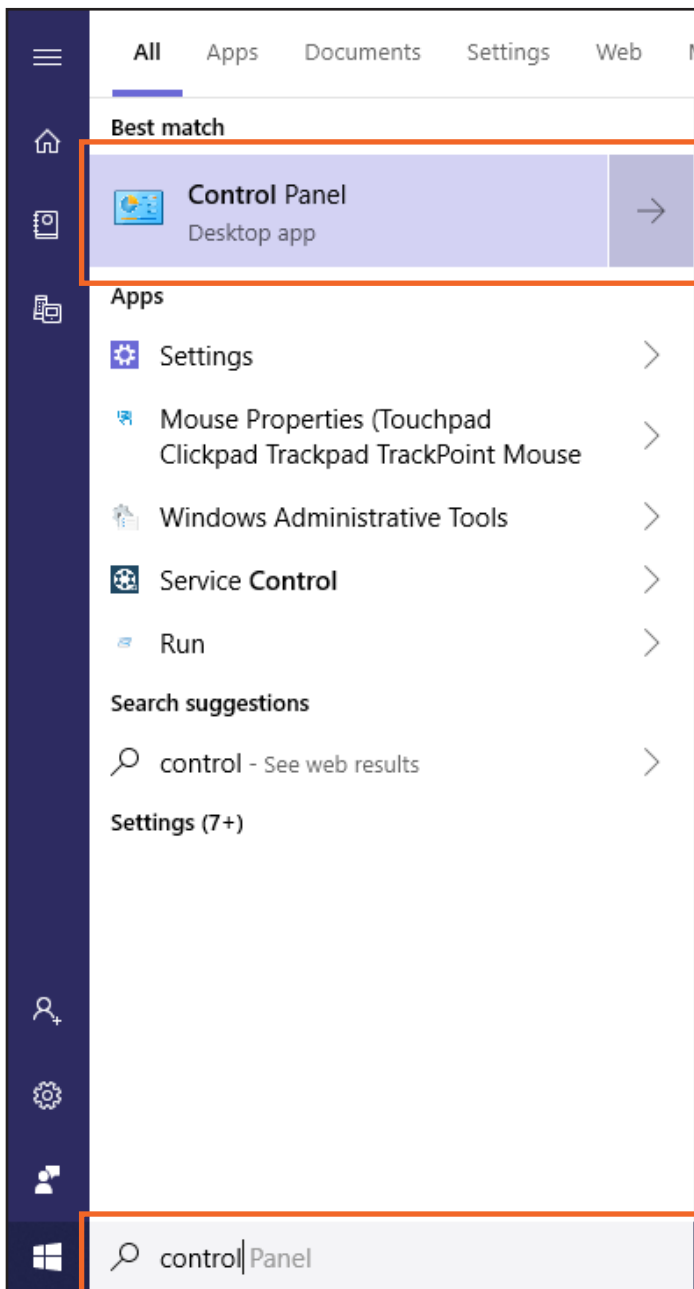## How to set up your Endeavor Email with **Microsoft Outlook**

