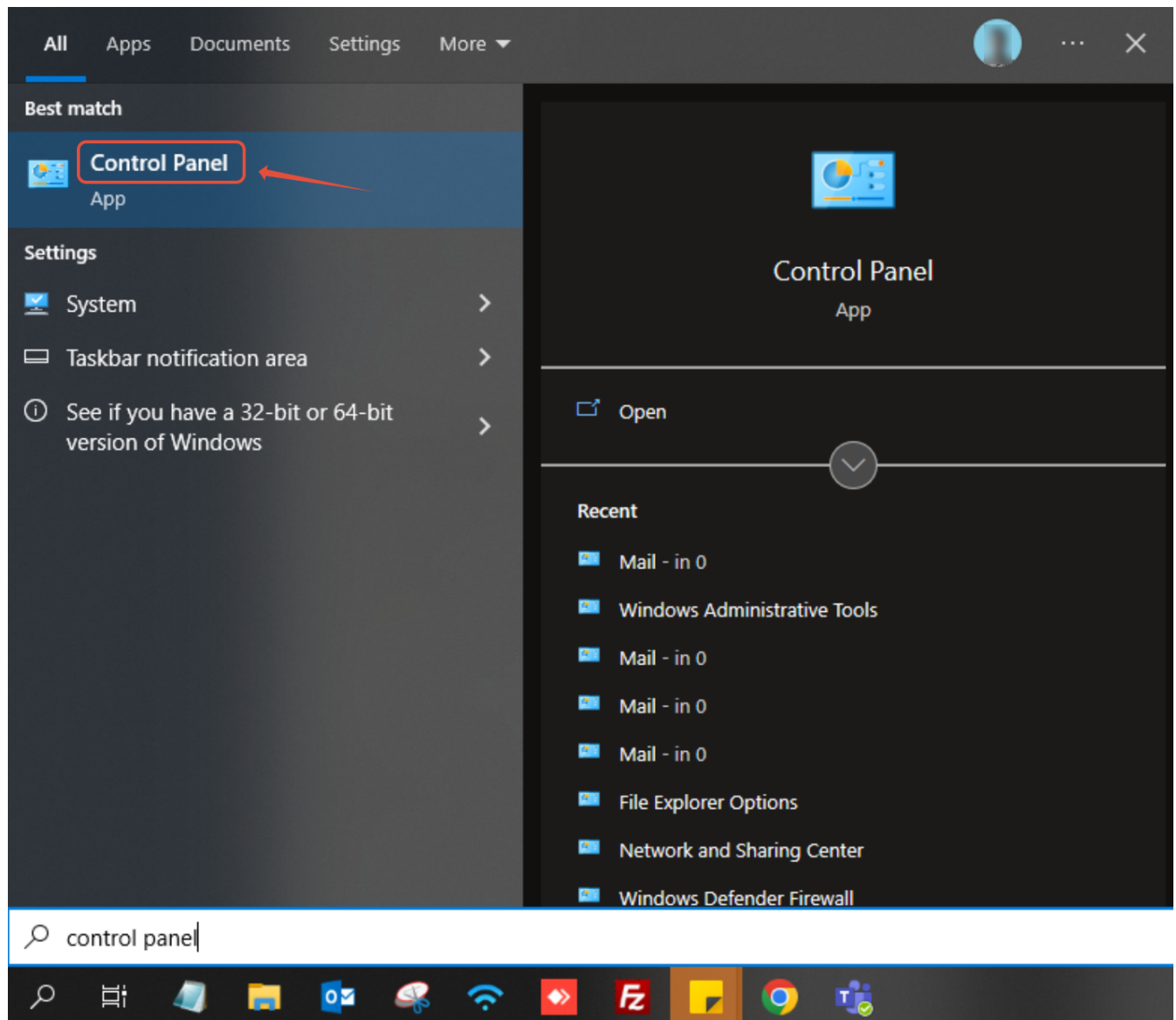
