Find the email app circled in red. If it’s not on your home screen click the icon circled in green

Once you find the app open it
Fill out the fields then click next

Select IMAP Account
Fill out the fields then click next
*If you get an error message you may need to uncheck this box to proceed*

Your outgoing settings should look like one of the above examples. If you continue to have problems contact Derrick Williams
Choose your preferences then click next

Fill out the fields then click done