



PARISH
COUNCIL
FREE TO USE
TEMPLATE

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

This guide will walk you through the simple process of setting up your email in Microsoft Outlook.

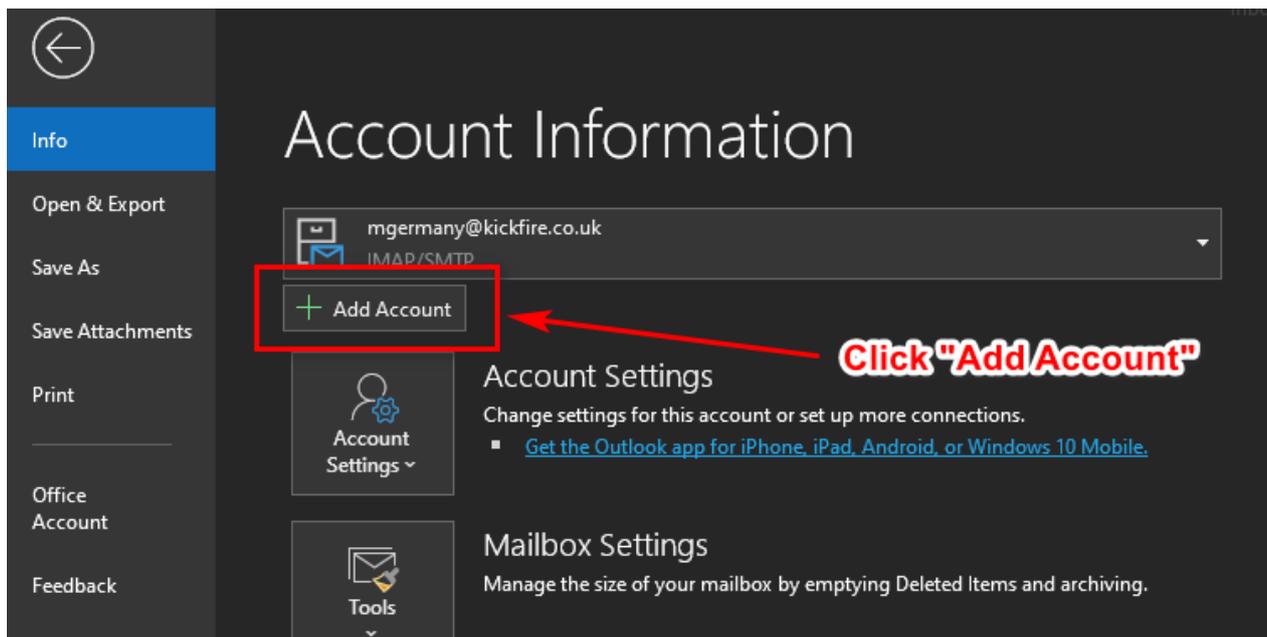
The guide uses the latest version at time of writing of Outlook from the Office 365 suite of applications. However, the email setup function is much the same across all versions.

If you use any other email client, you can follow the general setup guides from their support site and substitute th

