

Setting Up Your Summit Email

Summit provides every one of its brokers with a free email address. It is made with your first name and first letter of your last name, ex. "seanr@summitpropertiesnw.com".

You will also be provided with a default password.

Adding Summit Email To Outlook (PC)

- 1. Open Outlook.
- 2. Select File > Add Account.



3. Enter your information.

For Outlook Office 365 or Outlook 2016

		Add Account	X
	Auto Account Setup Outlook can automat	ically configure many email accounts.	弋
o Outlook	E-mail Account		
	Your Name:	Example: Ellen Adams	
-	E-mail Address:	Example: ellen@contoso.com	
	Password:		
Advanced options M	Retype Password:		
Connett	Manual setup or ac	Type the password your Internet service provider has giv ditional server types	en you.
		< Back Next >	Cancel

4. If prompted, enter your password again, then select **OK > Finish**.

For Outlook 2010 or Outlook 2013

Adding Summit Email To Outlook (Mac)

- 1. Select Outlook > Preferences > Account.
- 2. Click the plus (+) sign > **New Account.**
- 3. Type your email address > **Continue**.

	0
Please	e enter your email address
vournam	e@provider.com

4. Type your password > Add Account. (Your screen may look slightly different to this one depending on the account you're adding.)



- 5. You may be asked to allow access, re-enter your password, or sign-in again.
- 6. When prompted, enter the following fields:

Email Address: your Summit email address Username: "your Summit email address" Password: "your password" Account Type: POP Incoming Mail Server (POP): mail.summitpropertiesnw.com Outgoing Mail Server (SMTP): mail.summitpropertiesnw.com Incoming Server (POP3 Port): 110 Outgoing Server (SMTP Port): 465 Remember PasswordCheckedLog On Using Secure Password Authentication (SPA):UncheckedMy Outgoing Server (SMTP) Requires Authentication:CheckedUse the Following Type of Encrypted Connection (Incoming):Disabled

To learn how to add your email to a mobile device, click here.

Adding Summit Email To Gmail (Computer)

- 1. Open Gmail.
- 2. In the upper right corner, click **Settings > Settings.**



- 3. Click the Accounts and Import or Accounts tab.
- 4. In the "Check mail from other accounts" section, click Add a mail account.

Settings		۵
General Labels Inbox	Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP	
Add-ons Chat Advan	ced Offline Themes	
Change account settings:	Change password Change password recovery options Other Google Account settings	
Import mail and contacts Learn more	Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts	
Send mail as: (Use Gmail to send from your other email addresses) Learn more	Summit Properties NW <reynoldskline@gmail.com> edit info Add another email address</reynoldskline@gmail.com>	
Check mail from other accounts: Learn more	Add a mail account	

5. Type in your Summit email, then click Next.

6. When prompted, enter the following fields: Email Address: your Summit email address Username: "your Summit email address" Password: "your password" Account Type: POP Incoming Mail Server (POP): mail.summitpropertiesnw.com Outgoing Mail Server (SMTP): mail.summitpropertiesnw.com Incoming Server (POP3 Port): 110 Outgoing Server (SMTP Port): 465

To learn how to add your email to Android, <u>click here.</u> To learn how to add your email to iPhone, <u>click here.</u>

To send emails from your Summit address within Gmail, click **From > "Your Summit Email".**



If you have any questions, don't hesitate to contact our office!