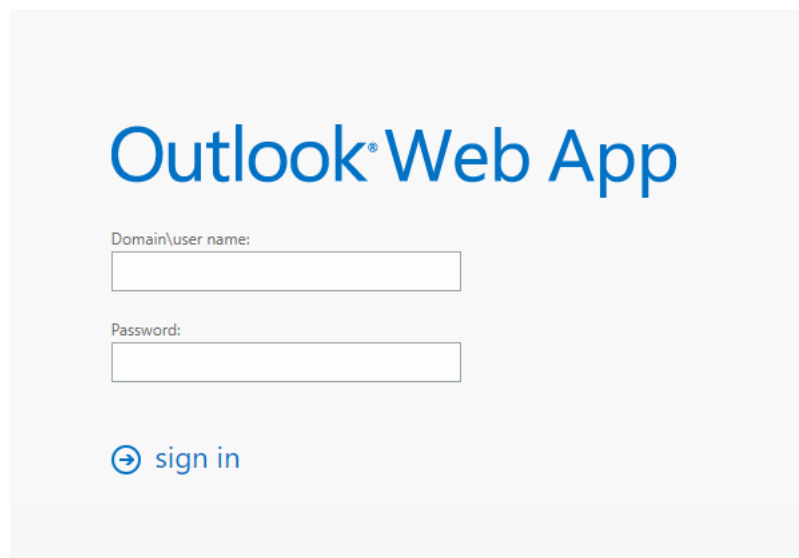




How to setup Windows mail

Before you begin you will need;

1. Working mailbox
 - a. Username and Password should be valid and working. Please test your Credentials by logging onto the Liquidcloud Web portal – <https://mailcpt.exchangemail.co.za/owa> with your email address and password to ensure that it is working.
 - b. Note that in some rare cases your email address and user logon name may differ. Please contact Service Desk should you have any issues logging on.



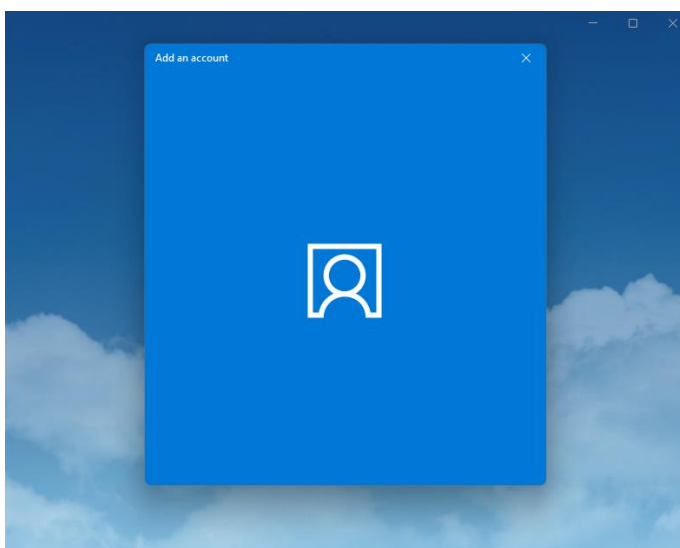
<https://mailcpt.exchangemail.co.za/owa>

2. Working Internet Connection - Internet connectivity is required.
3. Laptop, Desktop, Smartphone or mobile device that supports Active Sync.

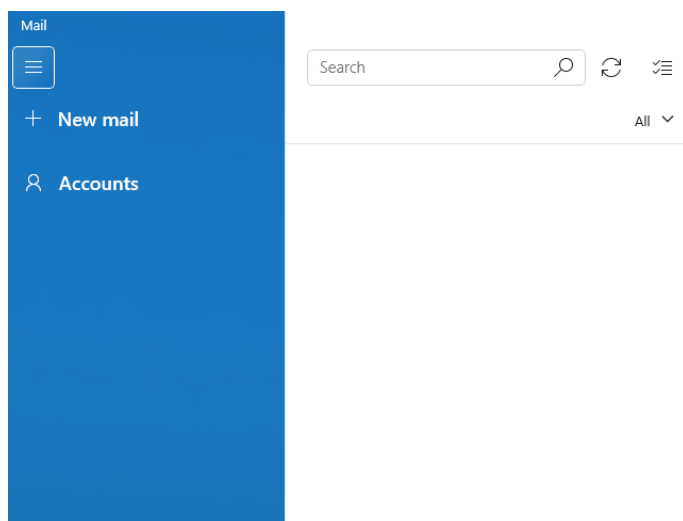
Configuring Windows Mail

Windows mail needs to be setup manually. You will need your email address and password provided as well as the "Active Sync – General Settings" at the end of this document to proceed.

