



PARISH  
COUNCIL  
FREE TO USE  
TEMPLATE

# Guide

## Email Setup

My Parish Council  
[myparishcouncil.co.uk](http://myparishcouncil.co.uk)



[teec.co.uk](http://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.

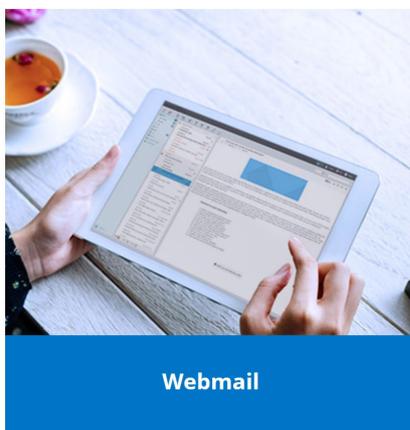
FYI the guide uses the latest version at time of writing of Outlook from the Office 365 suite of applications. However, the email setup function is much the same across all versions.

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

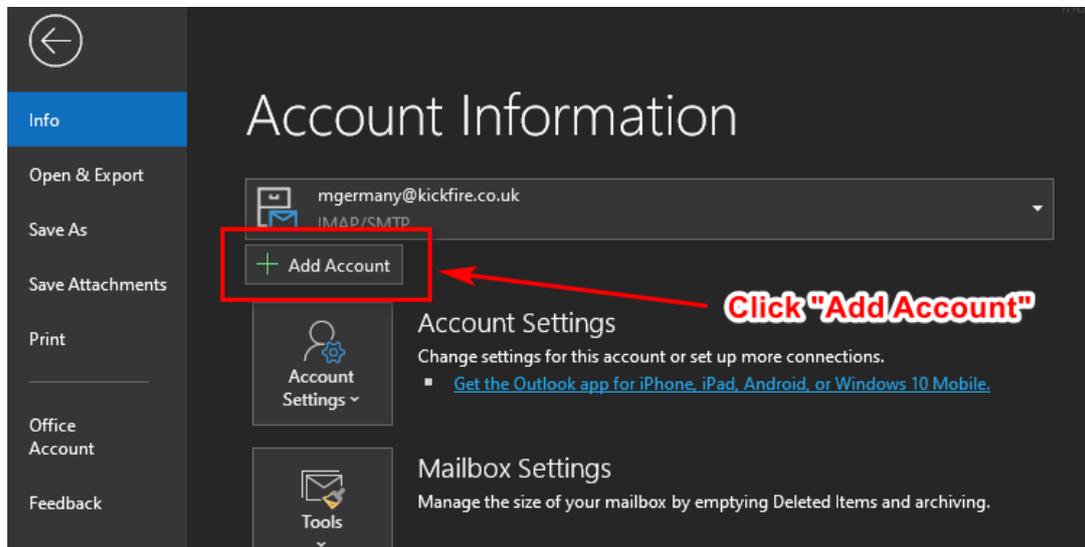
Password

Login

## Outlook setup

### Step 1

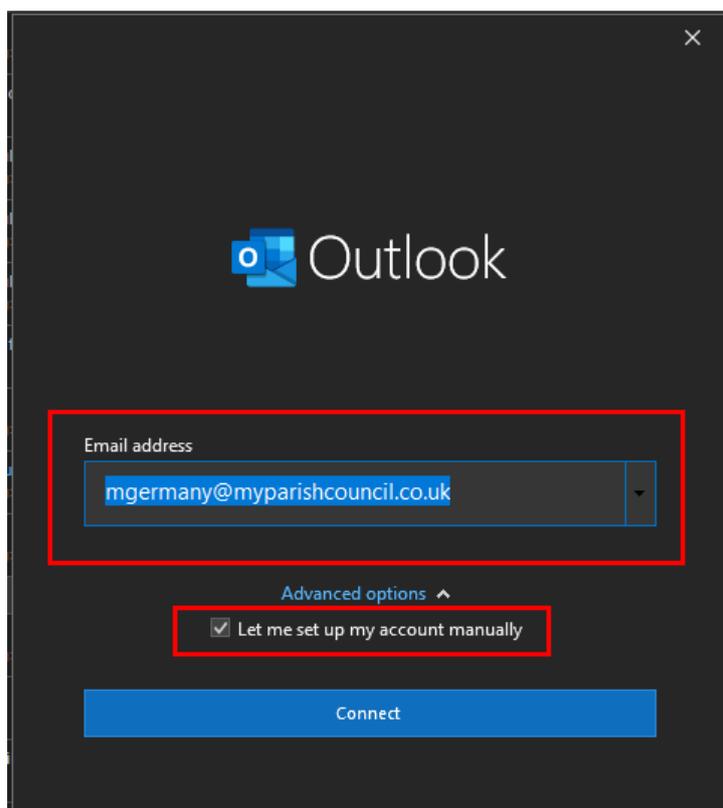
Open Microsoft Outlook, Click “File” in the top left-hand corner and then click the “Add Account” button.



