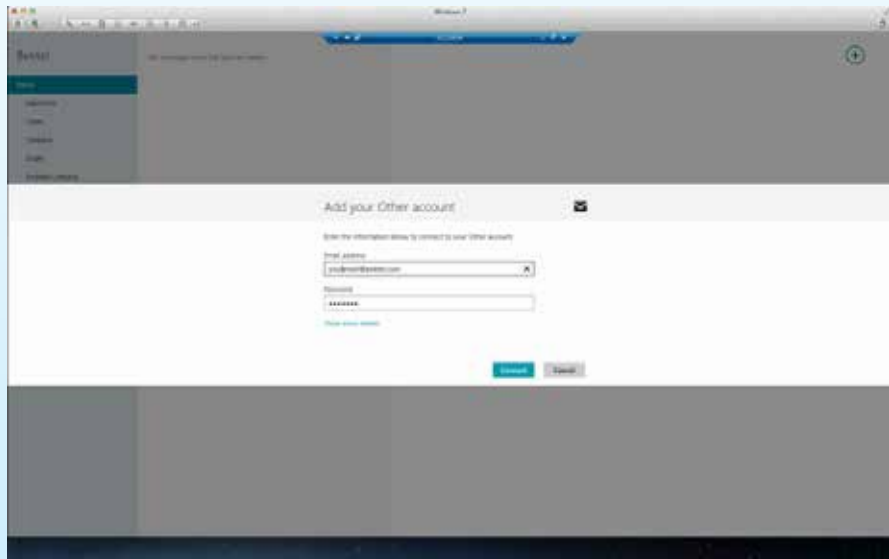


Step 3

The below image will then appear. In the email address box, fill in your bektel email address and password (Ex: john@bektel.com). Then select **Connect**.



Step 4

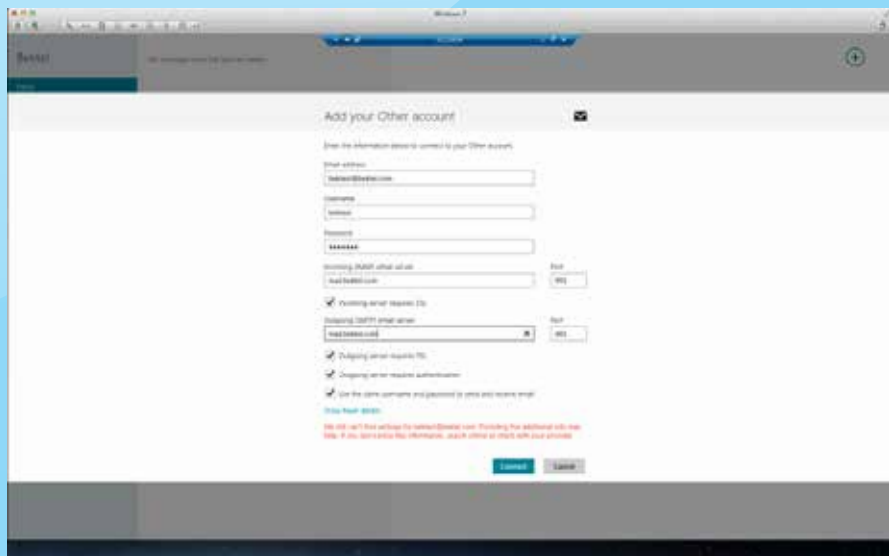
An information box will appear. Your Email and Password will be filled in for your email account along with your ports. You will need to fill in your Username (Ex: john).

Enter the below information:

Incoming (IMAP) email server: mail.bektel.com

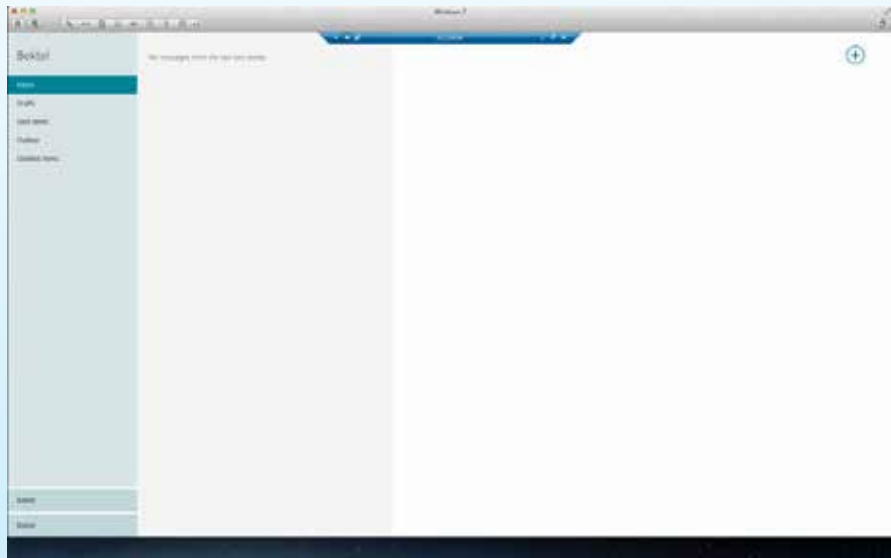
Outgoing (SMTP) email server: mail.bektel.com

Then select **Connect**.



Step 5

The below image will appear. You are now in your Inbox.



Step 6

If you want to add additional email accounts, first you will select the **mail file**, then hover to the upper right hand corner and bring up options, then select **Settings**. The below image will appear, select **Accounts** and repeat steps 2-5.

