

Guide

Email Setup

My Parish Council myparishcouncil.co.uk



teec.co.uk

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Introduction

TEEC Ltd provides a free to use template specially created for local government councils.

The template provides all the required functionality to enable a council to publish the required information under the Local government transparency code 2015.

https://www.gov.uk/government/publications/local-government-transparency-code-2015

In addition, the template adheres to the latest WCAG 2.1 guidelines for web content accessibility.

https://www.w3.org/WAI/standards-guidelines/wcag/

About this guide

The email servers used are secure servers and therefore use ssl to connect to the servers from your email client.

This does make the setup slightly more complex but almost every email client has web support for how to do the additional steps

This guide will walk you through how to access you mail via a browser, the simple process of setting up your email in Microsoft Outlook and an example of how the steps to follow for mac.

FYI the guide uses the latest version at time of writing of Outlook from the Office 365 suite of applications. However, the email setup function is much the same across all versions.

If you use any other email client, you can follow the general setup guides below. Feel free to contact us if you need specific assistance with an email client.

Instructions

Webmail

Just go to https://stackmail.com. Then login using your email as your username and password sent previously.



Login		
Username		
Password		

Outlook setup

Step 1

Open Microsoft Outlook, Click "File" in the top left-hand corner and then click the "Add Account" button.



Step 2

Enter the email address you have been provided by TEEC or your friendly Clerk.

Click "Advanced Options" and select the check box "Let me set up my account manually"



Step 3 Select IMAP from the list of Account types.



Enter the details exactly as you see below.

Incoming Mail

- → Server: imap.stackmail.com
- → Port: 993
- → Encryption Method: SSL/TLS
- → Require logon using Secure Password Authentication: NOT CHECKED

Outgoing Mail

- → Server: smtp.stackmail.com
- ➔ Port: 465
- → Encryption Method: SSL/TLS
- → Require logon using Secure Password Authentication: NOT CHECKED

IMAP Accour	nt Settings		
mgermany@my	parishcouncil.co.uk		(Not you?)
Incoming mail			
Server imap.s	tackmail.com	Port	993
Encryption met	hod SSL/TLS 🔻		
Require logo	n using Secure Passwo	ord Authenticatio	n (SPA)
Outgoing mail			
Server smtp.s	tackmail.com	Port	465
Encryption met	hod SSL/TLS 🔻		
🔲 Require logo	n using Secure Passwo	ord Authenticatio	n (SPA)
Go back			Next



Step 5 Enter the password you were provided with.

		~
		×
IMAP Account Settings		į
mgermany@myparishcouncil.co.uk	(Not you?)	
		_
Password		
*****	<u></u>	
		ŀ
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		ļ
		ļ
		ł
GO DACK	Connect	

Step 6 Wait for the setup to complete.

At this point if you get any errors please run through the previous steps ensuring you have following them correctly. If you still experience issues, please get in touch and we will be happy to assist.



Step 7

You should now see the successful setup screen like below.

You can uncheck the "Set up Outlook Mobile on my phone too" box.

	×
outlook 💽 🖸	
Account successfully added	
IMAP mgermany@myparishcouncil.co.uk	
Add another email address	
Next	
Advanced options 🔨	
Let me set up my account manually	
Done	
Set up Outlook Mobile on my phone, too	

You should now have the mailbox in the left-hand column. It may take a few minutes for all of the folders to appear. Please be patient at this stage.

Mac Mail

How to set up an IMAP account in Mac Mail – You will need to do the setup in two stages. The basic then the advanced

Basic

Step 1

Once you have opened Mac Mail, click on Mail > Add Account



Step 2

Next select the option for **Other Mail Account**, and click **Continue**.

Choose a Mail account provider
 iCloud
○ E Schange
○ Google [.]
○ YAHOO!
 Aol.
• Other Mail Account
? Cancel Continue

Step 3

Enter a Display Name, your Email Address and your Email Password, and click Sign in.

Add a Mail To get started, fill ou	l account ut the following information:
Name:	
Email Address:	
Password:	
Cancel	Back Sign In

You will now need to enter the following server information, and click Sign in.

Email Address:	
User Name:	Automatic
Password:	•••••
Account Type:	IMAP ᅌ
Incoming Mail Server:	imap.stackmail.com
Outgoing Mail Server:	smtp.stackmail.com
	Unable to verify account name or password.
Cancel	Back Sign In

Step 5

You can now click **Done** to complete the setup



Advanced

You can reference the apple support direct for this using the following link

https://support.apple.com/en-gb/guide/mail/cpmlprefacctadv/mac

Go to Accounts in setup and select your email account.

Alter the details so that TLS/SSL is checked and port 993 is used for Incoming Mail Server (imap.stackmail.com) and port 465 is used for Outgoing Mail Server (smpt.stackmail.com)

	Ac	counts	
General Accounts Junk Mai	A I Fonts & Colors	Viewing Composing Signat	🛩 觉 ures Rules
	Account Informa	ation Mailbox Behaviors	Server Settings
	Incoming Mail S	erver (IMAP)	
	User Name:	brad@terrytestsite.com	
	Password:	•••••	
Terrytestsite	Host Name:	terrytestsite.com	
ШАР		Automatically manage co	nnection settings
	Port:	993	✓ Use TLS/SSL
	Authentication:	Password	\$
		Advanced IMAP Settings	
	Outgoing Mail S	erver (SMTP)	
	Account:	Terrytestsite	\$
	User Name:	brad@terrytestsite.com	
	Password:	•••••	
	Host Name:	terrytestsite.com	
		Automatically manage co	nnection settings
	Port:	465	✓ Use TLS/SSL
	Authentication:	Password	\$
			Save
T -			
			?

