Using your email account

Training

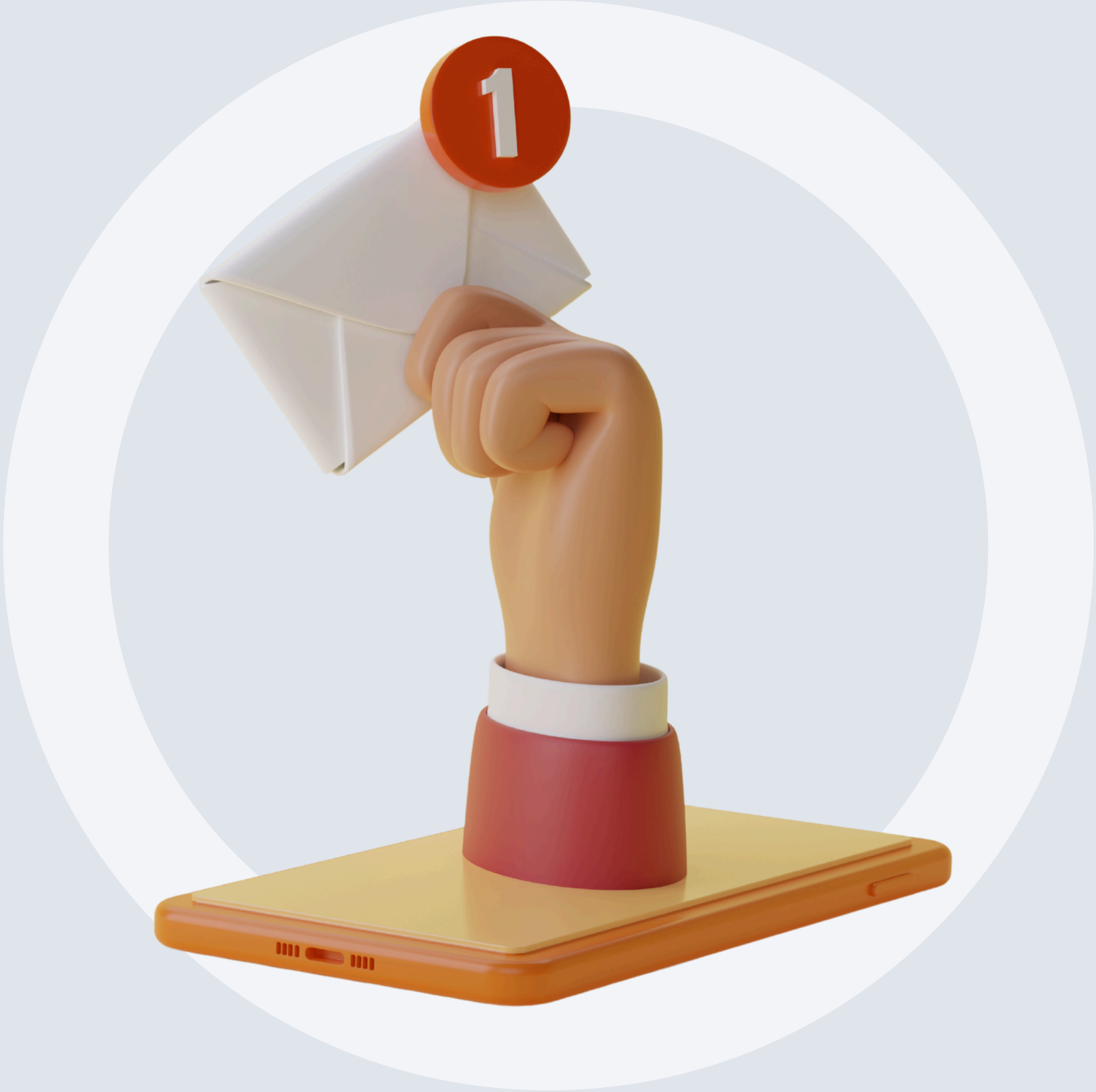
Centre

Rebuilding the centre ground

This guide shows how to set up your email account, where to download the app, and how to add a signature to your emails.

Part one

Using Outlook



The first step is to connect your email address to Outlook, which is our default email provider. If you have any issues downloading Outlook or it is not available on your app store, then you can alternatively use the method on the page below.

