

Artesimaging Inc. 83 Mill Street, Unit #104, Haiton Hills, ON, L7G 5E9 1-877-41 ARIES (27437 www.artesimaging.com

HOW TO SET-UP EMAIL ON MOBILE DEVICES

1.1. DOWNLOAD THE MICROSOFT OUTLOOK APP

- 1.1.1.Open your device's app store and search "Microsoft Outlook".
- a. On iOS Apple devices, it is called App Store.
- b. On Android devices, it is called Play Store.



- 1.1.2. Install the app. You may need to enter a password or read your fingerprint to allow this.
- 1.1.3.Open the App and click GET STARTED



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1.2. Enter your Email ID and click CONTINUE

| 11:04 🛓 | | ILTE 90 | 11:05 🛓 | | ILTE 90 | | |
|--|-----------------------------------|-------------|---------------|-----------------------------|----------|--|--|
| < | Add Account | | < A | dd Mail Accour | ccount | | |
| Ent | Enter your work or personal email | | | Select your email provider: | | | |
| Davi.kl | ock@helphelp.ca | a | | MICROSOFT | | | |
| | Sign In | | 0 | Ō | 65 | | |
| | | | Microsoft 365 | Outlook.com | Exchange | | |
| Create New Account | | | | OTHER | \smile | | |
| | Set Up Account Manually | | | \bigcirc | M | | |
| Sign in using the QR code on your computer | | Yahoo! Mail | iCloud | Google | | | |
| | | | | ADVANCED | | | |
| @hotmail.co | @outlook.com | @gmail.com | M | | | | |
| q w e | rtyu | i o p | | | | | |
| | | | IMAP | | | | |
| as | a fgnj | КІ | | | | | |
| ΰZ | x c v b r | n m 🗵 | | | | | |
| 123 | space @ . | return | | | | | |
| | | | | | | | |
| | | | - | | - | | |

1.3. If you don't see the email provider screen, click on the upper right corner Question Mark 🕐 and select Change Account Provider. OR - you might have to tap the back button at the bottom 👉 to reach the next screen with multiple provider options.



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| Search III | Search | | |
|---|------------------------------|--|--|
| < Not Office 365 ⑦ | < Not Office 365 ③ | | |
| Office 365 | Office 365 | | |
| Microsoft | | | |
| < <your address="" email="">></your> | | | |
| Enter password | Enter password | | |
| Password | Password | | |
| Forgot my password | Forgot my password | | |
| Sign in with another account | Sign in with another account | | |
| Sign in | Change Account Provider | | |
| | Collect Diagnostics | | |
| | Contact Support | | |
| Terms of use Privacy & cookies ••• | Cancel | | |

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1.4. Select Exchange and Switch ON Advanced Settings

| 11:05 🛓 | | .111 LTE (90) | 11:05 🛓 | .11 LTE (90) |
|---------------|------------------|---------------|---|--------------|
| < A | dd Mail Accoun | ıt | < | ? |
| Selec | t your email pro | vider: | E | Exchange |
| | MICROSOFT | | Email Address Davi.klock@helphelp.ca | |
| 0 | 0 | | Password | |
| Microsoft 365 | Outlook.com | Exchange | Description e.g. Work | |
| | OTHER | | Server | |
| y! | \bigcirc | Μ | mail.helphelp.ca | |
| Yahoo! Mail | iCloud | Google | dukamanagement.com | |
| | ADVANCED | | Username Davi.k | |
| | | | Use Advanced Settings | |
| IMAP | | | Si | gn In |
| | | | | |

- 1.5. Enter the Server name "mail.helphelp.ca", your email address and password.
 - a) If it says Domain\Username enter your email address
 - b) If it says Domain AND Username separately enter
 Domain the second part of your email address (after @...)
 Username the first part of your email address (before ..@)



a)

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b)

| ← Connect Exchange | III ROGERS 🗢 | 1:12 PM | √ ⊉ 46% ■) |
|--|--|---------------------|------------|
| Email Address < <your address="" email="">></your> | E | Exchange | |
| Server (example: server.domain.com) mail.helphelp.ca | Email Address < <your address="" email=""></your> | > xxx@yyy.com | |
| Domain\Username < <your address="" email="">></your> | Password | | |
| Password | Description Work | | |
| Description (example: Work) Work | Server mail.helphelp.ca | | |
| | Domain < <second of="" part="" td="" your<=""><td>email address>> yyy</td><td>.com</td></second> | email address>> yyy | .com |
| | Username < <first ema<="" of="" part="" td="" your=""><td>ail address>> xxx</td><td></td></first> | ail address>> xxx | |
| | Use Advanced Sett | ings | |
| | | Sign In | |
| ADVANCED SETTINGS | | | |

1.6. Click SIGN IN or the checkmark ✓ to finish setting up the email.

FOR ANY TECHNICAL SUPPORT – Please call HelpHelp.ca at 416-342-1538 extn 1.