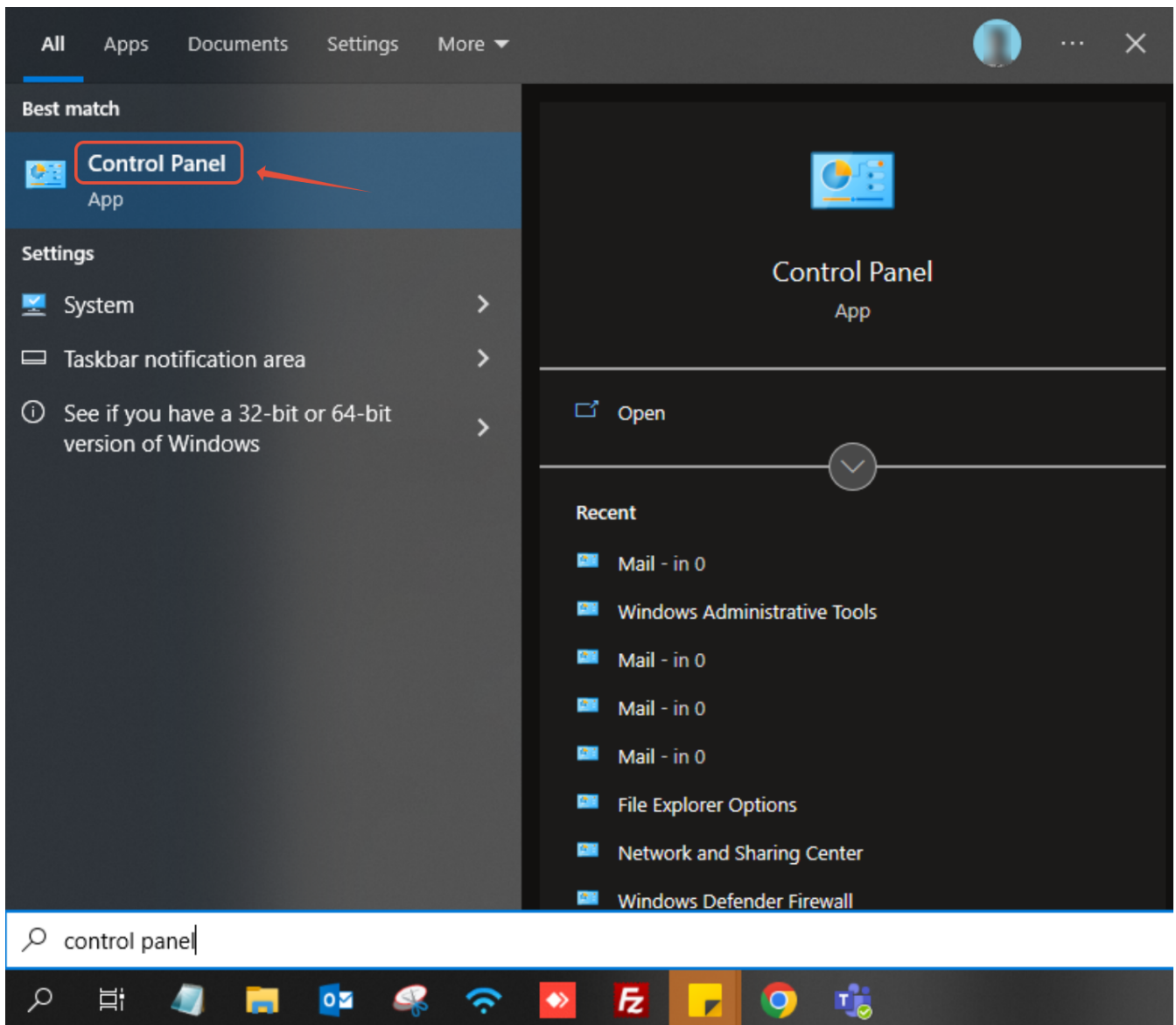