### Step 2

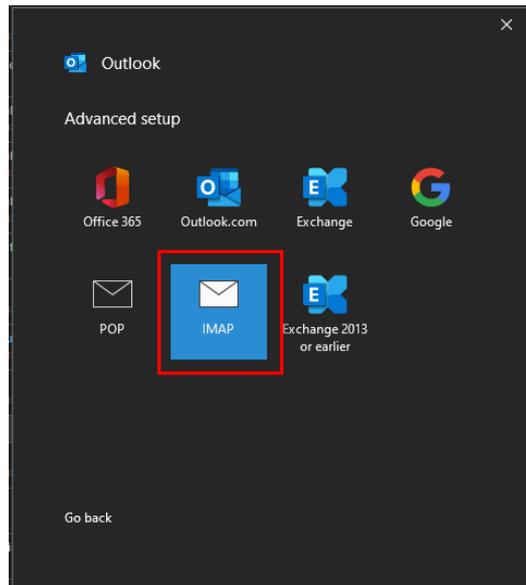
Enter the email address you have been provided by TEEC or your friendly Clerk.

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.



Step 4

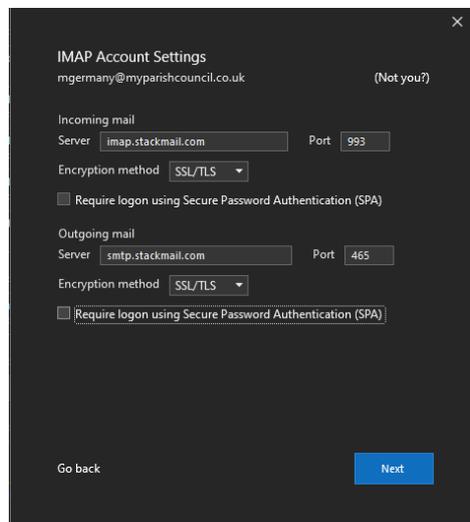
Enter the details exactly as you see below.

Incoming Mail

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

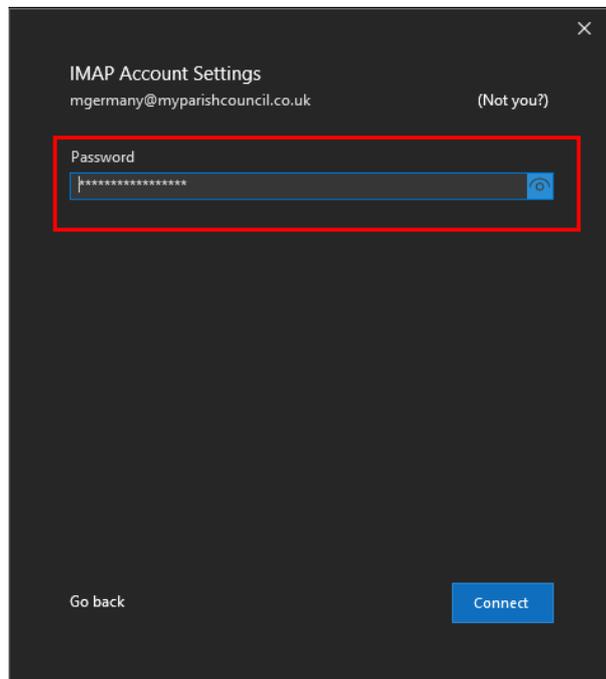
Outgoing Mail

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



Step 5

Enter the password you were provided with.