Instructions

Step 1

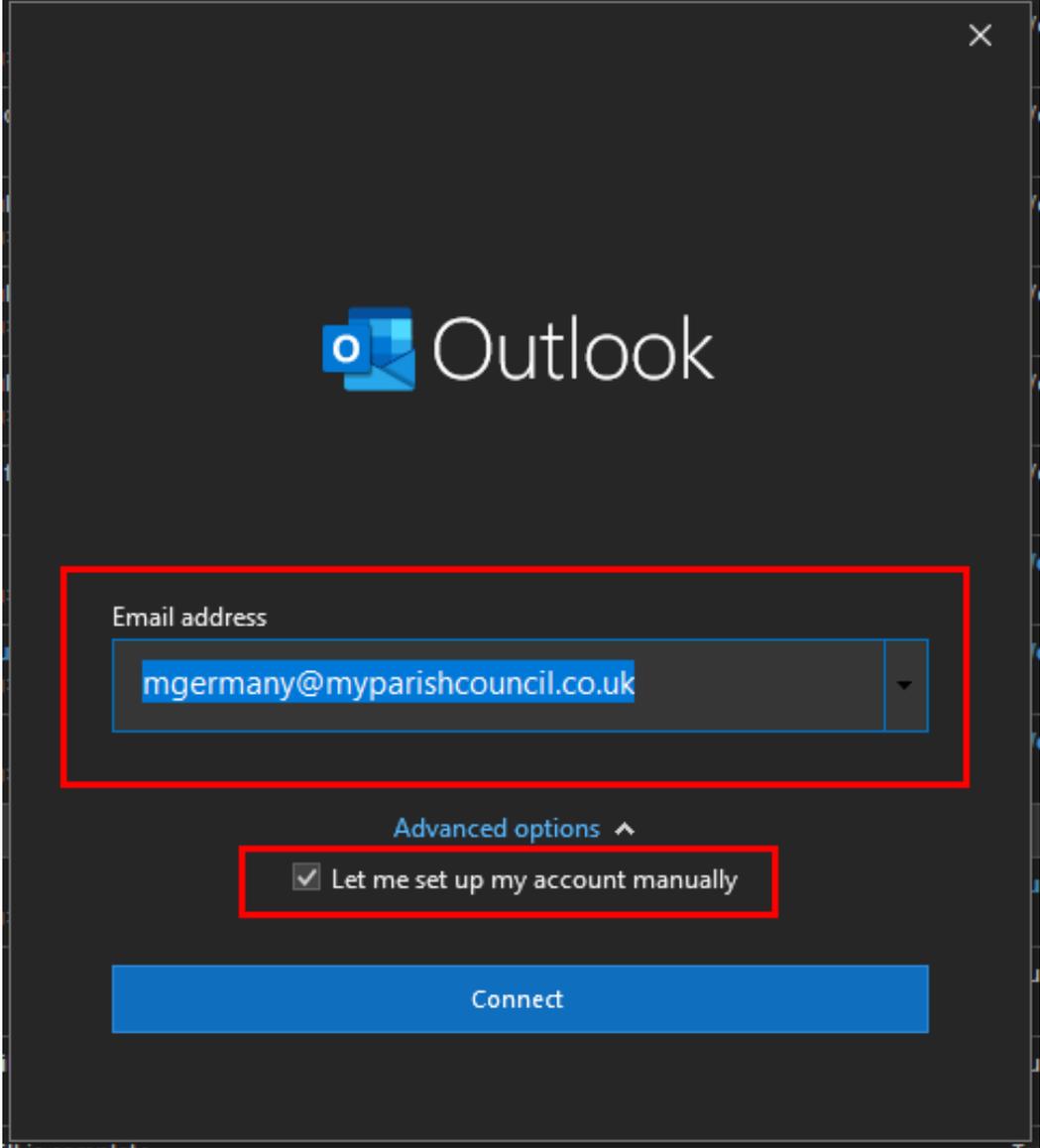
Open Microsoft Outlook, Click “File” in the top left-hand corner and then click the “Add Account” button.



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”