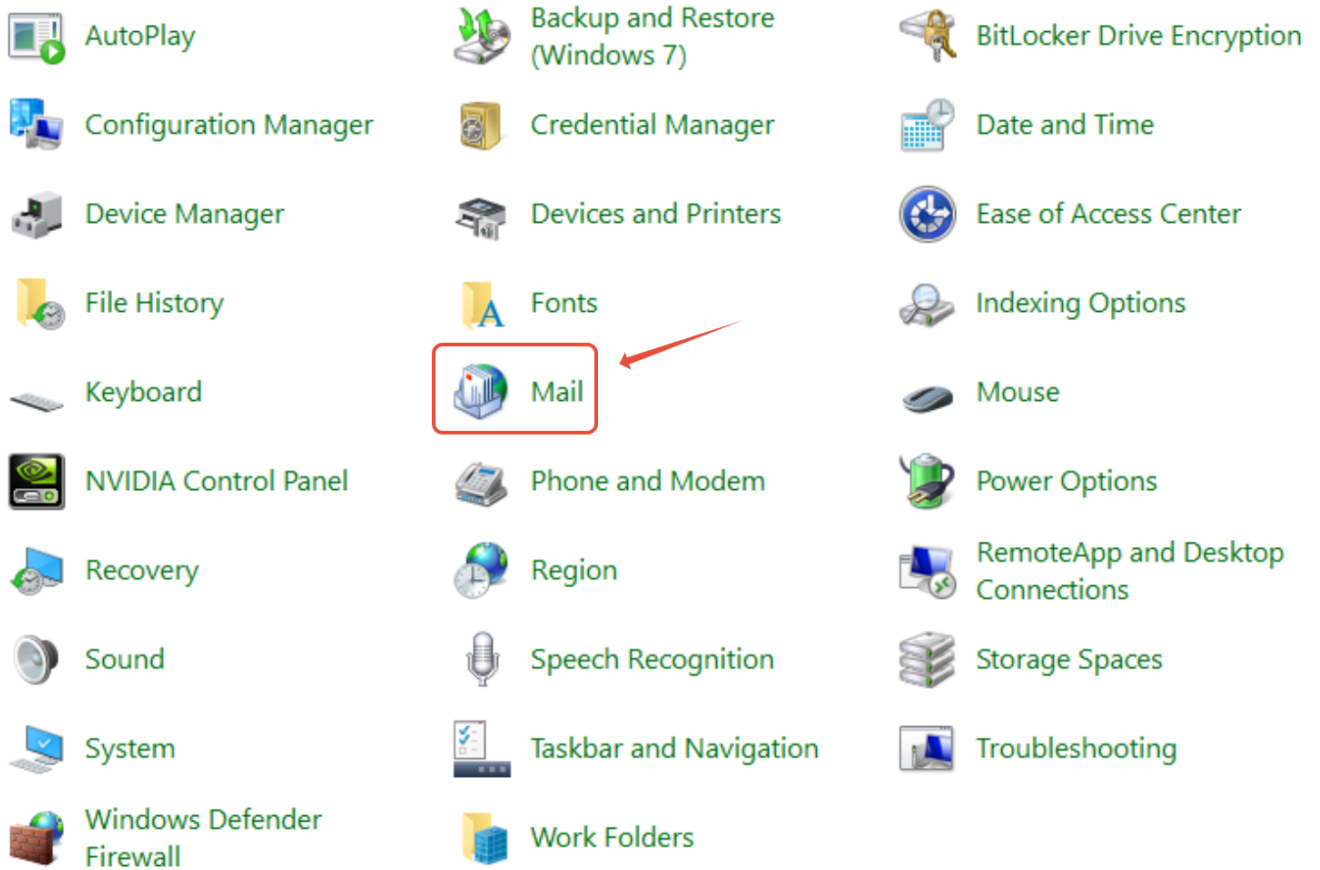