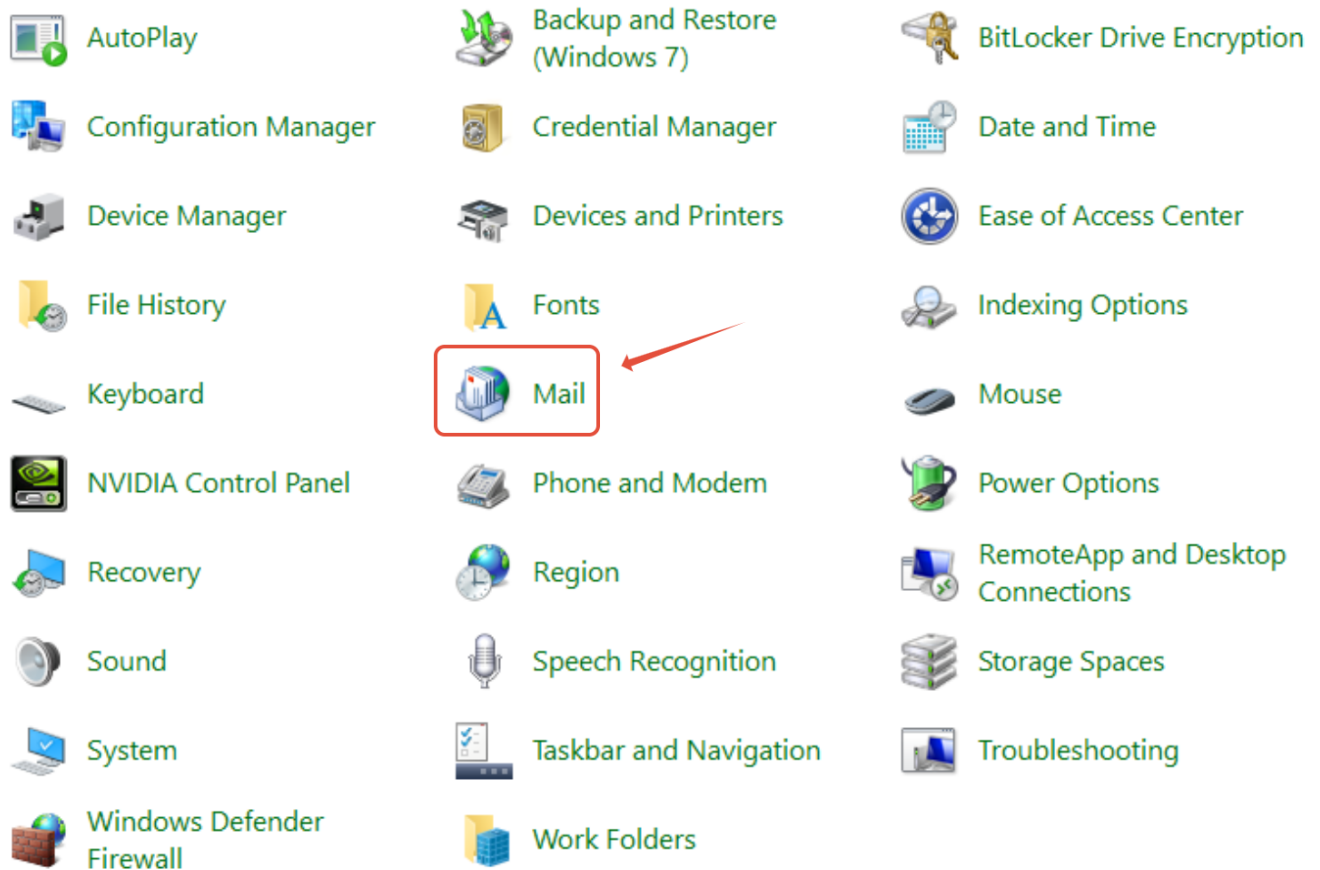