Below you will find detailed steps on how to get your email set up and ready to go.
We will be using the email "speedgeeks@iendeavor.com" for examples.
This set of instructions will also work for ccrtc emails by simply changing
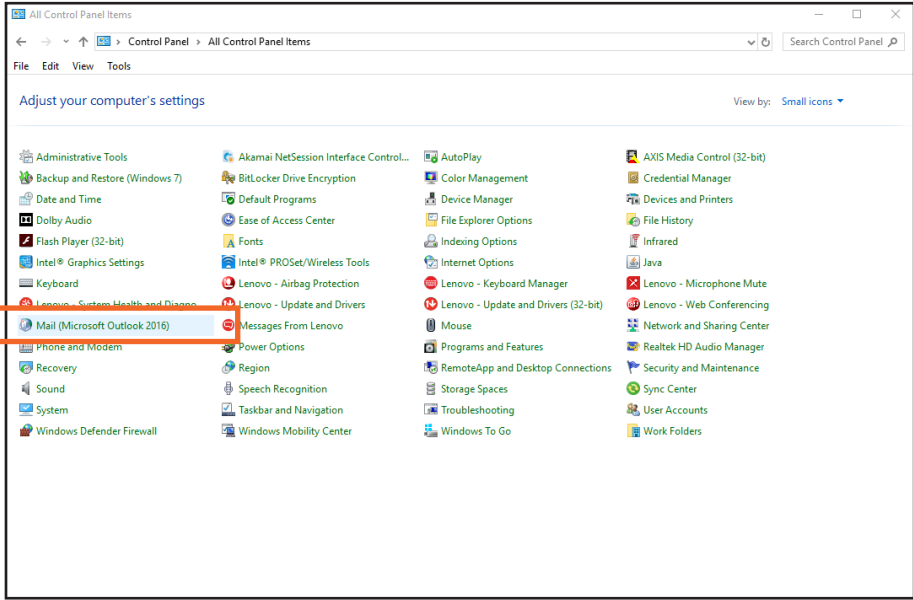the "@iendeavor.com" to "@ccrtc.com"

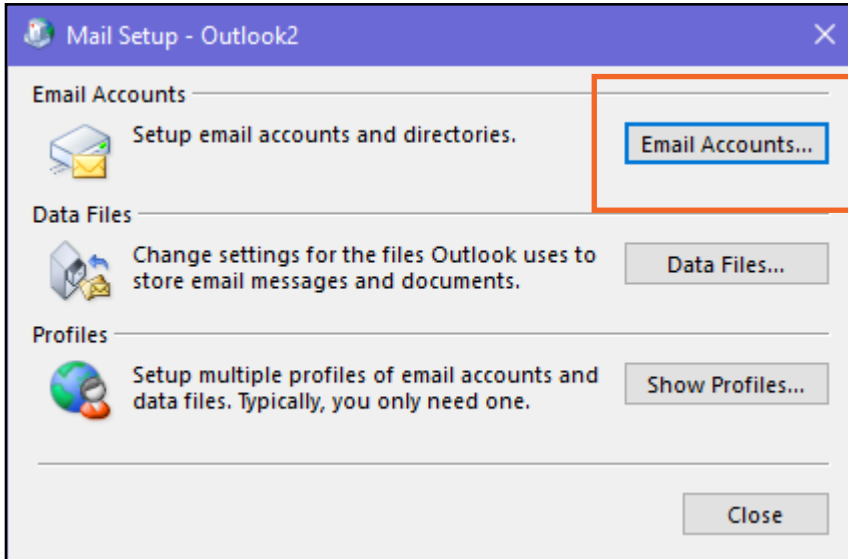---

Start by locating your **Control Panel**.

If you have Windows 10 you can search for it in the search bar located in the task bar.

