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

🔘 Mail S	Setup - Outlook	×
E-mail Ac	counts	
\leq	Setup e-mail accounts and directories.	E-mail Accounts
Data File	s	
\$	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

Step 4. Click on New

Accord	ount Settings	Х
E-mai Yo	il Accounts ou can add or remove an account. You can select an account and change its settings.	
E-mail	Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	;
😪 Ne	ew 🛠 Repair 😭 Change 📀 Set as Default 🗙 Remove 👚 🖶	
Name	Туре	
0	1-grid.com Microsoft Exchange (send from this account by def	
Selecte	d account delivers new messages to the following location:	
	passes able (1) gett contributes	
	Clos	e

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 ad	ditional server types	
	< Back Next >	Cancel

Step 6. Click POP or IMAP and click Next

Add Account	×
Choose Service	×
Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account	
< Back Next >	Cancel

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: <u>username@spin.net.au</u>
- Account type: IMAP
- Incoming mail server: <u>imap.spintel.net.au</u>
- Outgoing mail server: <u>smtp.spintel.net.au</u>

• 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.

ser Information		Test Account Settings
our Name:	Jc	We recommend that you test your account to ensure the
mail Address:	je 'e@spintel.net.au	the entries are correct.
erver Information		The second se
ccount Type:	IMAP 🗸	Test Account Settings
coming mail server:	imap.spintel.net.au	Automatically test account settings when Next is clicked
utgoing mail server (SMTP):	smtp.spintel.net.au	
ogon Information		
ser Name:		
assword:	*****	Mail to keep offline: All
🖂 Re	emember password	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
Bequire logon using Secur	re Password Authentication	

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

General	Outgoing Server	Advanced		
Server Po	ort Numbers			
Incomi	ng server (IMAP):	993 Use Defaults		
Lise	the following typ	e of encrypted connection	ssl/tls	~
Outao	ing capter (SMTP)	25	. [-
Use	the following typ	e of encrypted connectior	: None	~
Short Folders Root fo Sent Iter	older path: ns not save copies of	Long 1 minute sent items		
Deleted	Items			
│ Mai Iter iter ✔ Pur	rk items for deletio ns marked for dele ns in the mailbox a ge items when swi	n but do not move them a tion will be permanently o re purged. tching folders while onlin	utomatically leleted when the e	e

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

figraculations. All tests completed successfully	. Click Close to	Stop
unde.		Close
isks Errors		
asks Log onto incoming mail server (IMAP) Send test email message	Status Completed Completed	
hange Account		
You're all set!	at	
You're all set! We have all the information we need to set up your accou	nt.	
You're all set! We have all the information we need to set up your accou	nt.	

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