Outlook 2019 Control Panel Email Setup

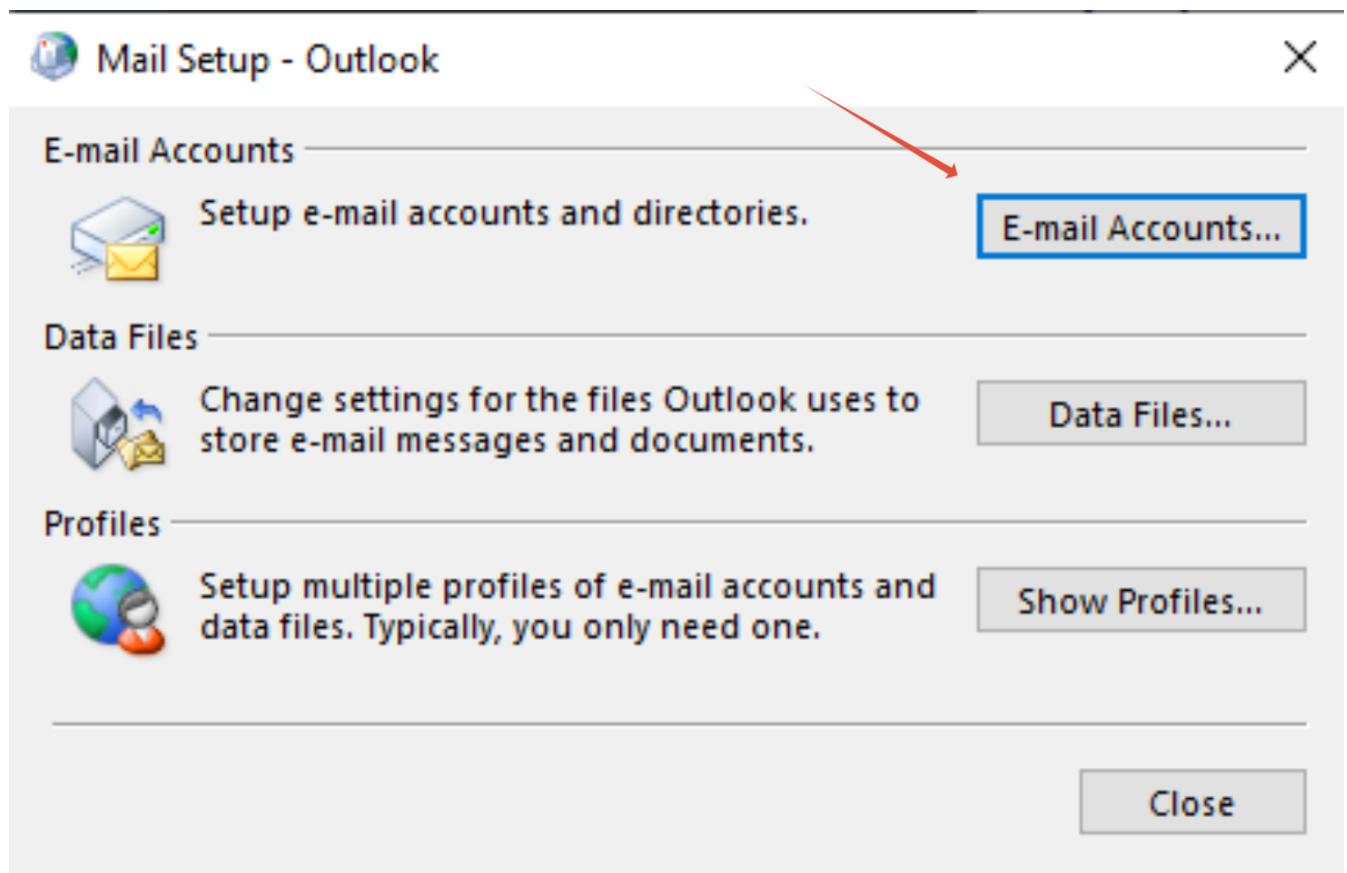
Step 1. Search for the **Control Panel** on your device and click on it.



