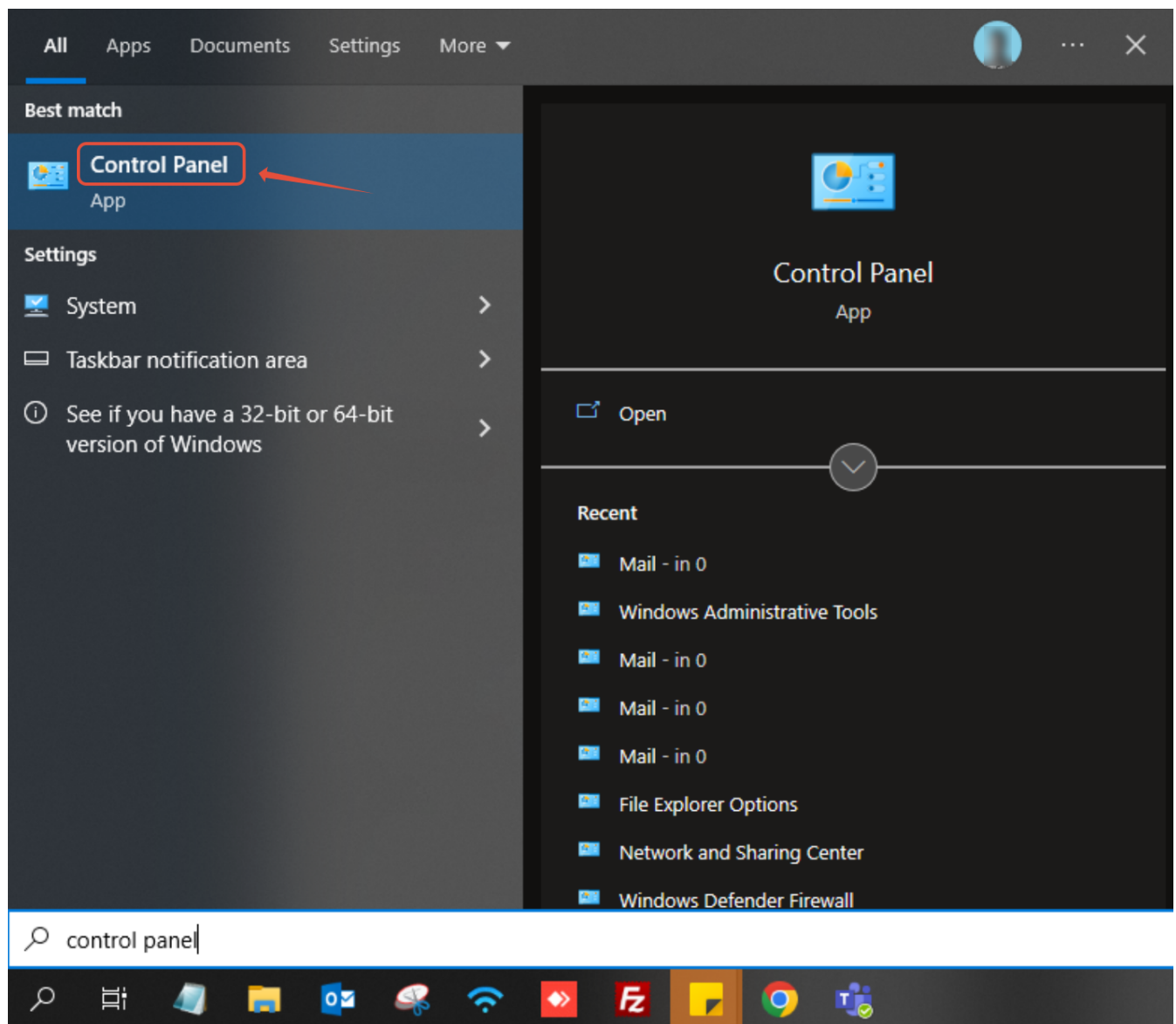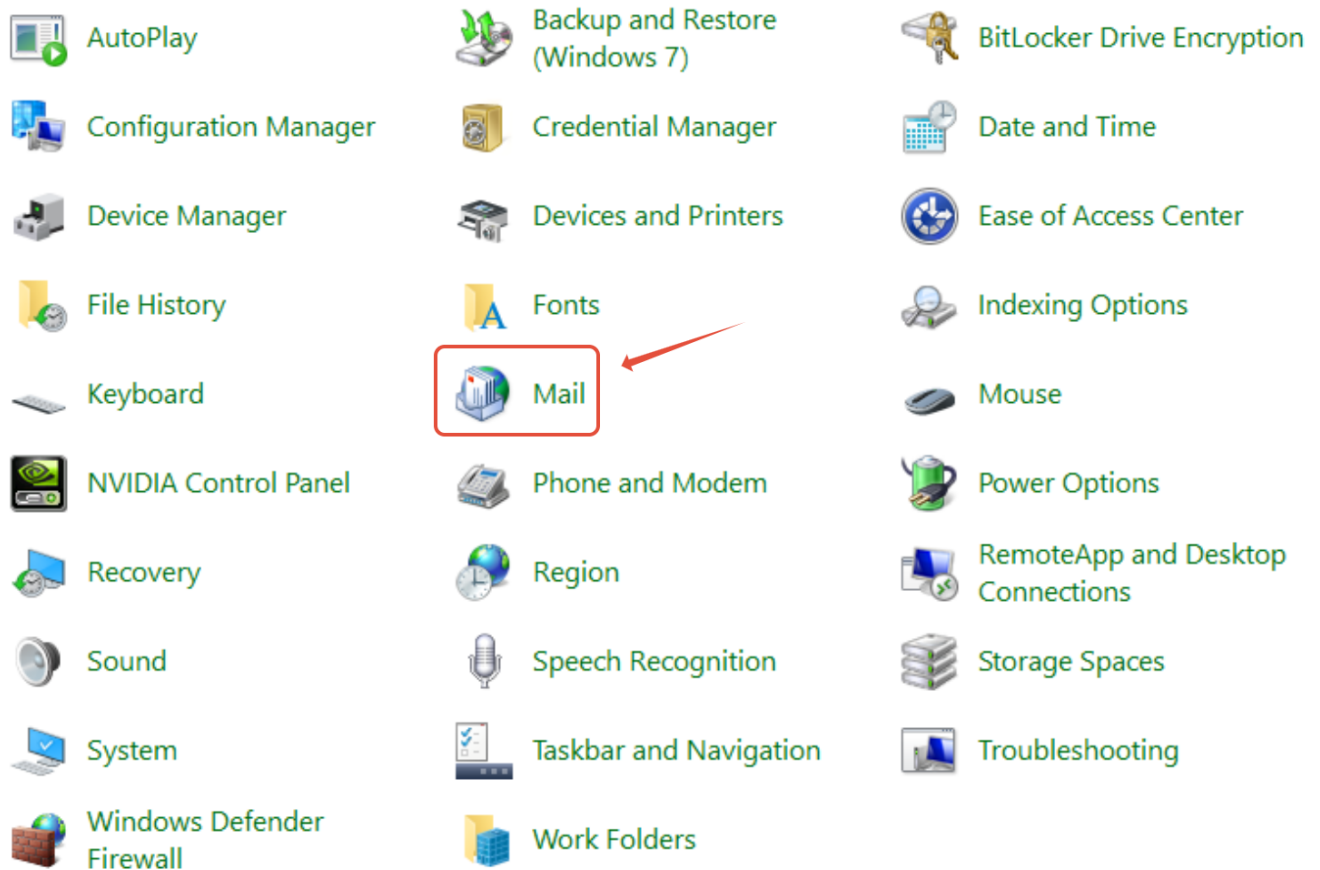# Outlook 