Outlook 2019 Control Panel Email Setup

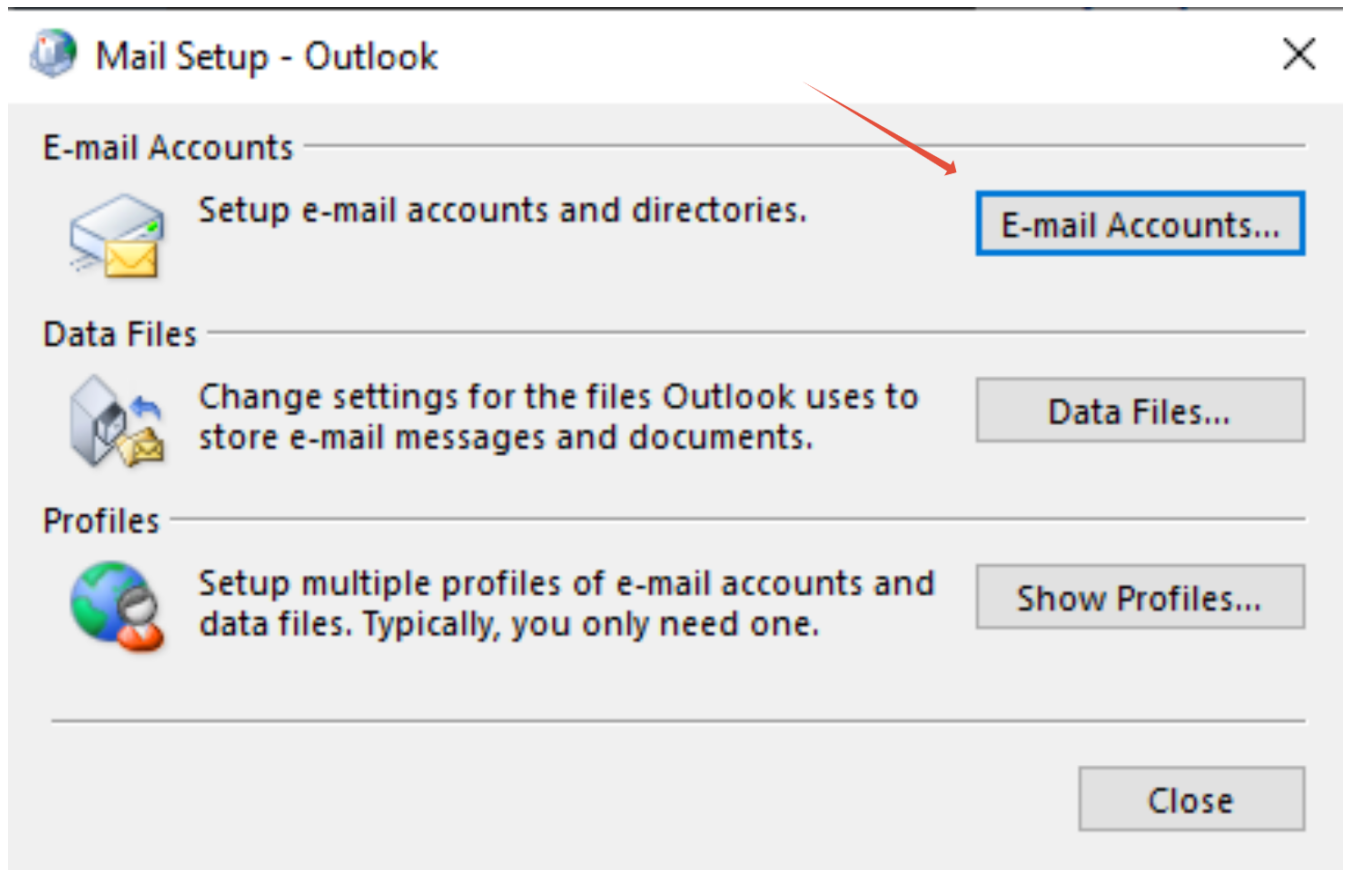
Step 1. Search for the **Control Panel** on your device and click on it.