1
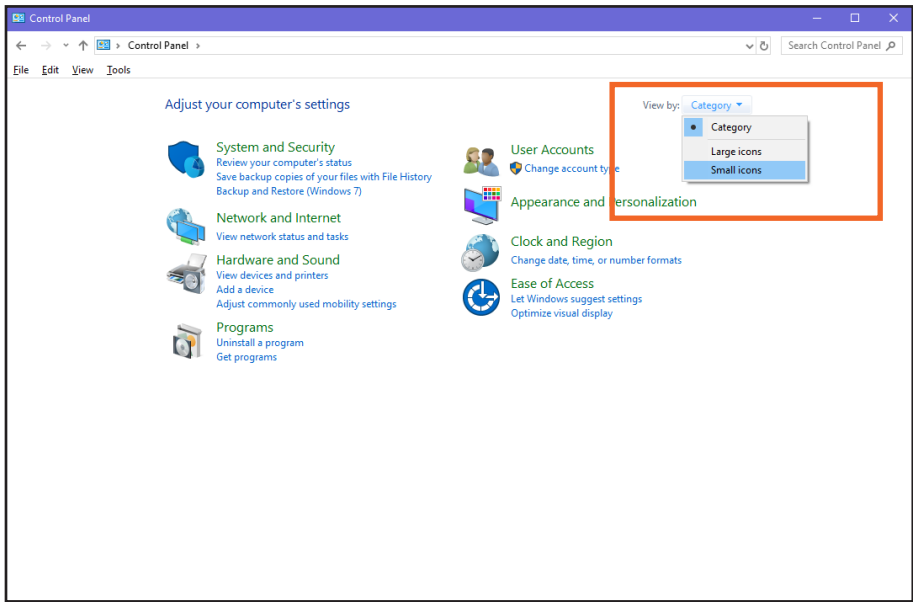
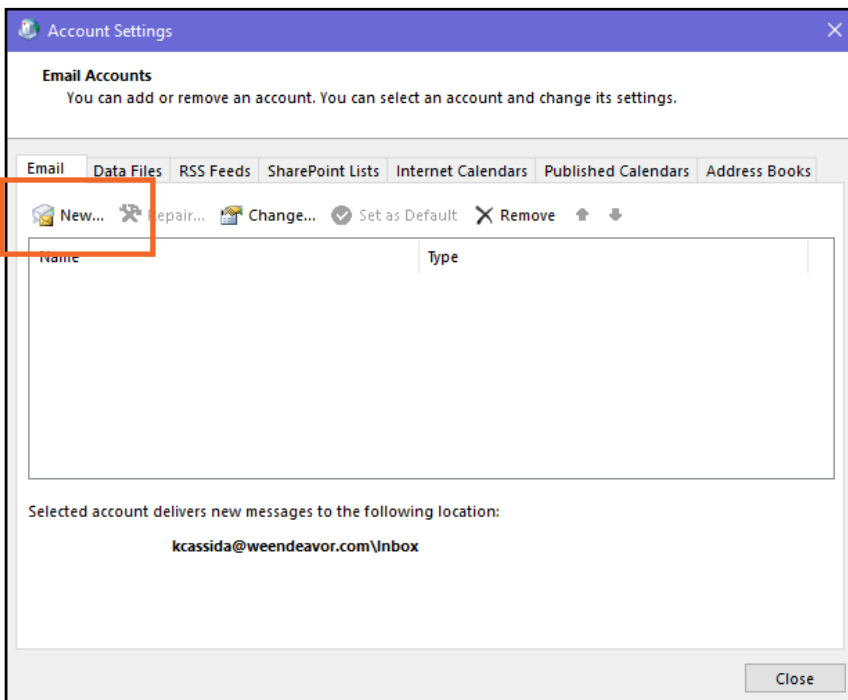Next click the view by Category tab and make sure **"Small Icons"** is selected.

Next click the **"Mail (Microsoft Outlook)"** button.

Next click the
"Email Accounts" button.

Next click the **"New"** button
to begin adding your
new account

Next click the **"Manual setup or additional server types"** dot and then press the next button.

Next click the **"POP or IMAP"** dot and then press the next button.

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

1. Your Name: Speed Geeks
2. Email Address: speedgeeks@iendeavor.com

Server Information

3. Account Type: IMAP
4. Incoming mail server: mail.iendeavor.com
5. Outgoing mail server (SMTP): smtp.iendeavor.com

Logon Information

6. User Name: speedgeeks@iendeavor.com
7. Password: *********
8. ☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

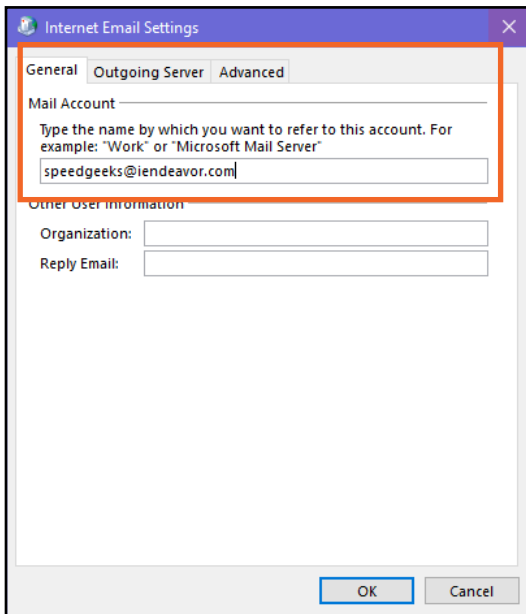Test Account Settings ...