2019 Control Panel Email Setup
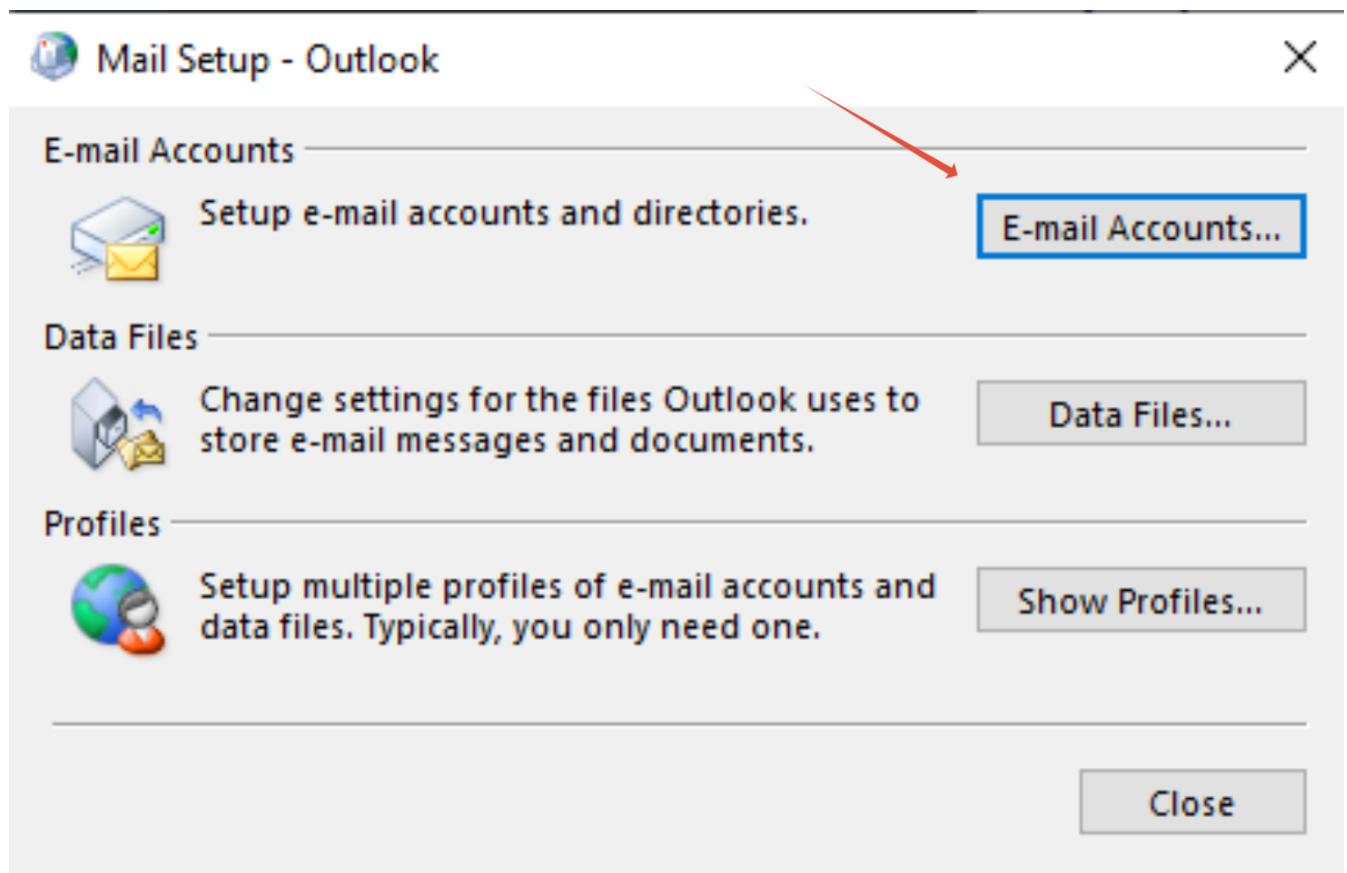
Step 1. Search for the **Control Panel** on your device and click on it.