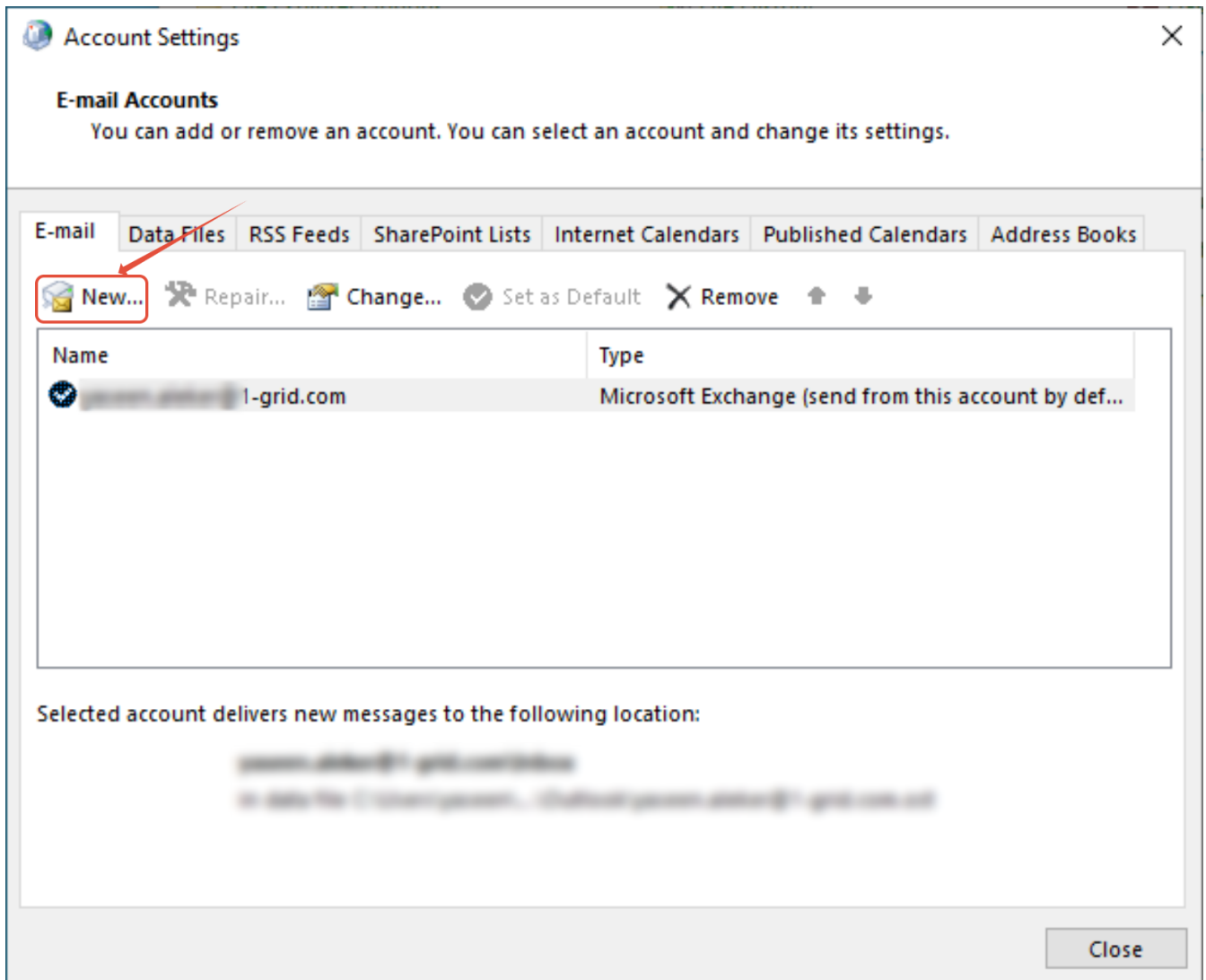
Step 2. Click on **Mail**



Step 3. Click on Email Accounts




Step 4. Click on New



Step 5. Select Manual Setup and click Next

Add Account ×

Auto Account Setup