Outlook

Email address

mgermany@myparishcouncil.co.uk

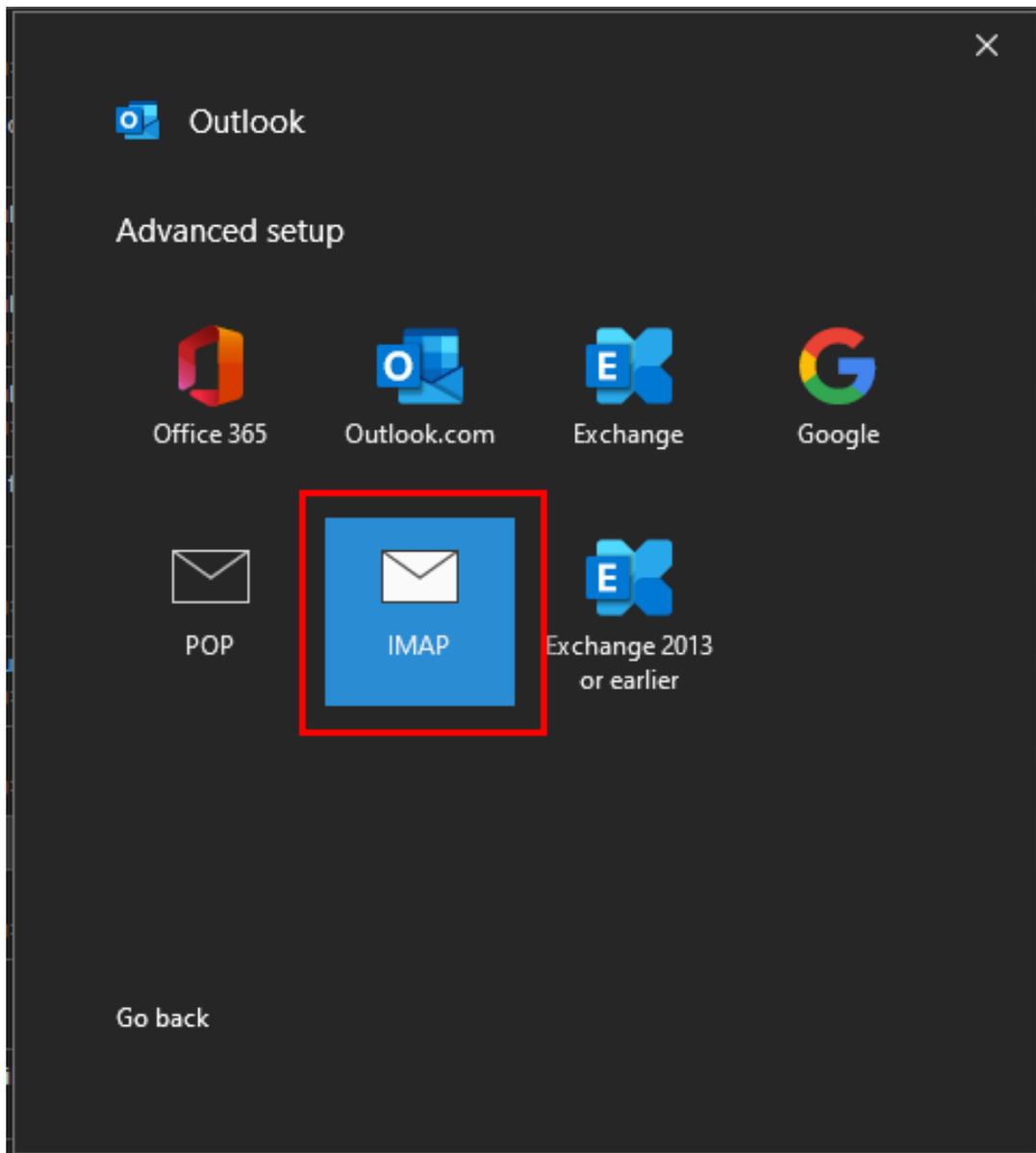
Advanced options ^

Let me set up my account manually