☑ Automatically test account settings when Next is clicked

Mail to keep offline: All

9. More Settings ...

< Back   Next >   Cancel   Help

1. Enter your name. This is the name that other people will see when you send them an email.
2. Enter your email address. Here is where you see we used a **"@iendeavor"** but this will also work with an **"@ccrtc"** email address.
3. Make sure you have **"IMAP"** set as the "**Account Type"** in the drop down box.
4. Enter in **"mail.iendeavor.com"** or **"mail.ccrtc.com"** based on your email address, as the **"Incoming mail server"**.
5. Enter in **"mail.iendeavor.com"** or **"mail.ccrtc.com"** based on your email address, as the **"Outgoing mail server"**.
6. Enter your **full e-mail address** as the "**User Name".**
7. Enter your e-mail account's "**Password".**
8. **Check** the box to **"Remeber Password".**
9. Click the **"More Settings"** button.

Internet Email Settings

General | Outgoing Server | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

speedgeeks@iendeavor.com

Other User Information

Organization:

Reply Email:

OK   Cancel

In the **"General"** tab make sure the mail account is the same e-mail address as your e-mail you are trying to set up.

Internet Email Settings

General | Outgoing Server | Advanced

☑ My outgoing server (SMTP) requires authentication
  ⦿ Use same settings as my incoming mail server
  ○ Log on using

    User Name:
    Password:
        ☑ Remember password
   ☐ Require Secure Password Authentication (SPA)

OK   Cancel
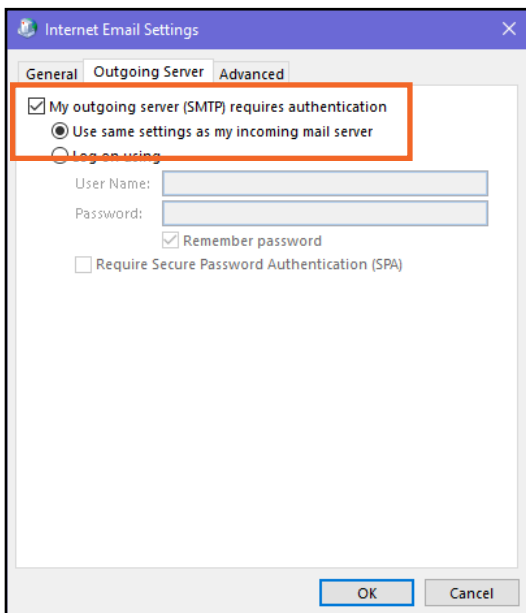
In the **"Outgoing Server"** tab make sure to check the box for **"My Outgoing Server (SMTP) Requires Authentication"** and that **"Use same settings as my incomiung server"** is selected.

Internet Email Settings

General | Outgoing Server | Advanced

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults
  Use the following type of encrypted connection: SSL/TLS
Outgoing server (SMTP): 465
  Use the following type of encrypted connection: SSL/TLS

Server Timeouts
  Short ——•———— Long 1 minute

Folders
  Root folder path:

Sent Items
  ☐ Do not save copies of sent items

Deleted Items
  ☐ Mark items for deletion but do not move them automatically
    Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
 ☑ Purge items when switching folders while online