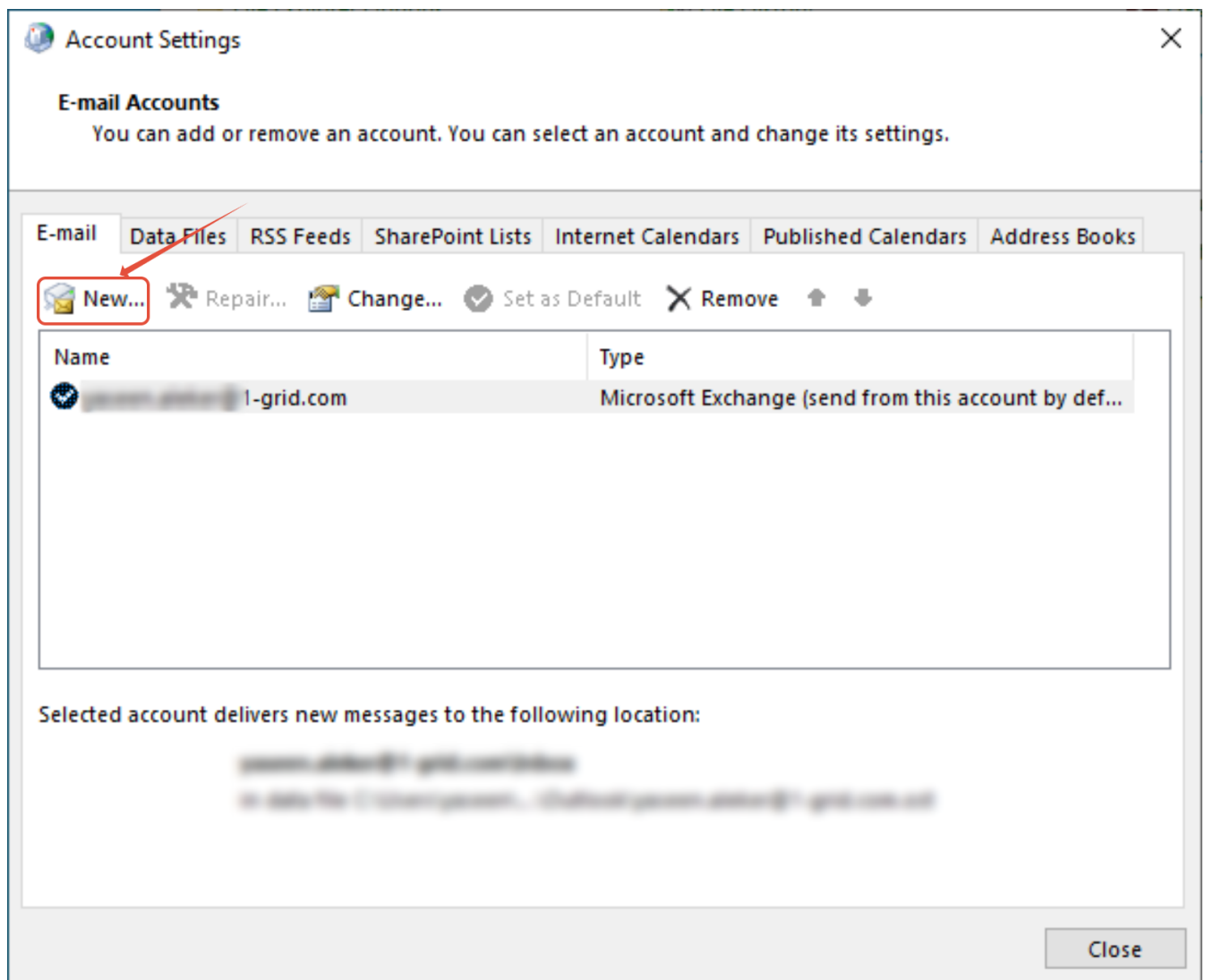
Step 2. Click on **Mail**




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**

< 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:** 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**.

Add Account

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**.

Internet Email Settings

General **Outgoing Server** Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 25