IMAP Account Settings

mgermany@myparishcouncil.co.uk (Not you?)

Password

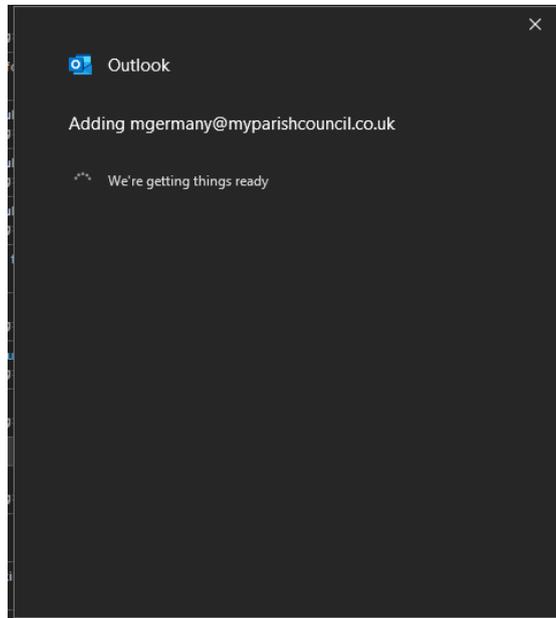
\*\*\*\*\*

Go back Connect

*Step 6*

Wait for the setup to complete.

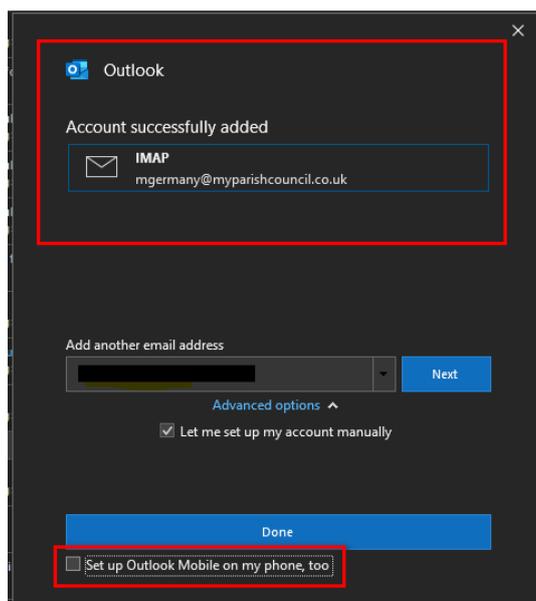
At this point if you get any errors please run through the previous steps ensuring you have following them correctly. If you still experience issues, please get in touch and we will be happy to assist.



*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.



### Step 8

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.