Step 2. Click on **Mail**
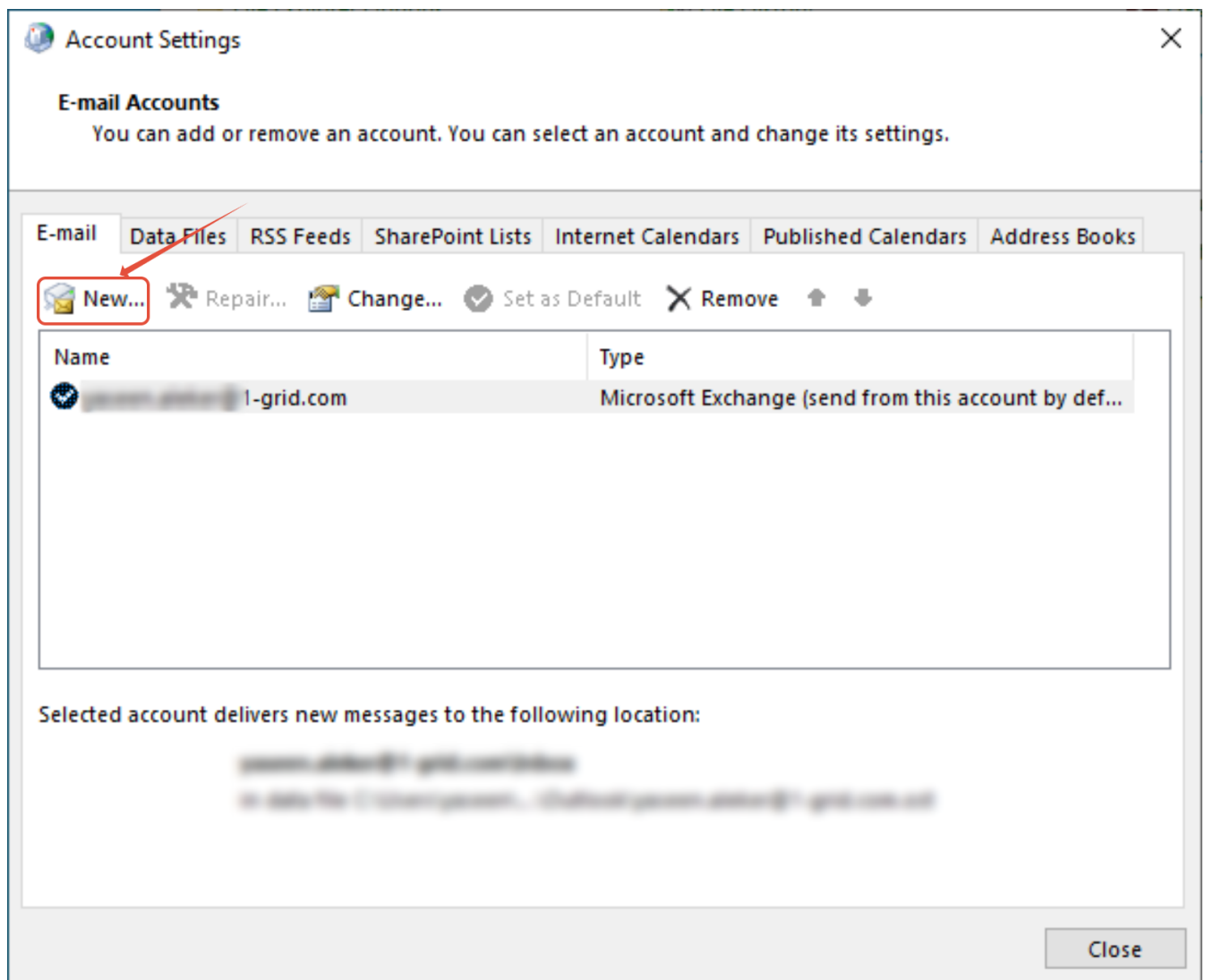
	AutoPlay		Backup and Restore (Windows 7)		BitLocker Drive Encryption
	Configuration Manager		Credential Manager		Date and Time
	Device Manager		Devices and Printers		Ease of Access Center
	File History		Fonts		Indexing Options
	Keyboard		Mail		Mouse
	NVIDIA Control Panel		Phone and Modem		Power Options
	Recovery		Region		RemoteApp and Desktop Connections
	Sound		Speech Recognition		Storage Spaces
	System		Taskbar and Navigation		Troubleshooting
	Windows Defender Firewall		Work Folders		