OK   Cancel

In the **"Advanced"** tab
Change the following settings:
-Incoming server (IMAP) **993**
-Outgoing server (SMTP) **465**
-Make sure that **SSL/TLS** is
  selected for both of these
-Then click OK
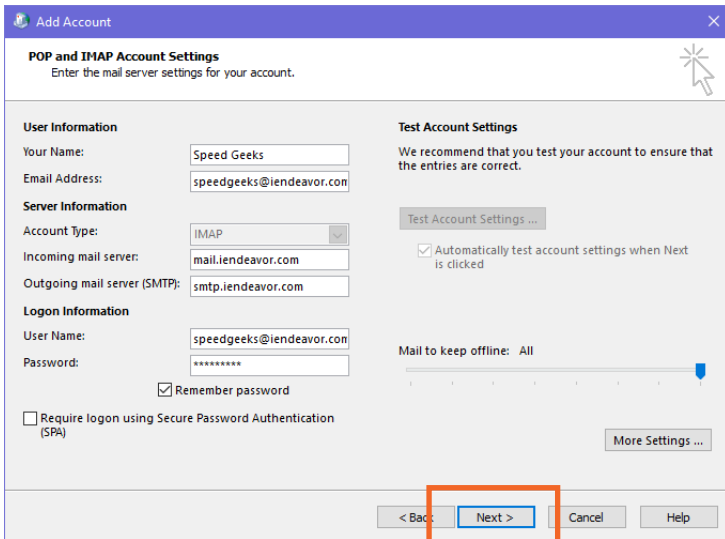
Click the **"Next"** button at the bottom to make sure your settings are working correctly.
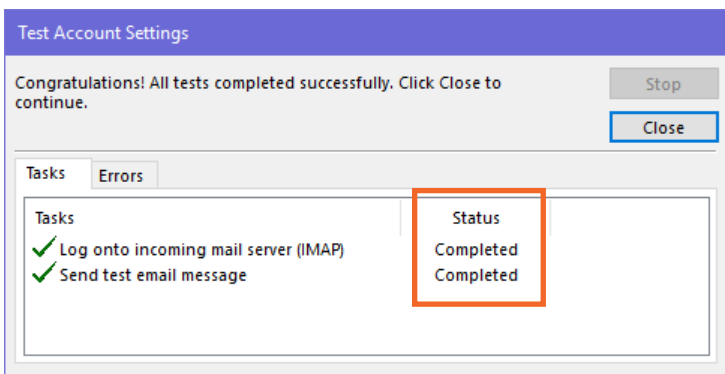
You will now get a window like this and the tests will say "**Completed"** or **"Failed"**. This will now test the settings to see if it works and may take a few moments to run. If either say failed go back and double check your settings from the previous steps.
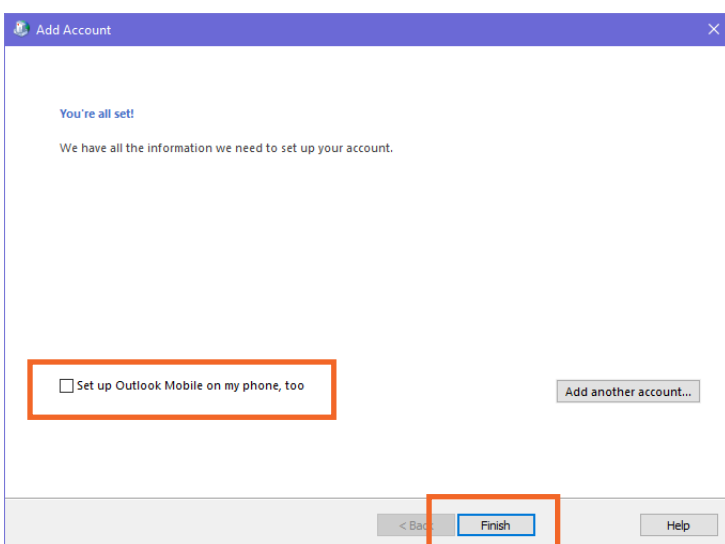
If both test completed you are now done and can click finish. Enjoy using your email.