



Email Onboarding

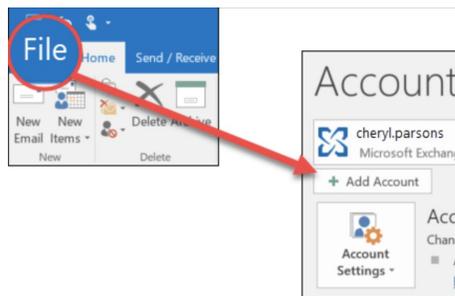
Setting Up Your Summit Email

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.

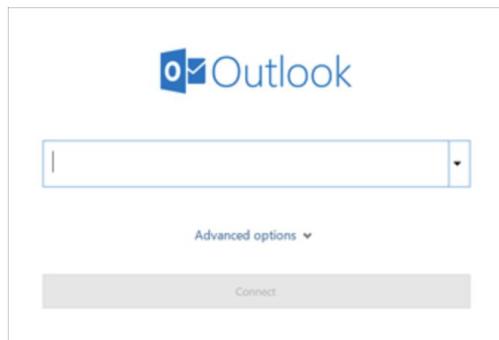
Adding Summit Email To Outlook (PC)

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

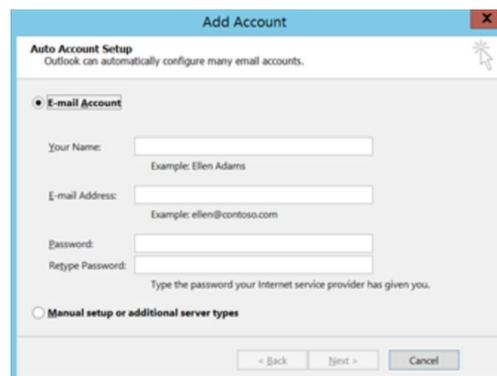


3. Enter your information.

For Outlook Office 365 or Outlook 2016



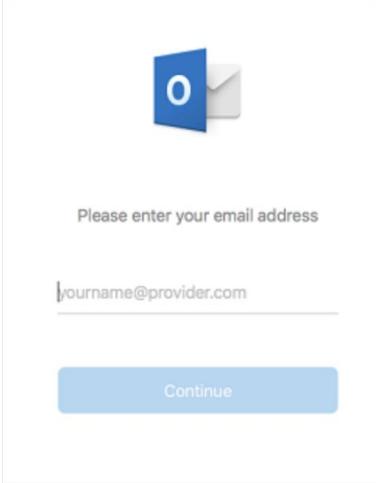
For Outlook 2010 or Outlook 2013



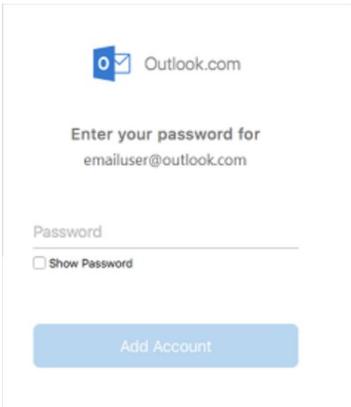
4. If prompted, enter your password again, then select **OK > Finish**.

Adding Summit Email To Outlook (Mac)

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



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

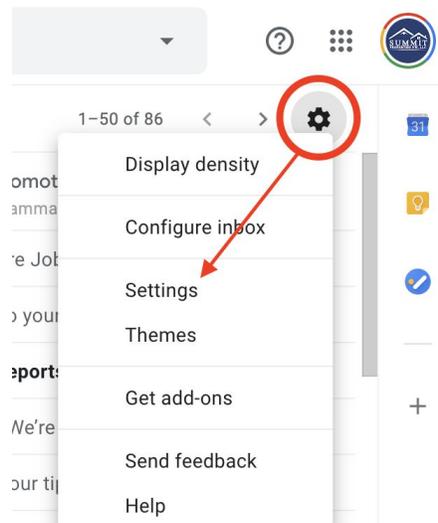
Outgoing Server (SMTP Port): 465

Remember Password	Checked
Log On Using Secure Password Authentication (SPA):	Unchecked
My Outgoing Server (SMTP) Requires Authentication:	Checked
Use the Following Type of Encrypted Connection (Incoming):	Disabled

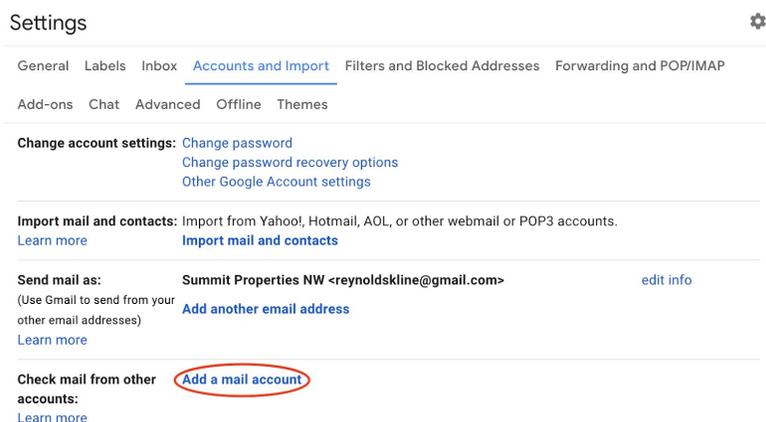
To learn how to add your email to a mobile device, [click here](#).

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**.



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

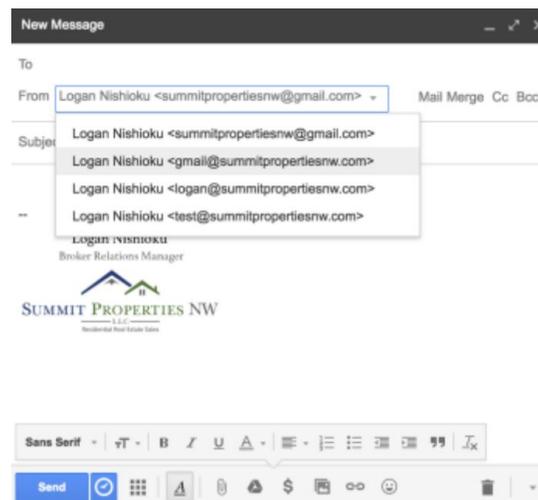
Incoming Server (POP3 Port): 110

Outgoing Server (SMTP Port): 465

To learn how to add your email to Android, [click here](#).

To learn how to add your email to iPhone, [click here](#).

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!