1. Download the Outlook app on your phone or your laptop. If you are logged into an account and would like to add another account, in the top right corner of Outlook, there should be a plus icon, your profile picture, or a circle with your initials in it.
2. If you click on that, a pop-up should appear with the words "Add Account". If you are entering the app for the first time, it may automatically take you to a page called “Add Account”.
3. Enter your email address and click "Continue" or “Add Account.”
4. Once you enter the address, you need to either select the word "IMAP" or your page may already have the word "IMAP" at the top, in which case you can skip this step.
5. Then click "Show Advanced Settings" at the bottom and add the following items:
6. For "Email Address", "IMAP Username", and "SMTP Username", simply add your email address.
7. For "IMAP Password" and "SMTP Password", add your email password.
8. The "IMAP Incoming Server" should be: moose.mxrouting.net, and the port number will be sent to you.
9. For "SMTP Outgoing Server", write: moose.mxrouting.net and the port number will be sent to you.
10. Then click "Add Account".

Part two

Alternative method



You may find that Outlook does not work for you. For those using Chromebooks or some phone models, you may also be unable to download Outlook. In these cases, you can download the CrossBox Cloud app.

Downloading the app

The “CrossBox Cloud” app can be downloaded for free on phones, tablets, laptops, and computers.

- For phones with the Google Play Store: https://play.google.com/store/apps/details?id=cloud.crossbox.app
- For computers, phones, and tablets running Apple: https://apps.apple.com/gb/app/crossbox-cloud/id1555793889

Downloading the app is useful for keeping up to date with your emails. You can then log in to the app with the same username and password you would usually use to log in to your account.

Initially setting up an email account

- You will be given an email, password, and link to log in to your emails. You can log in using this link: https://mail.mxlogin.com/#!/dashboard.
- Sign in to the newly created account.

Adding a profile picture and details to the email

- Use the sidebar and scroll down to the “Settings” section.
- Where it lists “Display name”, ensure this displays your name correctly.
- Then click the “Select photo” button, use the circular crop tool which will appear on the photo and make the circle the maximum width. Finally, click the “Save” button in the top right corner; make sure to do this as otherwise the picture will not save.

Sending an email

Sending an email involves the following:

- To send your first email, the first step is to log in and to click “Mail”, which has a letter icon next to it on the left-hand sidebar.
- Then on the bottom right will be an orange button with the words "Compose" or it may simply appear as a circle with a pencil icon in it.
- This will open up the “Compose” window where you can add the topic in the “Subject” line and their email in the “To” section.
- To attach a file, get the file so you can see it and then drag the file to the section at the bottom of the email with the words: “Drag and drop files here or choose from”. This is below your email signature.
- You can then write your email below and send it using the arrow icon on the top right of the page.

Adding a new folder

- The first step is to log in and to click “Mail”, which has a letter icon next to it on the left-hand sidebar.
- On the same sidebar, click the cog which, when you hover over it, will display under it the words “Settings”.
- If you click this, a drop-down menu will appear and the first option will be “Folders” with a folder icon next to it.
- Click on this and it will take you to a new page.
- In the bottom right corner will be an orange circle with a plus sign in it. Click this and in the first text box, type in the name of the folder.
- The fourth box down has the words “Parent folder” which, if clicked, will bring up a dropdown menu. If the folder you want to add is part of a wider category of folders you have created.

Tip. Make sure to give emails a subject line if they do not already have one. It is also worth giving emails different names if you often give emails the same subject line. This will make emails easier to find in the long run.