Connect

Step 3

Select IMAP from the list of Account types.





Step 4

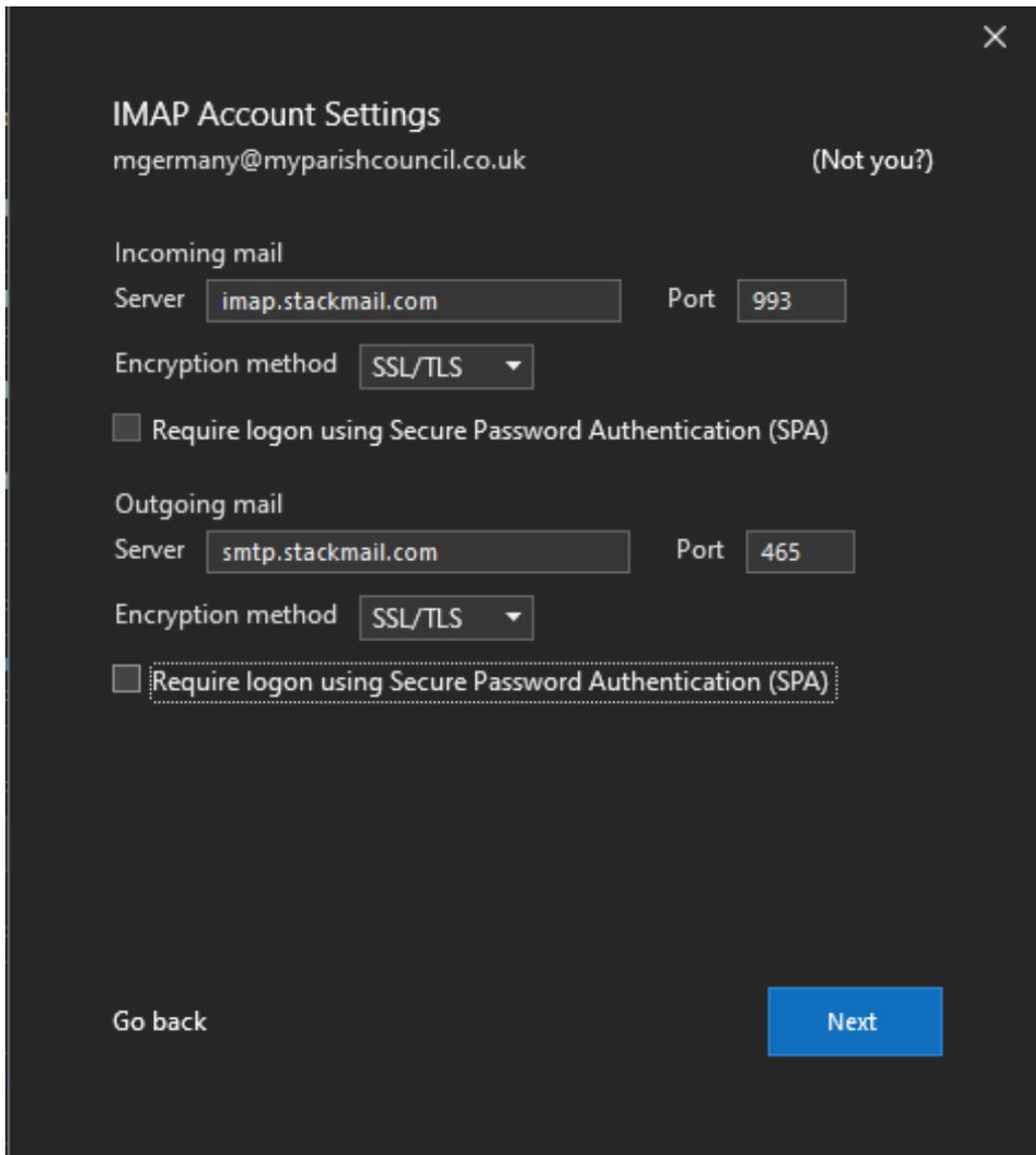
Enter the details exactly as you see below.