How to setup an IMAP account on iPhone & iPad

Step 1 Firstly, tap the **Settings** app.



Step 2

Next scroll down and choose the option for Passwords & Accounts.

10:3	29-7	
	Settings	
Ľ	Face ID & Passcode	>
S 0S	Emergency SOS	>
	Battery	>
	Privacy	\rightarrow
Ą	iTunes & App Store	>
-	Wallet & Apple Pay	>
_		
٢	Passwords & Accounts	
	Mail	>
8	Contacts	>
i¥	Calendar	>
	Notes	\rightarrow
E	Reminders	>
╋	Voice Memos	>
٩.	Phone	
	Messages	>
	FaceTime	>
(H)	Compass	-



Tap Add Account.



Tap the option for Other.



Step 5

Tap Add Mail Account.



Step 6

Enter your Name, Email address, Email password and a Description for your email account. Then tap Next.



1. Choose the option for **IMAP** at the top.

2. Then enter both the Incoming Mail Server and Outgoing Mail Server settings, as shown below.

You will need to enter your Email address and Email password as the Username and Password for both servers.

3. Once you have entered the correct settings, tap Next.



Step 8

Tap **Save** to complete the setup.



Step 9 To finish go back to settings



Select Passwords and accounts then select the email you just setup.

Now select the email account itself. Followed by the email itself. Select Advanced and check ssl is turned on. Server port should be showing 993

INCOMING SETTINGS	
Use SSL	
IMAP Path Prefix /	
Server Port 993	
S/MIME	
S/MIME	\bigcirc

How to set up an IMAP account on an Android device

Step 1

Firstly, let's start by opening the Email application.



Step 2

If you have not used the Email app before, you will have the option to **Add New Account**. If you already have an account setup, please use the alternative method shown at the bottom of this guide.

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SAMSUNG SAMSUNG SAMSUNG SAMSUNG	01
	1
Set up account	
Set up account	
	1
Select Gmail account	
or	
ADD NEW ACCOUNT	
	I
	1

Step 3

On the next page enter your Email Address and Email Password, and choose Manual Setup.

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		info)@n	am	eso	0	sup	opo	rt.c	on	ı					
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	м	ANU	JAL S	ETI	UP								SI	GN	IN	
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Step 4 Choose the option for **IMAP.**



Step 5

Now enter your **Email Address** as the **Username** and complete the **Incoming Server** settings as shown below.

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SERVER SETTIN	IGS
ACCOUNT	
Email address	
Username	
Password	
- eres - e f bi	
Show passwo	ord
Show passwo Show passwo	ord
Show passwo Show passwo MAP server imap.stackmail.com	ord
MAP server MAP server imap.stackmail.com	ord
Show passwor Show passwor MAP server imap.stackmail.com Security type SSL (Accept all ci	ertificates) 💌
MAP server IMAP server Imap stackmail.com Security type SSL (Accept all co Port	ertificates) ¥
Show passwor Show passwor MCOMING SERVER IMAP server Imap stackmail.com Security type SSL (Accept all co Port 993	ertificates) ¥

Scroll down and enter the **Outgoing Server** settings - once again you will need to use your **Email Address** and **Email Password.** Once you have entered this information tap **Sign In**

●●	•
⊑ ● Ŋ ¥ł	🕈 📶 59% 🛢 15:07
< SERVER SETTINGS	
Optional.	
OUTGOING SERVER	
SMTP server	
smtp.stackmail.com	
Security type	
SSL (Accept all certificates)	•
Port	
465	
Authentication required	
before sending emails	
Username	
Password	
O Show password	
	SIGN IN

Alternative method to add a new account

If you already have an account setup within the Email app, you will need to use the alternative method to add a new account.

Firstly tap the **Menu icon** at the top left corner of the screen.



Next tap the *Settings cog*.



Select the option for *Add New Account*.

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▶ ⊜		8 F. S 14	9% 🗎 15
< EMAI	L SETTINGS		
ACCOUNTS			
xx@xxx.d	:om on 07/03/2018 1	5:07	
+ Add	l account		
GENERAL -			
Manage	mailhoves		
Show, hide,	or reorder mailbox	es.	
Show, hide, View as Standard	or reorder mailbox	es.	
Show, hide, View as Standard	ontent	85.	
Show, hide, View as Standard Auto fit c Shrink ema Content car zooming in.	ontent I content to fit the s still be viewed in o	es. screen. detail by	0
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View as Standard Auto fit c Shrink ema Content car zooming in. Notificat Manage not for each of	ontent I content to fit the i still be viewed in o ons ification settings fi	es. screen. detail by pr VIPs and .s.	0
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You can now follow the instructions above to setup a new email account.