Use the following type of encrypted connection: None

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

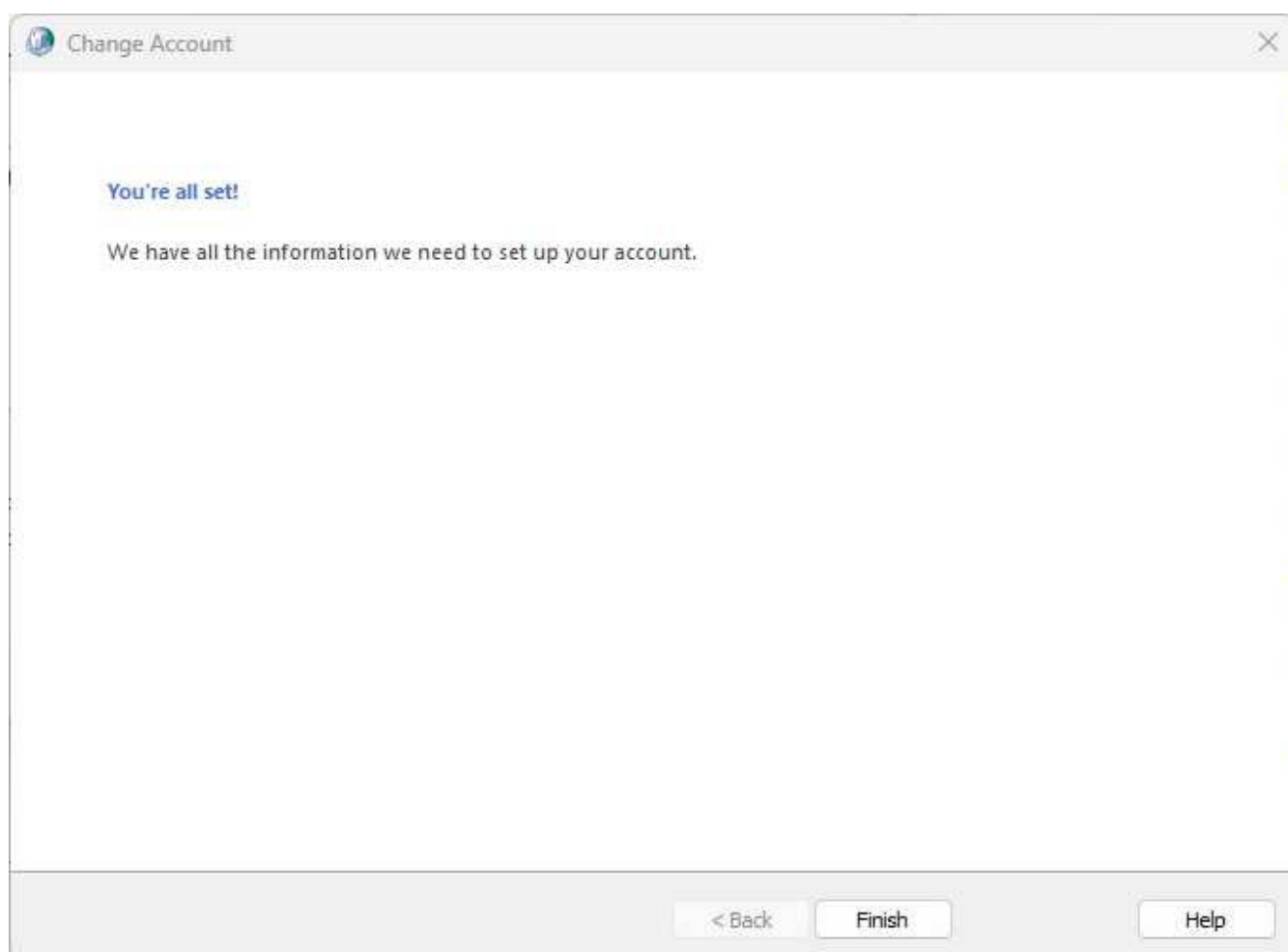
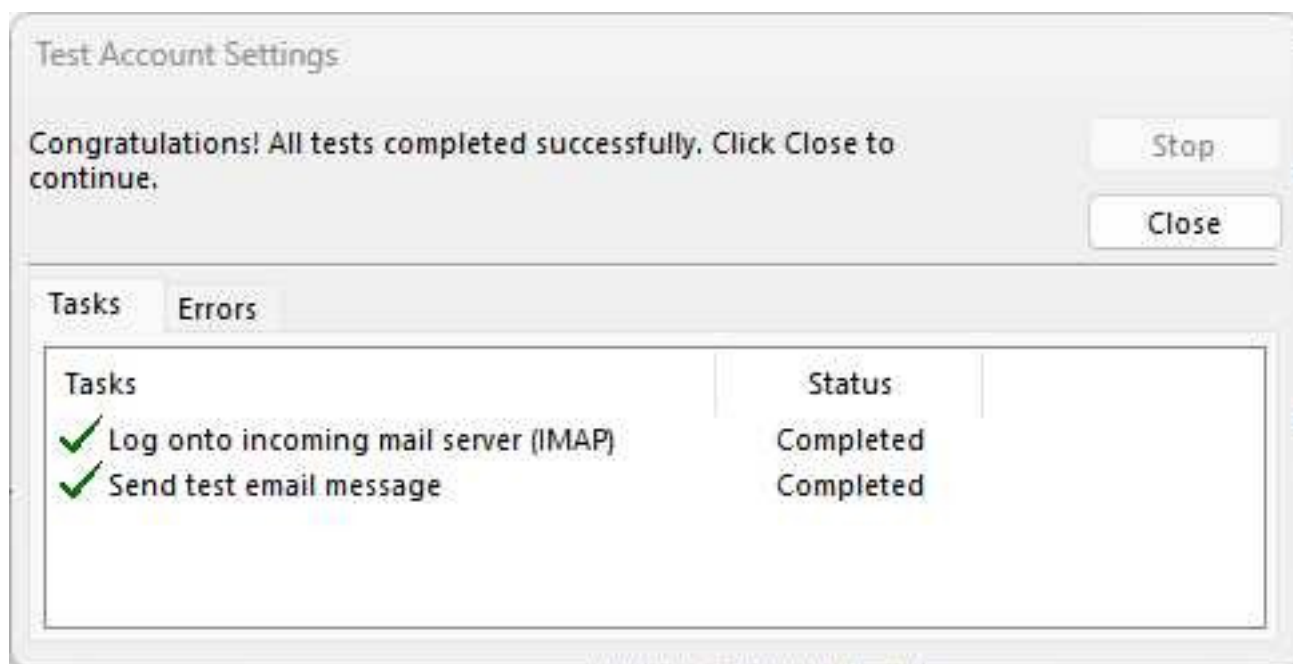
Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