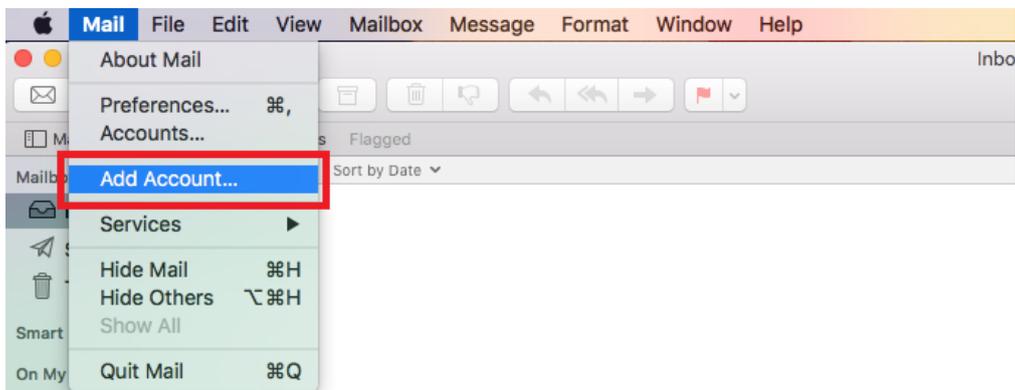
## Mac Mail

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

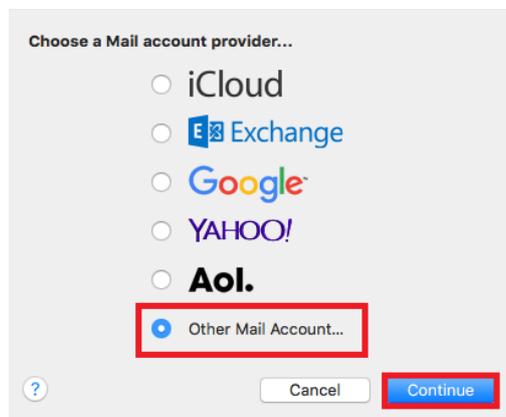
### Step 1

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



### Step 2

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



### Step 3

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

**@ Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

*Step 4*

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

Email Address:

User Name:

Password:

Account Type:

Incoming Mail Server:

Outgoing Mail Server:

Unable to verify account name or password.

*Step 5*

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

Select the apps you want to use with this account:

Mail

Notes

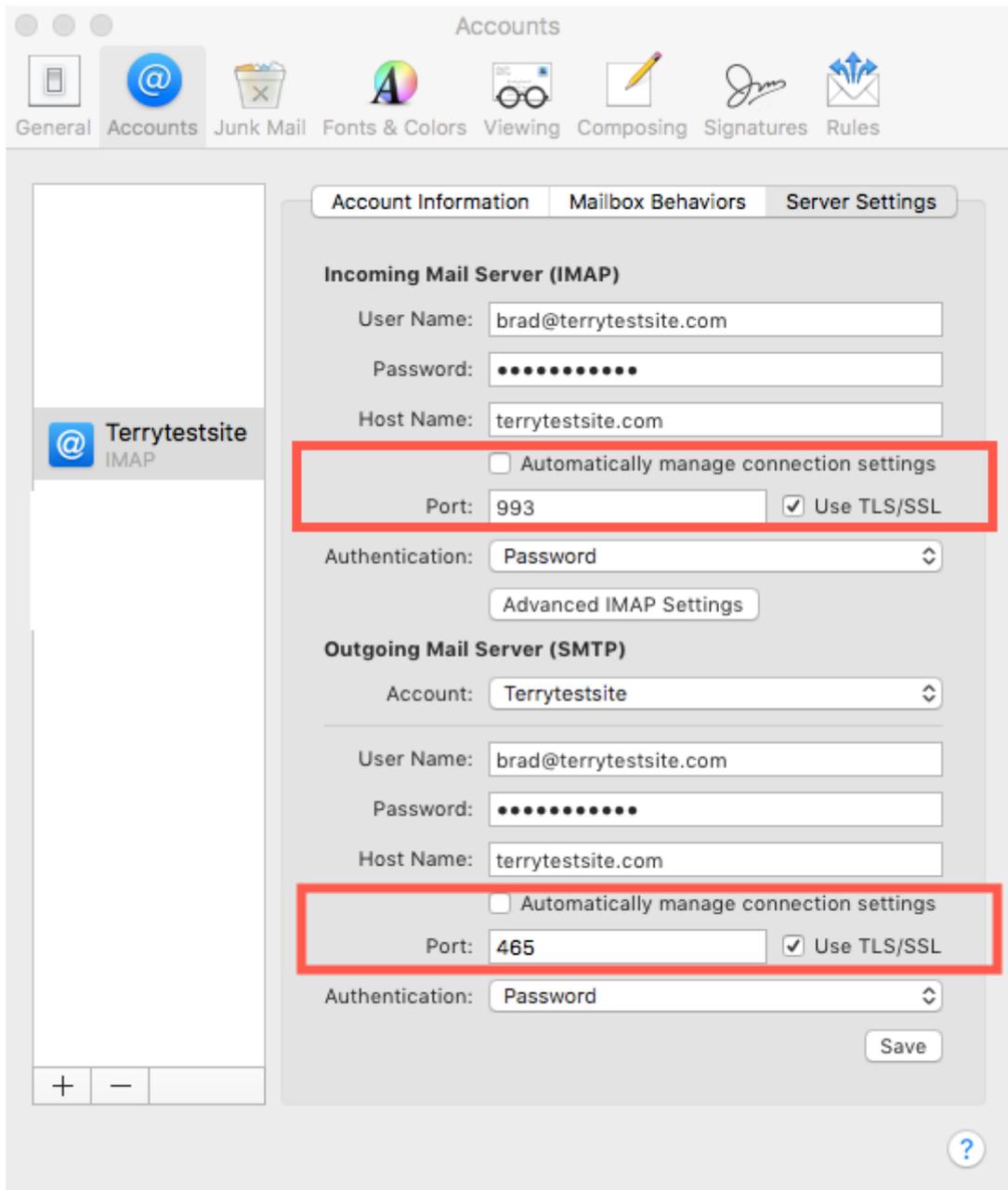
Advanced

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

<https://support.apple.com/en-gb/guide/mail/cplmprefactadv/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 (smtp.stackmail.com)



## How to setup an IMAP account on iPhone & iPad

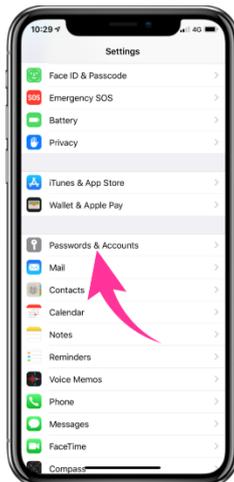
### Step 1

Firstly, tap the **Settings** app.



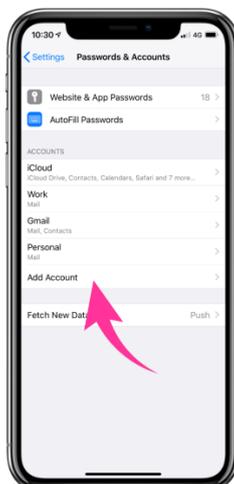
### Step 2

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



### Step 3

Tap **Add Account**.



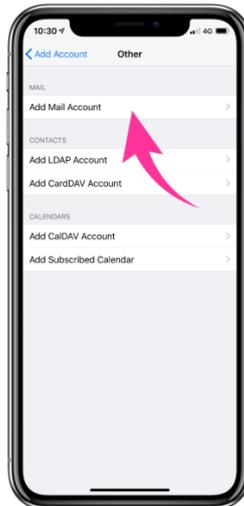
Step 4

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**.



### Step 7

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.



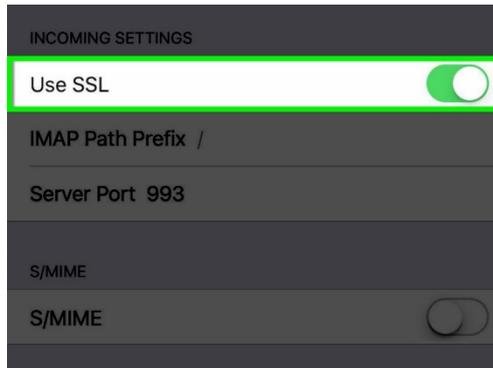
Step 9

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



## How to set up an IMAP account on an Android device

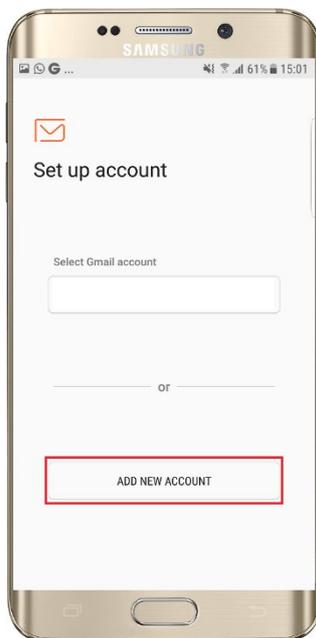
### Step 1

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.