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**



The image shows a dark-themed dialog box titled "IMAP Account Settings" with a close button (X) in the top right corner. The email address "mgermany@myparishcouncil.co.uk" is displayed at the top, with a "(Not you?)" link to its right. The settings are organized into two sections: "Incoming mail" and "Outgoing mail".

Incoming mail:

- Server:
- Port:
- Encryption method:
- Require logon using Secure Password Authentication (SPA)

Outgoing mail:

- Server:
- Port:
- Encryption method:
- Require logon using Secure Password Authentication (SPA)

At the bottom, there is a "Go back" link on the left and a blue "Next" button on the right.

Step 5

Enter the password you were provided with.

IMAP Account Settings

mgermany@myparishcouncil.co.uk

(Not you?)

Password



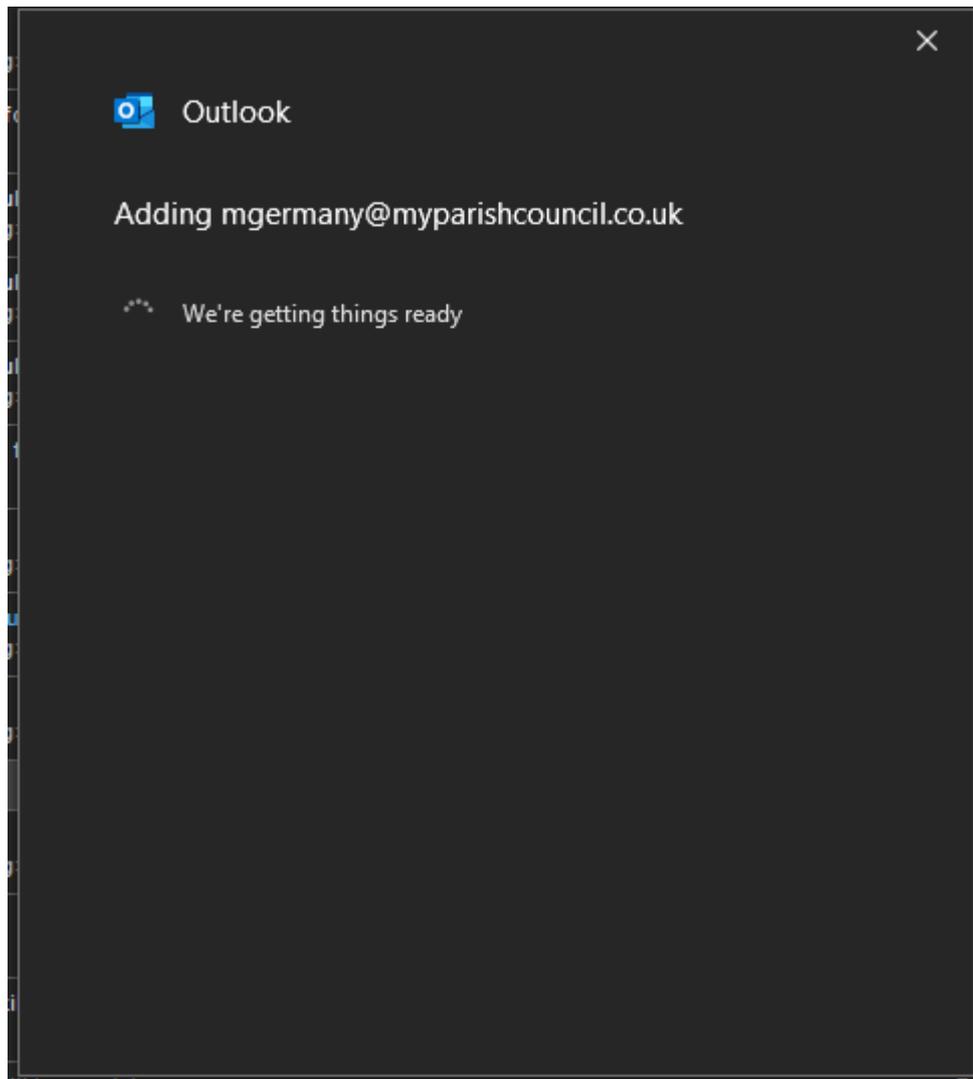
Go back

Connect

Step 6

Wait for the setup to complete.

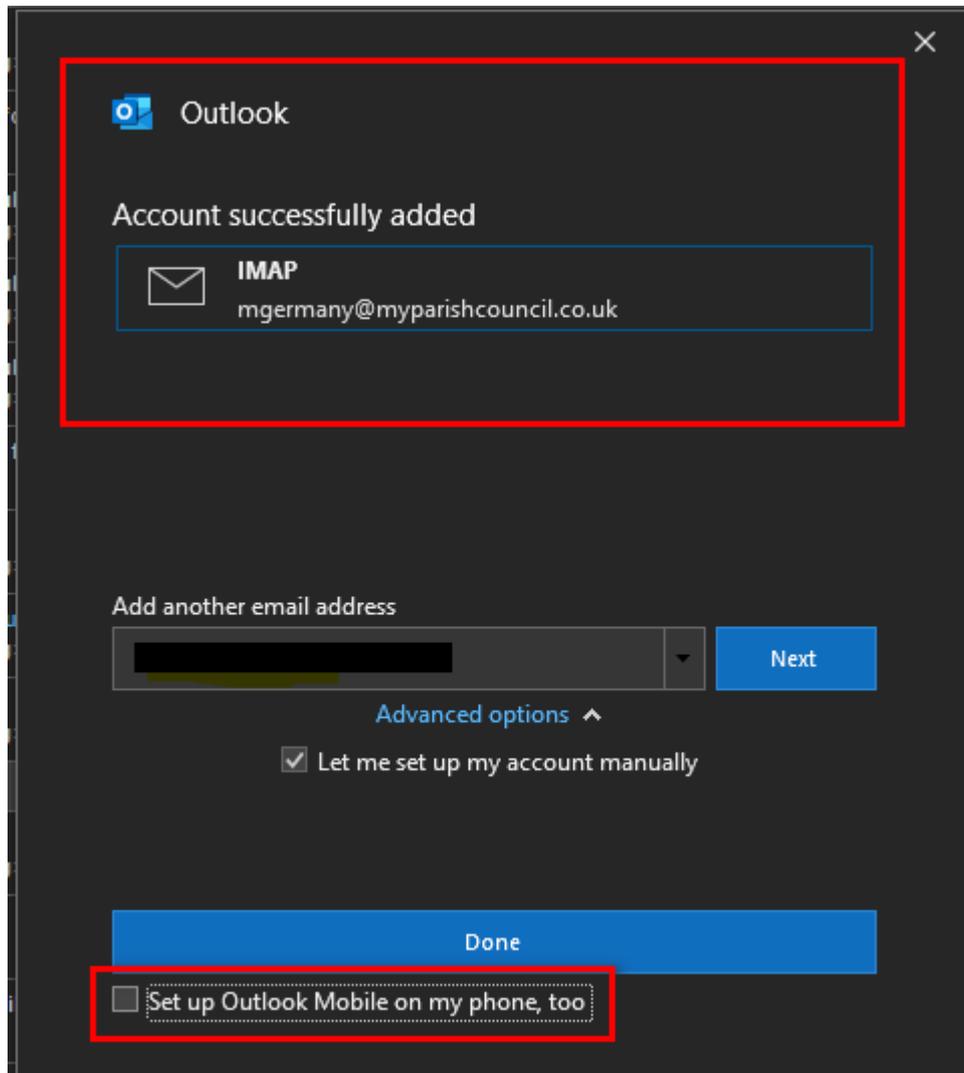
At this point if you get any errors please run through the previous steps ensuring you have following them correctly. If you still experience issues, please get in touch and we will be happy to assist.



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.

Enjoy using your new email account!