Manual setup of an account or connect to other server types. 

E-mail Account

Your Name:
Example: Ellen Adams

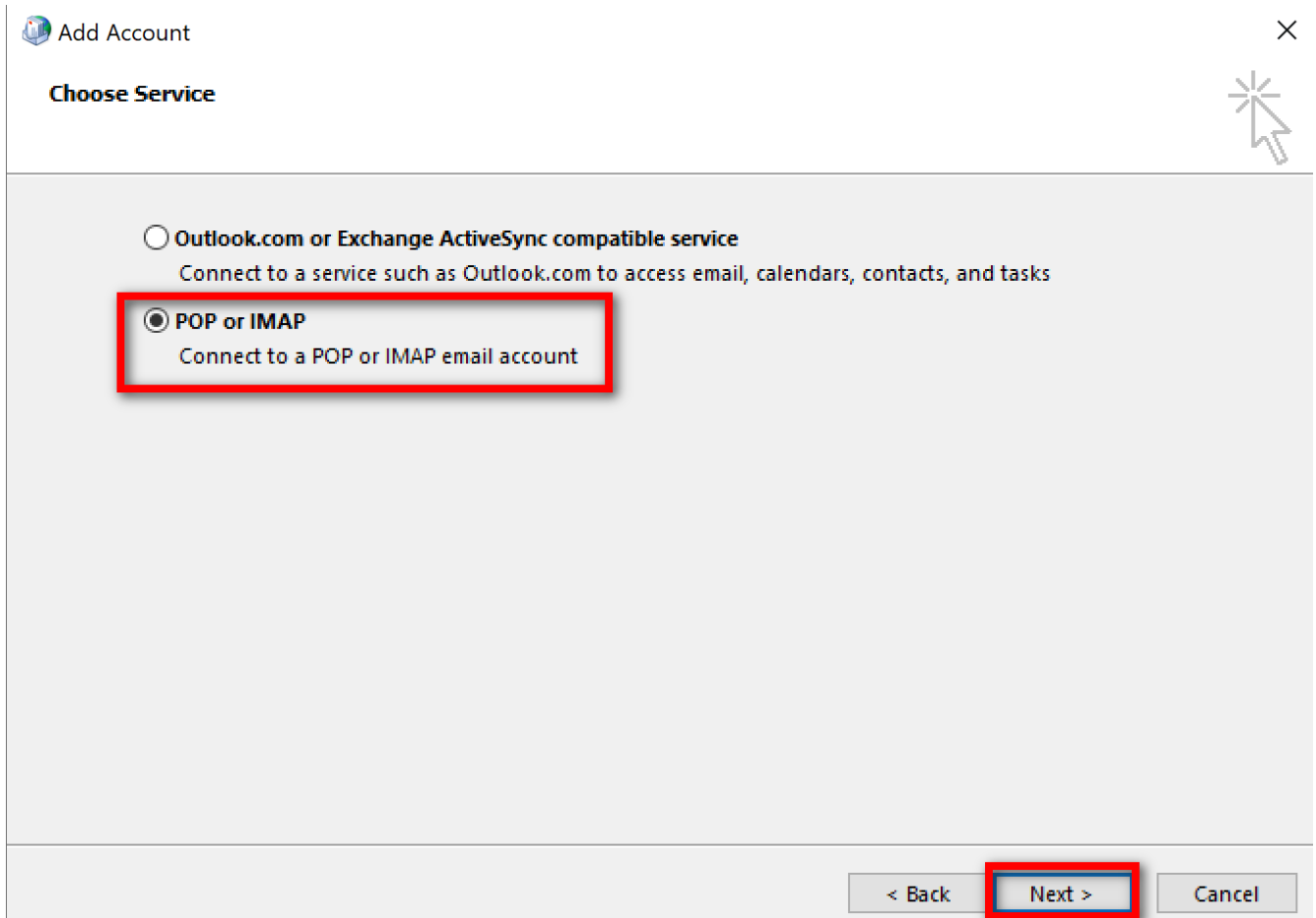
E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