Using the calendar

Adding an event to the calendar

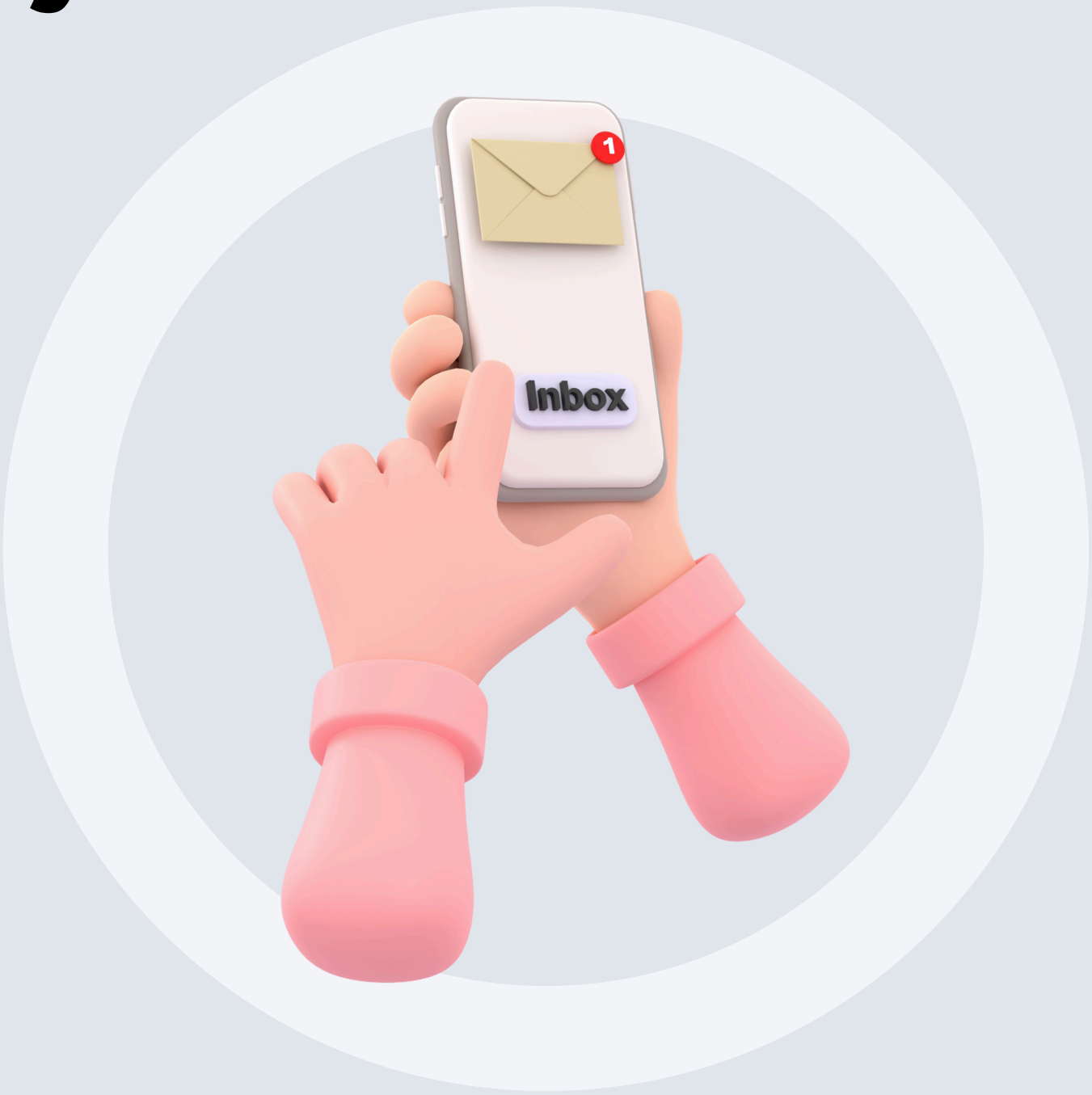
- The first step is to log in and to click “Calendar”, which has a Calendar icon next to it on the left-hand sidebar.
- Click on the day you would like to add an event for and type the event title.
- If the event does not cover the entire day, then deselect the tick box with the words “All day” next to it.
- The two sections above this should now display the date and the time of the event. Click this and it will bring up a pop-up where you can select the time and then click “OK” at the bottom; ensure to do this if you want the time to save.
- You can then add additional information by writing in the “Add a location” and then “Add a description” sections.

To share your calendar

- The calendar has a left-hand sidebar with the current date at the top. A few rows below this is the word “Personal” and beside this is this icon:  which you need to click on.
- A text box will then appear with the words “Share with users or groups”. You can then type in the email address of the person you would like to give access to your calendar.
- The name will then appear below with a box next to it saying “can edit”, which you can select if you would like to allow them to edit your calendar.