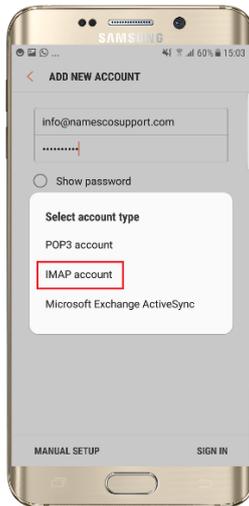
### Step 3

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



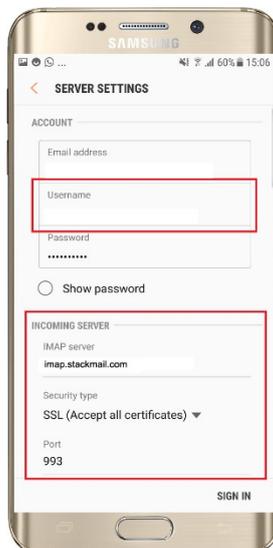
*Step 4*

Choose the option for **IMAP**.



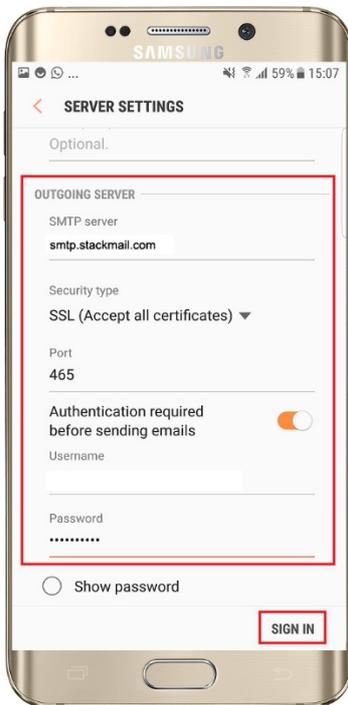
*Step 5*

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



Step 6

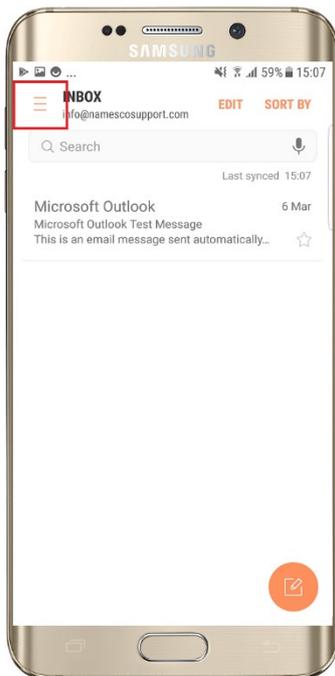
Scroll down and enter the **Outgoing Server** settings - once again you will need to use your **Email Address** and **Email Password**. Once you have entered this information tap **Sign In**



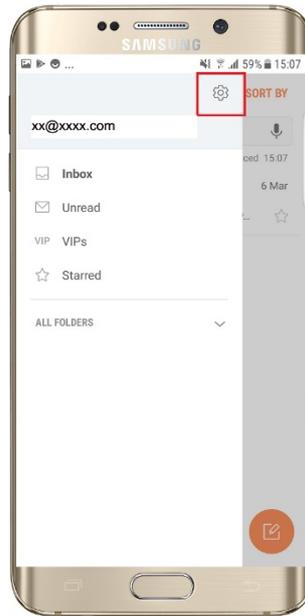
Alternative method to add a new account

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

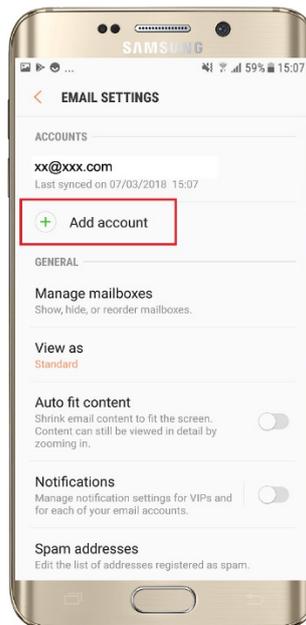
Firstly tap the **Menu icon** at the top left corner of the screen.



Next tap the *Settings cog*.



Select the option for *Add New Account*.



You can now follow the instructions above to setup a new email account.