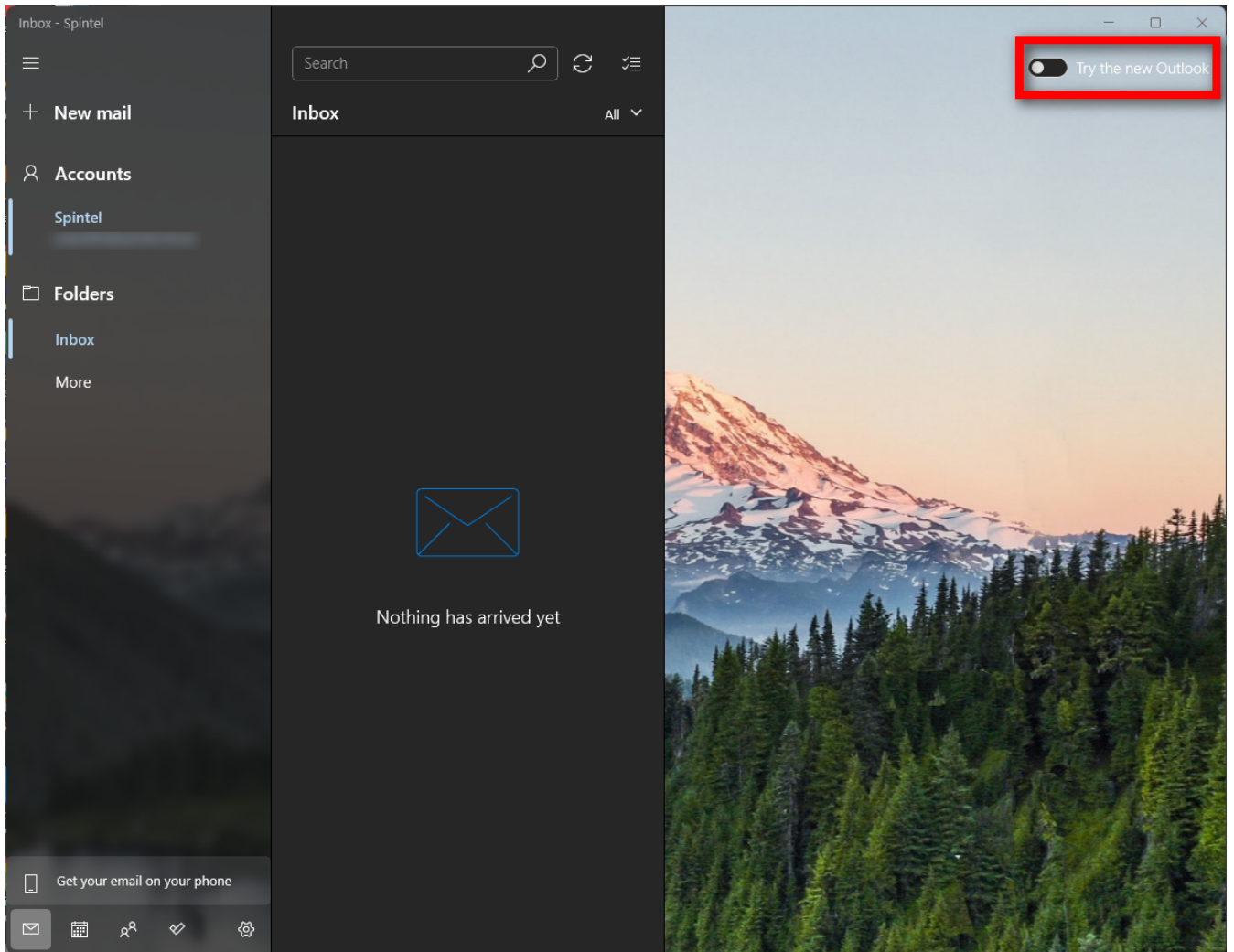
OK Cancel

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>