



'SETTING UP SCAN-TO-EMAIL ACCOUNT'

1. Go to www.outlook.live.com/owa/
2. Select the 'Create free account' button in the middle of the page
3. Set the email name and select 'Next'
4. Set the password and select 'Next'
5. Add your first and last name and select 'Next'
6. Enter in your birthday (for security settings) and select 'Next'
7. Solve the robot puzzle
8. Choose whether to stay signed in or not [this email will strictly serve as your scan-from account on your device. If needed, you can access this account to verify if items were sent/scanned in the 'sent' folder].
9. The next step is to enter this information into your device/MFP. Please refer to the scan-to-email set-up instructions for the appropriate device at our website:
www.mullercommunications.com/files > Scan-To-Email >>

Detailed settings for Outlook.com:

- SMTP Server: smtp-mail.outlook.com
- Email Address: companynamescan@outlook.com
- SMTP TX Port: 587
- Allow SSL\TLS (SMTP): Yes
- SMTP Authentication: companynamescan@outlook.com (email account set)
- Password: [companynamescan@outlook.com](#)6578 (password set)