Part three

Setting up your emails



Adding an email signature

1. Use HubSpot to create email signatures and then select the orange button “Create my signature.” This can only be completed on a laptop or a tablet.
2. Scroll down and select Template 4 from the 'Templates' tab.
3. Then, select the Details tab, and at the bottom of this section will find the words “Created With HubSpot.” Unselect this slider so there is no turquoise visible on the slider, and the words “Create Your Own Free Signature” are no longer visible on your email footer.
4. First, add your first and last name in the boxes provided. Then under “Job Title”, add your position, for instance “Environment Spokesperson”. Under “Company Name”, write “Centre Think Tank Foundation”. Under “Website URL,” add: https://centrethinktank.co.uk/ and in the “Email Address” section, add the email address for the account you are creating the signature for. Finally, add any social media links that are on the “Team” page of our website.
5. Then select the Images tab. If a member of the team has given you a link to your profile picture, paste that into the section called “Profile Picture.” If you have access to the website, then open a new window in your browser and go to the WordPress home page. Then select “Media” on the side panel, click the image you would like to use, and then select “edit” and under “URL” click “copy”. Then go back to the HubSpot page and paste the image into the “Profile Picture.”
6. In the same section of the HubSpot page, there is also a section saying “Company logo” where you can paste this link: https://centrethinktank.co.uk/wp-content/uploads/2026/01/Centre-Think-Tank-logo.png and our logo should appear.
7. Copy the colour code F1438C without the hashtag. Return to HubSpot and select the “Styles” tab. Paste the code into the “Theme colour” and “Link colour” options. The text colour should remain black.
8. Finally, scroll down to the bottom of the email signature preview panel on the right-hand side and select the orange button at the bottom of the page saying “Create signature.” This will take you to a new page; enter under “Phone number” 07566 299930 and then select the orange button at the bottom of the page, which says “Confirm & submit”. Then select the button at the bottom, which says “Copy signature” for Outlook or “Copy signature source code” for other email providers.

Outlook on mobile (iOS & Android)

- Open the Outlook app.
- Tap your profile icon (top left).
- Tap the gear icon (bottom left) to open Settings.
- Scroll down and tap Signature.
- Enter your desired signature text.
- Tap the checkmark (Android) or back arrow (iOS) to save.

Outlook on Desktop (Windows)

- Open Outlook.
- Click “File” and then “Options”.
- Select “Mail”, then click “Signatures”.
- In the Email Signature tab, click “New” to create a signature.
- Enter a name for the signature and click “OK”.
- In the Edit signature box, type and format your signature.
- Under “Choose default signature”, assign your signature to an email account and ensure the signature is used on all new emails.
- Click “OK” to save your settings.

Outlook App (Apple Mac)

- Open Outlook.
- Click Outlook in the top menu, then select Preferences.
- Under Email, click Signatures.
- Click the "+" button to create a new signature.
- Enter a name for your signature next to “Signature name”.
- In the editor, type and format your signature.
- Click “Save” to save your signature.
- Under Choose default signature, select the email account and specify when to use the signature (e.g., for new messages, replies, or forwards). These should all be selected with your new signature.
- Close the Signatures window.

Outlook on Google Chrome, Safari or other browsers

- Sign in at
- Outlook.com
- at https://outlook.com/
- Click the gear icon (top right) to open Settings.
- In the search box, type "signature" and select Email signature.
- Paste in your signature.
- Use the checkboxes to automatically include your signature on new messages, replies, and forwards.
- Click Save.

CrossBox Cloud app

- After this, go back to the Centre Think Tank email account and scroll down to the “Settings” section with the gear icon. Then under “Mail”, select the “Signature” section with the pen and paper icon.
- Uncheck the checkbox with the words next to it “Help us spread by attaching ”Sent via” in the email footnote.
- Then check the box next to the words “Enable signature” and under this, a dropdown box should appear. Then select “Template 1”. Then click this symbol: which will say “source” when you hover over it. Delete all of the text and code in the box underneath until it is blank and simply paste the code you copied earlier into this box.
- Then click the “Save” button at the top of this page.

Centre

Rebuilding the centre ground