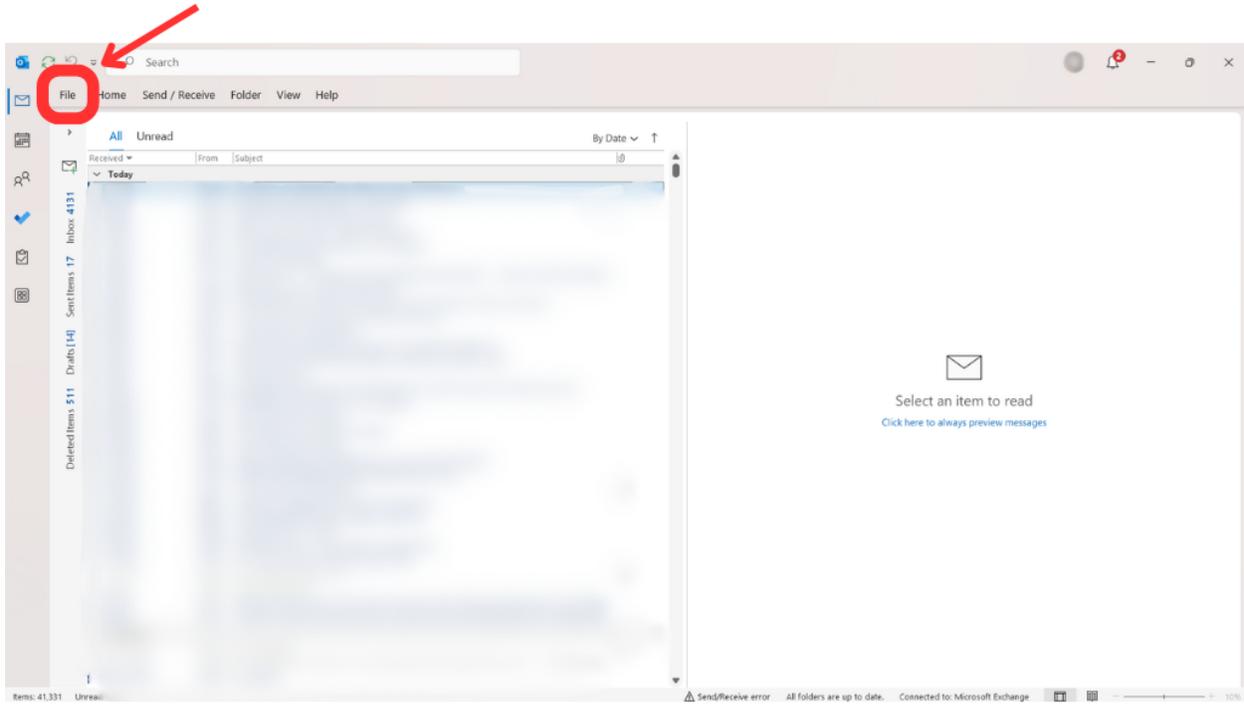
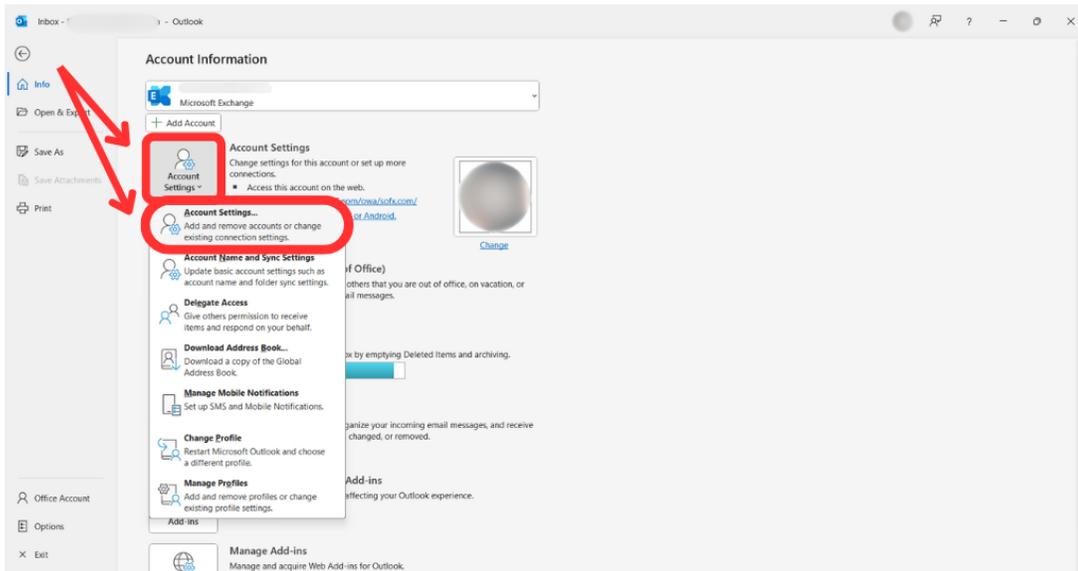