Step 6. Click POP or IMAP and click **Next**



Step 7. Please fill in the appropriate information

- **Your Name:** The name you want recipients to see when they receive mail from you
- **E-mail address:** username@spin.net.au
- **Account type:** IMAP
- **Incoming mail server:** imap.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au
- **Username:** The first part of e-mail address without the realm (@spin.net.au) (Example: if your e-mail address is john.doe@spin.net.au, your username is john.doe)
- **Password:** Your SpinTel email password

Make sure that **Remember password** is ticked and **Require logon using**

Secure Password Authentication (SPA) remains unticked, then click **More Settings**.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. Below the title bar is the section "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon. The window is divided into two main columns. The left column contains sections for "User Information", "Server Information", and "Logon Information". The right column contains "Test Account Settings" and a "Mail to keep offline" slider. At the bottom right, a "More Settings ..." button is highlighted with a red rectangle. At the bottom of the window are buttons for "< Back", "Next >", "Cancel", and "Help".

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Jc
Email Address: j...@spintel.net.au

Server Information
Account Type: IMAP
Incoming mail server: imap.spintel.net.au
Outgoing mail server (SMTP): smtp.spintel.net.au

Logon Information
User Name: .
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

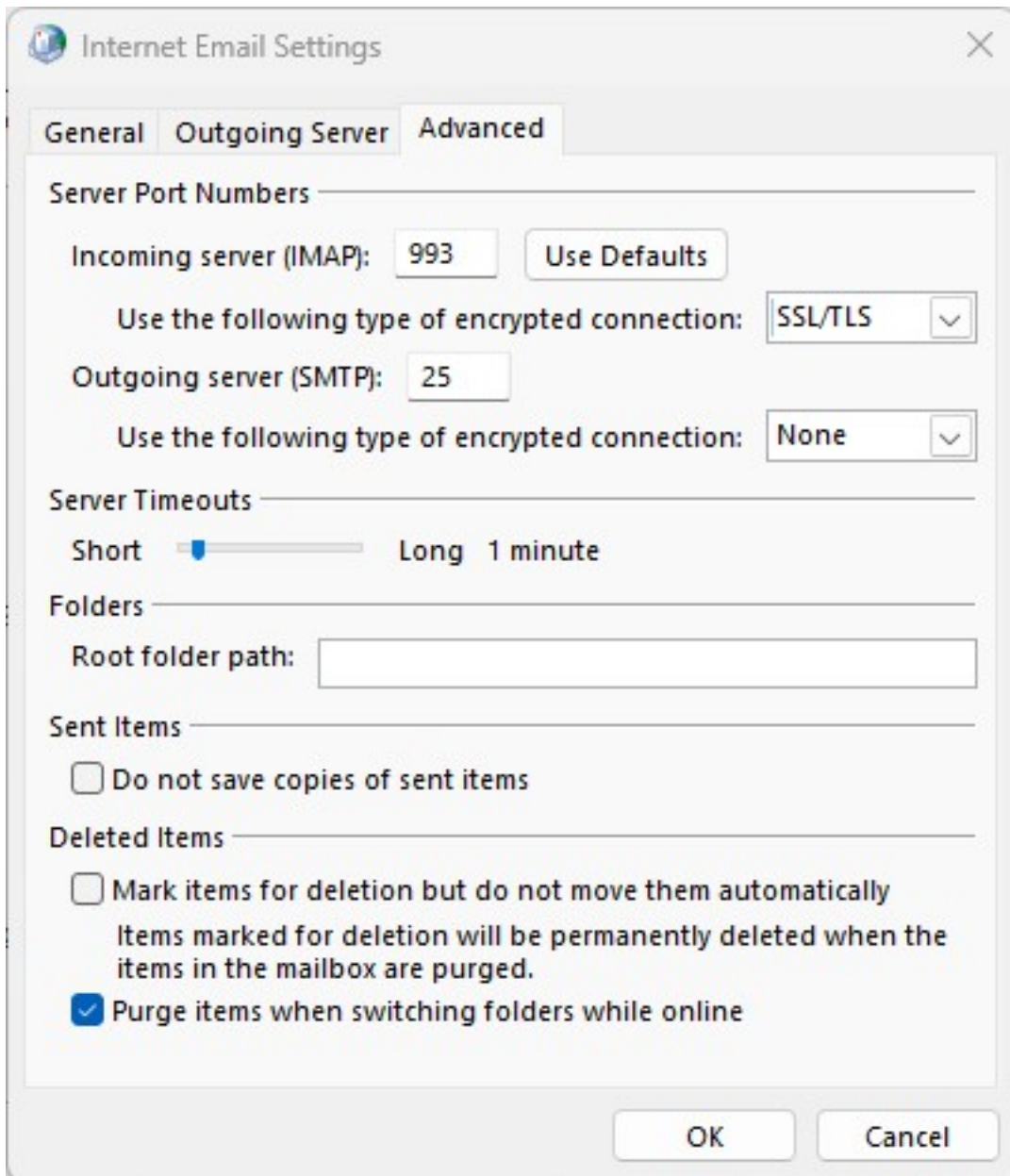
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

