



Setting Up Silomail on Outlook.

Step 1. Select **File** in the top left hand corner.

Step 2. Click **Add Account** as seen in the image below.

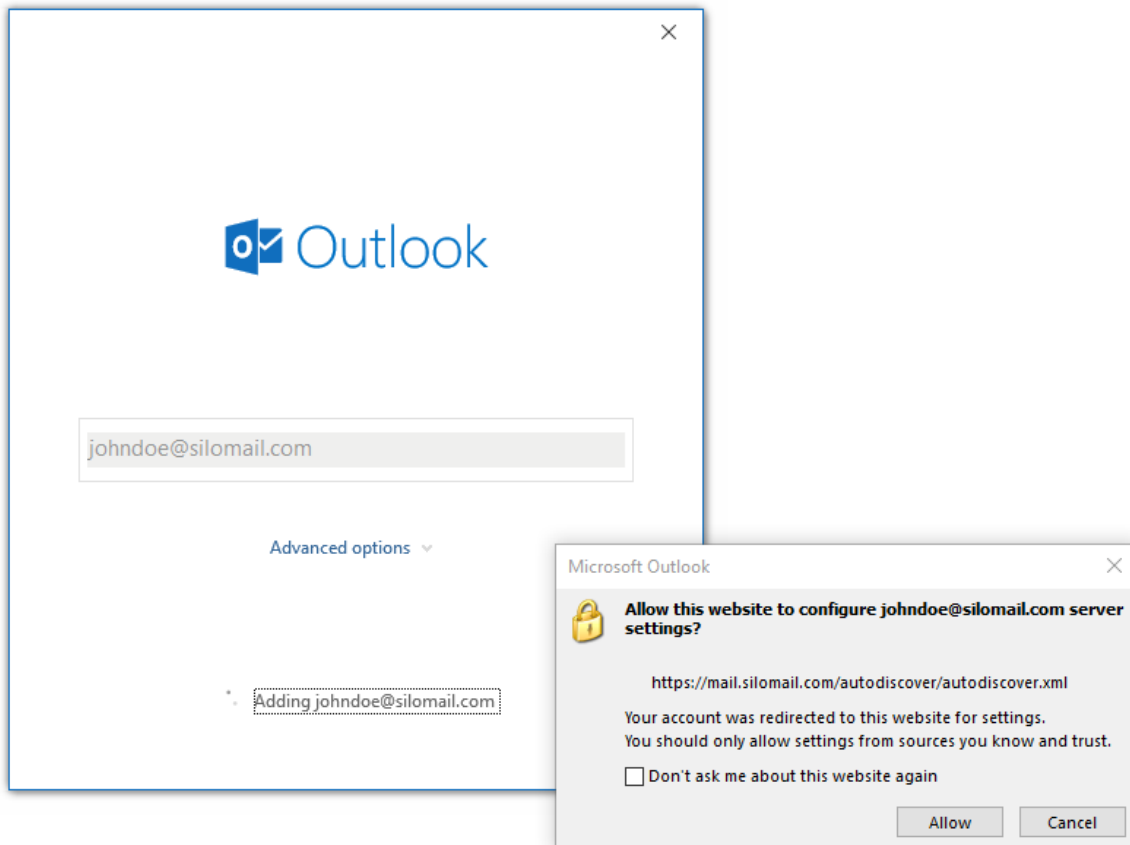
The screenshot shows the Outlook interface. On the left is a blue sidebar with a back arrow icon at the top. Below it are menu items: 'Info', 'Open & Export', 'Save As', 'Save Attachments', 'Print', 'Office Account', 'Feedback', 'Options', and 'Exit'. The main content area is titled 'Account Information'. At the top of this area is a text input field. Below it is a blue button with a plus sign and the text '+ Add Account', which is pointed to by a green arrow. Underneath are two sections: 'Account Settings' with a person and gear icon, and 'Automatic Replies (Out of Office)' with a person and envelope icon. The 'Account Settings' section includes the text 'Change settings for this account or set up more connections.' followed by two bullet points: 'Access this account on the web.' with a link to <https://outlook.office365.com/owa/silo.ca/>, and 'Get the Outlook app for iPhone, iPad, Android, or Windows'.



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Step 3. In the pop up window, input your Silomail email address and click **Connect**.

Step 4. If you receive a pop up asking if you want to allow the website to configure the email server settings, select **Don't ask me about this website again** and click **Allow**.



Step 5. An initial error will show up on Outlook. Select **Change Account Settings**.




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Step 6. On the next screen select **IMAP**.

Outlook

Account successfully added

 **IMAP**
johndoe@silomail.com

Add another email address

Email address

Next

Advanced options ▾

Done

Set up Outlook Mobile on my phone, too



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Step 4. Input the password for your email address and click **Connect**.

IMAP Account Settings

johndoe@silomail.com

[\(Not you?\)](#)

Password

[Go back](#)

[Connect](#)

Step 5. You should be advised that the account was successfully added. When this message appears hit **Done** and any emails on our mail server should be delivered.

Have a question?

Call 1-866-727-4138 and choose option 3 to reach tech support.

Mon-Fri	8 am - 8 pm
Sat	8:30 am - 5 pm
Sunday	9 am and 2 pm