Step 3. Click on **Email Accounts**

Step 4. Click on **New**

Step 5. Select Manual Setup and click Next

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**.

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:

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | Errors

Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test email message	Completed	

🌐 Change Account ✕

You're all set!

We have all the information we need to set up your account.

< Back | Finish | Help
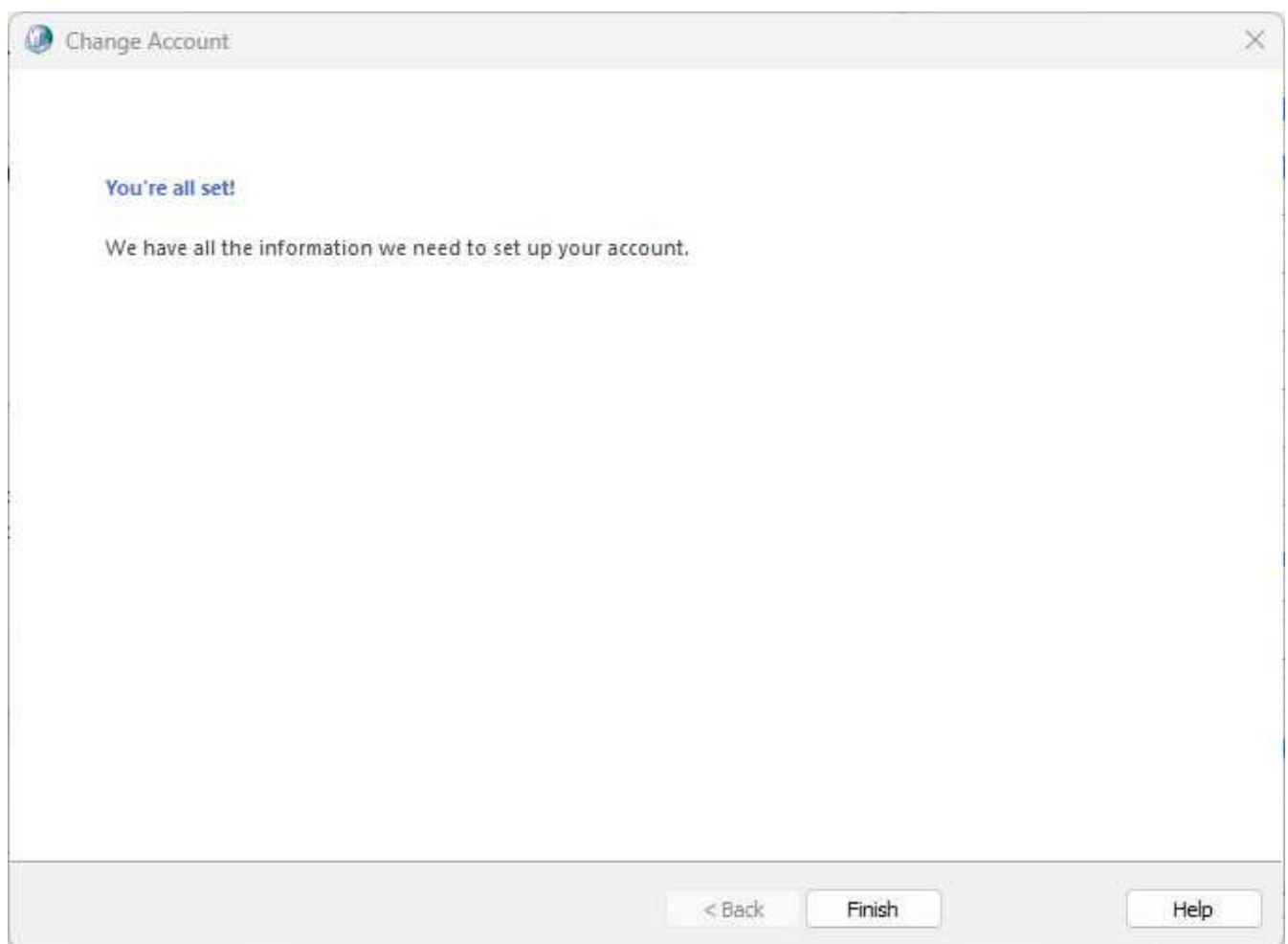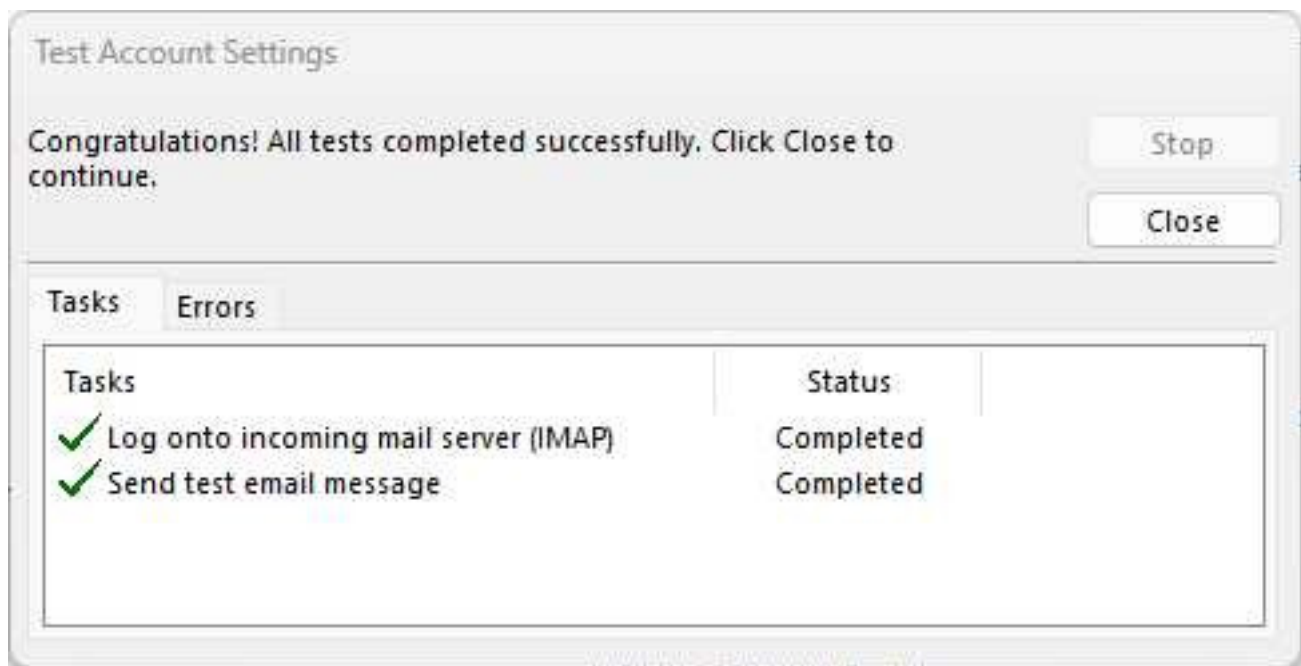
Note: The new outlook doesn't have pop3 support - but in the roadmap, so for

now user needs to switch to the old outlook.