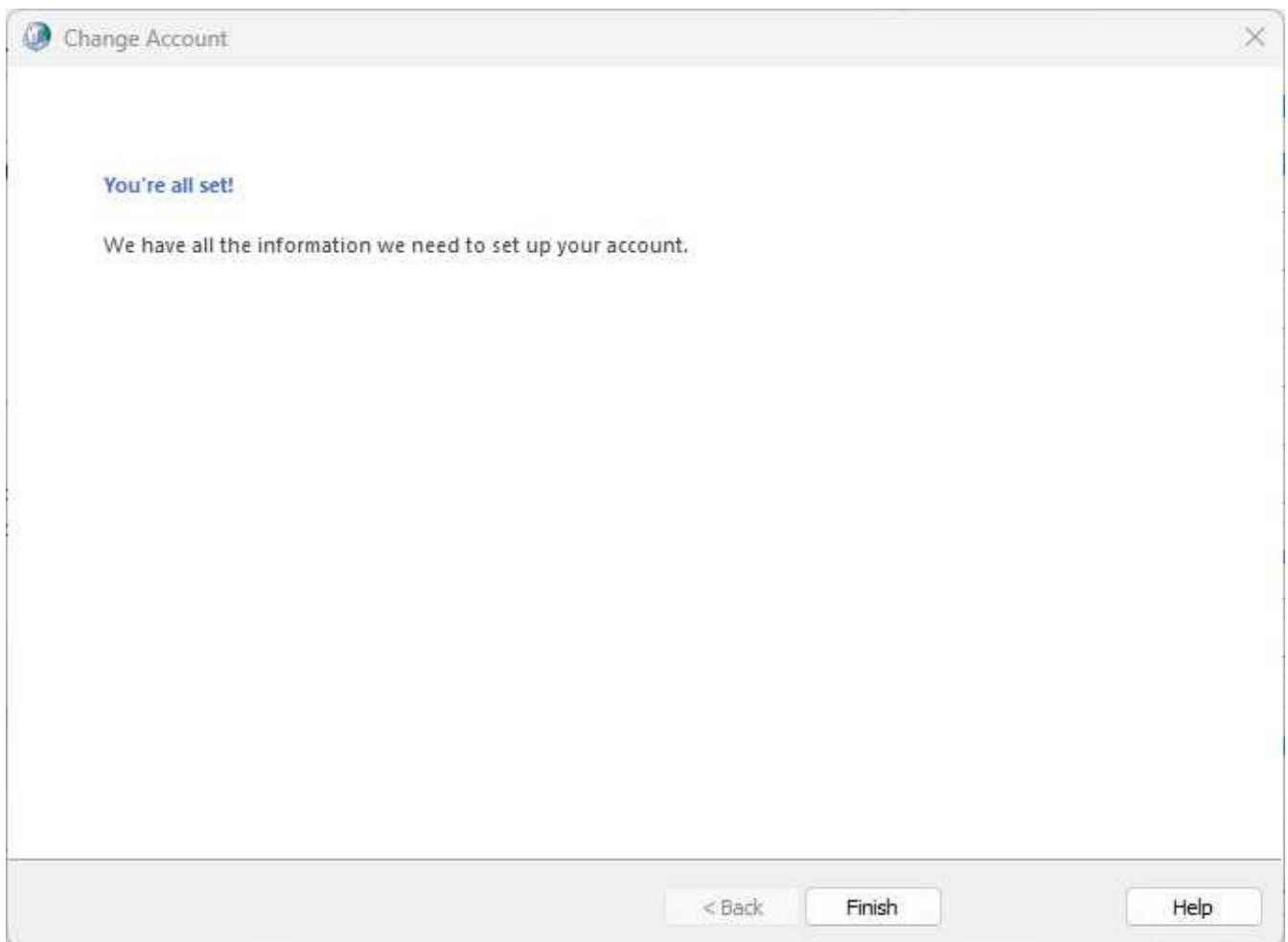
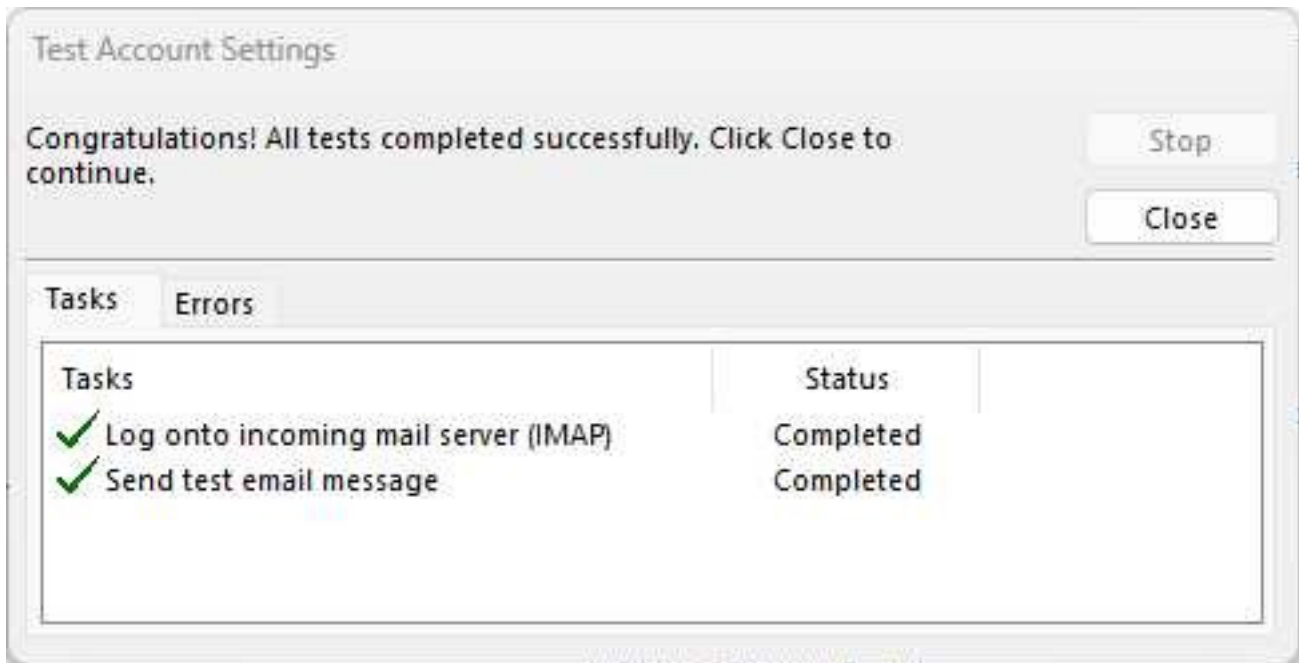
More Settings ...