1. Open the Windows mail app. **If it is the first time you open the app, the screen below will appear for a short while. Skip Steps 2 and 3 and goto step 4.**

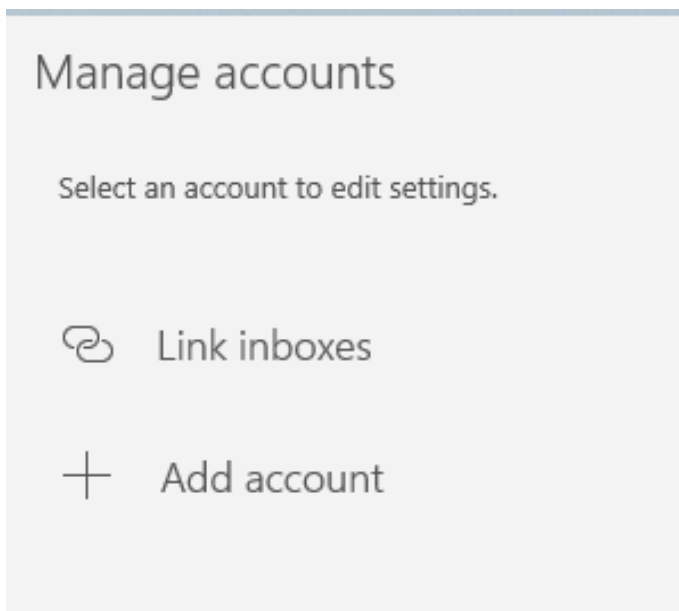


2. If not, the app will open and you will see the below on the left of your screen. Select "Accounts"

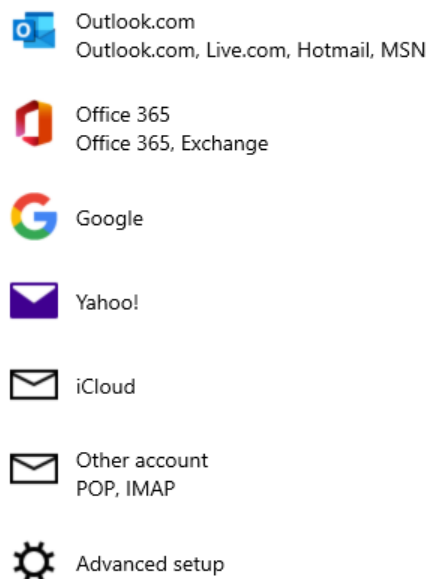




3. The option shown below will appear on the right of the screen. Select "Add account"



4. Select "Advanced setup" from the list below. You might have to scroll down a little to see "Advance setup"





5. Select "Exchange ActiveSync"

Add an account ×

Advanced setup
Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync
[Includes Exchange and other accounts that use Exchange ActiveSync.](#)

Internet email
[POP or IMAP accounts that let you view your email in a web browser.](#)

× Cancel

6. Enter the information required. Use your email address as the username and the password provided to you.

Add an account ×

Exchange

Email address

Password

User name

Domain

Server

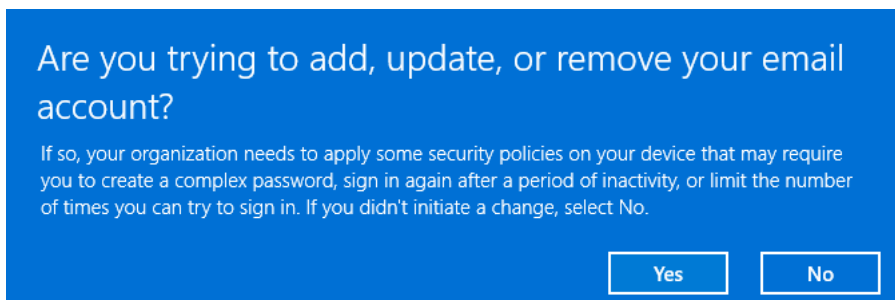
Server requires encrypted (SSL) connection

Account name
×

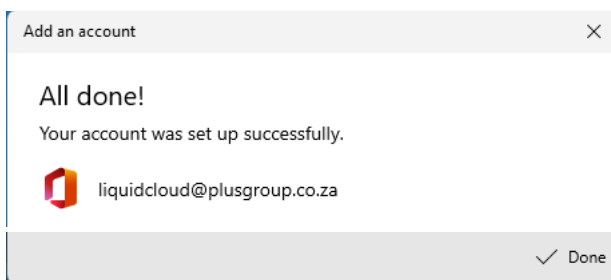
✓ Sign in × Cancel



7. Select "Yes" to accept the security policy below.



8. Select "Done"



You can now use Windows mail with your new Plus email account.



Active Sync - General Settings

If you are not using an Apple, Android, or Windows mobile device, the following settings are applicable to any device using Mobile Synchronization to Office 365, although the order in which you are prompted to provide these settings will vary across devices and versions.

- Email Address or Username is your complete e-mail address, which is login@plusgroup.co.za.
- Password is your Domain password.
- Domain is left blank.
- Server is mailcpt.exchangemail.co.za.
- Use SSL should be on or selected.

ACCOUNT INFO

Email
liquidcloud@plusgroup.co.za

Password
***** 

Client certificate
None [SELECT](#)

SERVER SETTINGS

DomainUsername
liquidcloud@plusgroup.co.za

Server
mailcpt.exchangemail.co.za

Port
443

Security type
SSL/TLS ▼

Mobile Device ID: androidc677718358