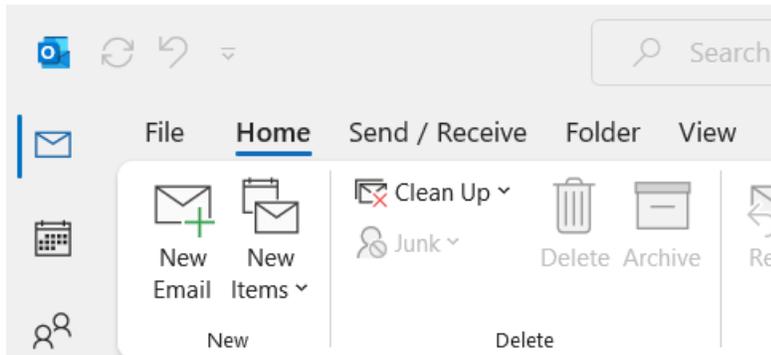
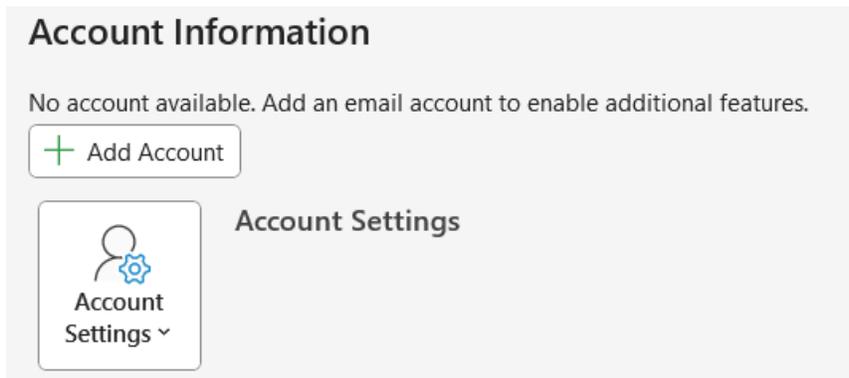




## Microsoft Outlook IMAP Setup Guide



Open Microsoft Outlook and click on the **FILE** option in the top left corner.



Click **Add Account**.



Email address

youraddress@reagan.com

**Advanced options** ^

Let me set up my account manually

Connect

Enter your entire **Reagan.com** email address in the Email Address field, Click on **Advanced Options** and check the **Let me set up my account manually option** then click **Connect**.



Advanced setup



Select **IMAP**.

Password



Enter your **Reagan.com** account password and click **Connect** at the bottom. Your account will connect within several minutes and emails will start to download and you're ready to go! Enjoy your account.