Sofx.net Login - Outlook on PC

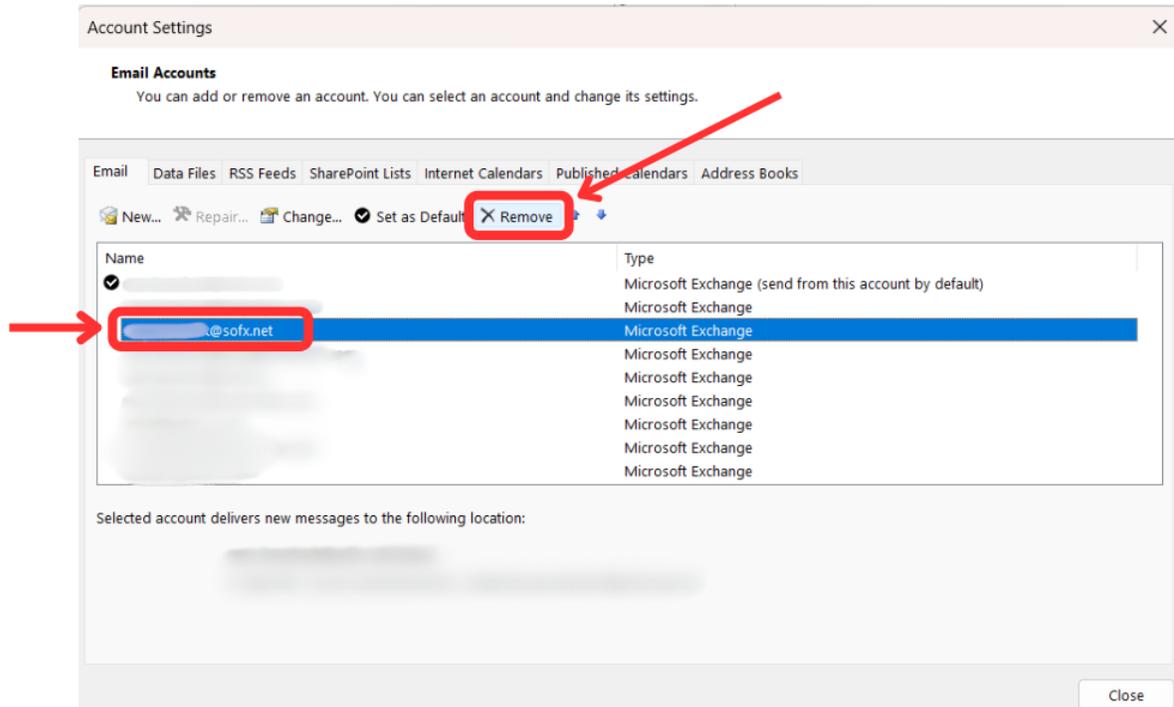
1. Open the Outlook app.
2. Select **“File”** from the upper left side.