< Back Next > Cancel Help

Step 8. Select **Advanced**, make sure that **Incoming server** port is set to 993 and **Outgoing server** port is 25, then click **OK**.

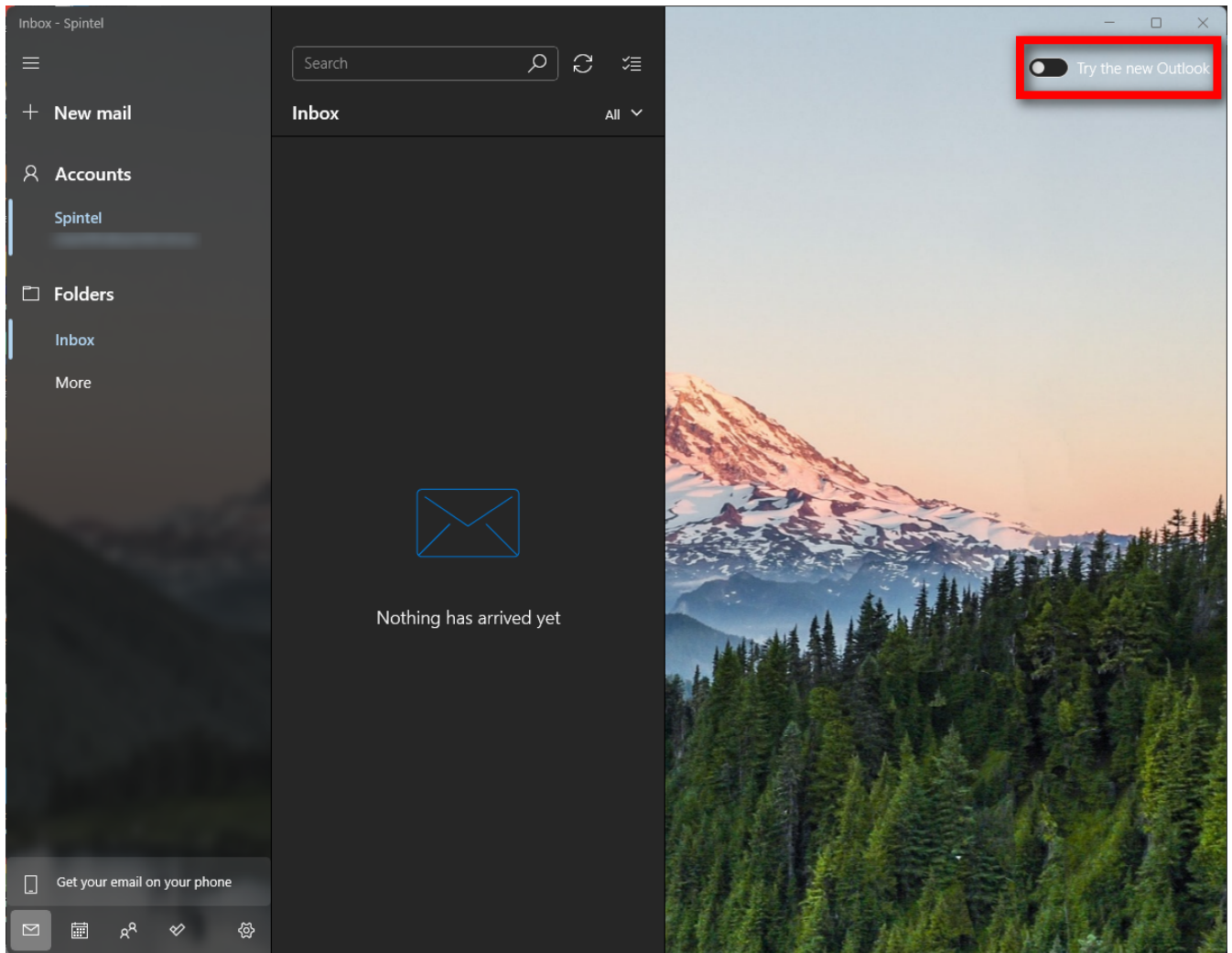


The program will test the settings and should show as follows:



Note: The new outlook doesn't have pop3 support - but in the roadmap, so for

now user needs to switch to the old outlook.



Online URL:

<https://articles.spintel.net.au/article/outlook-2019-control-panel-email-setup.html>