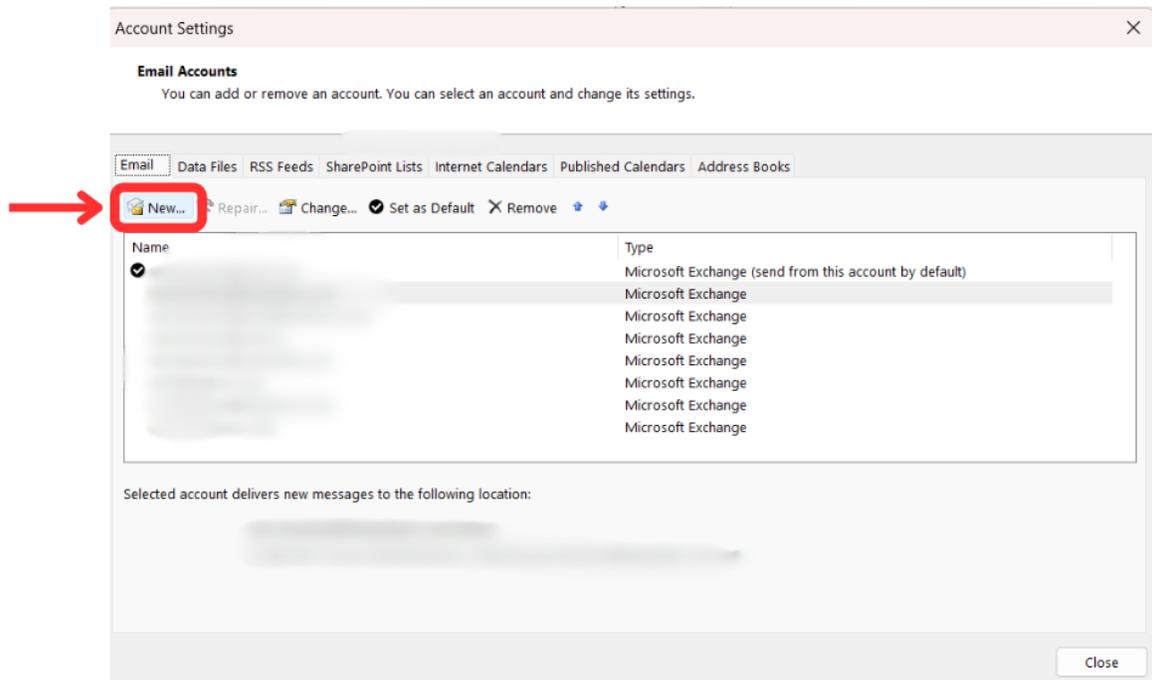
3. Select **“Account Settings”** and then **“Account Settings...”** again from the dropdown.



4. If your previous sofx.net email address is already listed, **select it and click “Remove.”**

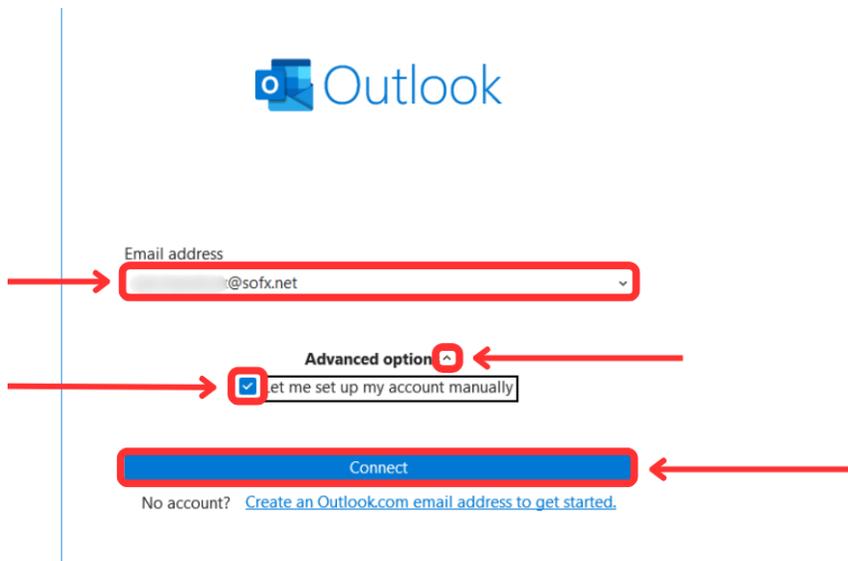


5. Confirm your sofx.net address is no longer listed, then click **“New”** in the top left.

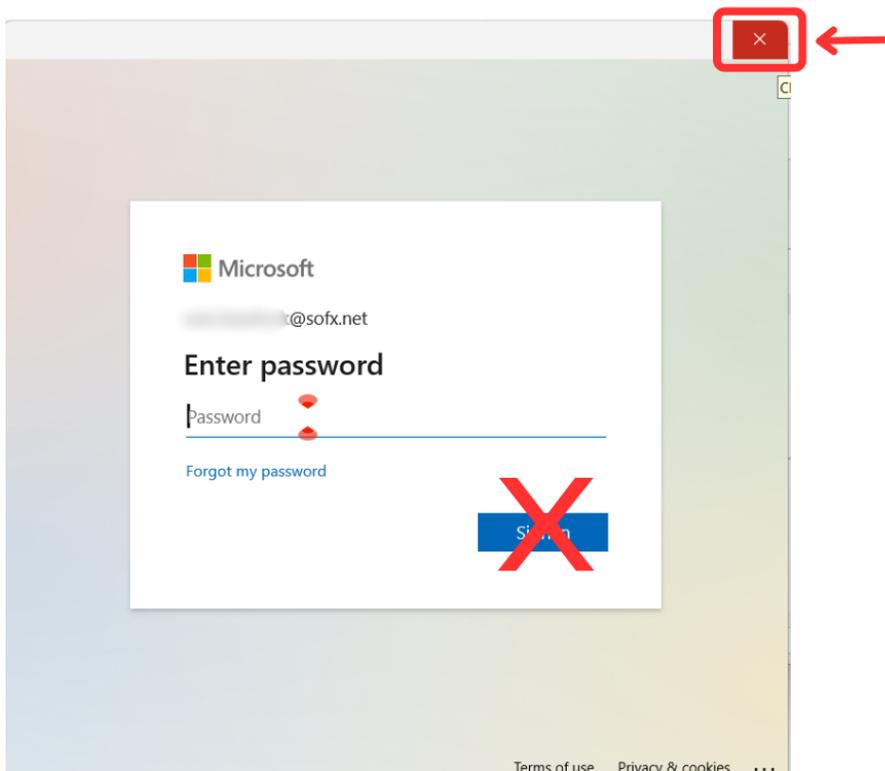


6. Enter **your sofx.net email address.**

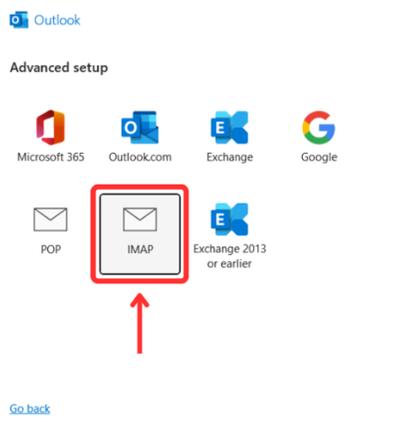
- a. **Select** the arrow “^” next to “Advanced Option.”
- b. **Check the box** for “Let me set up my account manually.”
- c. Click “**Connect.**”



7. If this page pops up, click the “**X**” in the top right to close it. Do not enter your password or click Sign In.



8. Select “IMAP.”



9. Enter the following Information:

- Confirm **your sofx.net email** is listed at the top, below “IMAP Account Settings.”
- Enter Incoming Server “**mail.sofx.net**” and Port “**993**.”
- Leave Encryption method “**None**” and Require logon using Secure Password Authentication (SPA) **unchecked**.
- Enter Outgoing Server “**mail.sofx.net**” and Port “**465**.”
- Leave Encryption method “**None**” and Require logon using Secure Password Authentication (SPA) **unchecked**.
- Click “**Next**.”

The screenshot shows the 'IMAP Account Settings' dialog box. The email address is partially visible as '@sofx.net' with a '(Not you?)' link. Under 'Incoming mail', the 'Server' field is 'mail.sofx.net' and the 'Port' is '993'. The 'Encryption method' is set to 'SSL/TLS'. The 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. Under 'Outgoing mail', the 'Server' field is 'mail.sofx.net' and the 'Port' is '465'. The 'Encryption method' is set to 'SSL/TLS'. The 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. A 'Go back' link is at the bottom left, and a 'Next' button is at the bottom right, highlighted with a red box and a red arrow pointing to it.

10. Enter **your sofx.net** password. Click **“Connect.”**

The image shows a screenshot of an "IMAP Account Settings" dialog box. At the top, it displays the account name "sofx.net" with a "(Not you?)" link. Below this is a "Password" input field. At the bottom left, there is a "Go back" link. At the bottom right, there is a "Connect" button. A red rectangular box highlights the "Connect" button, and a red arrow points from the right side of the dialog towards the button.