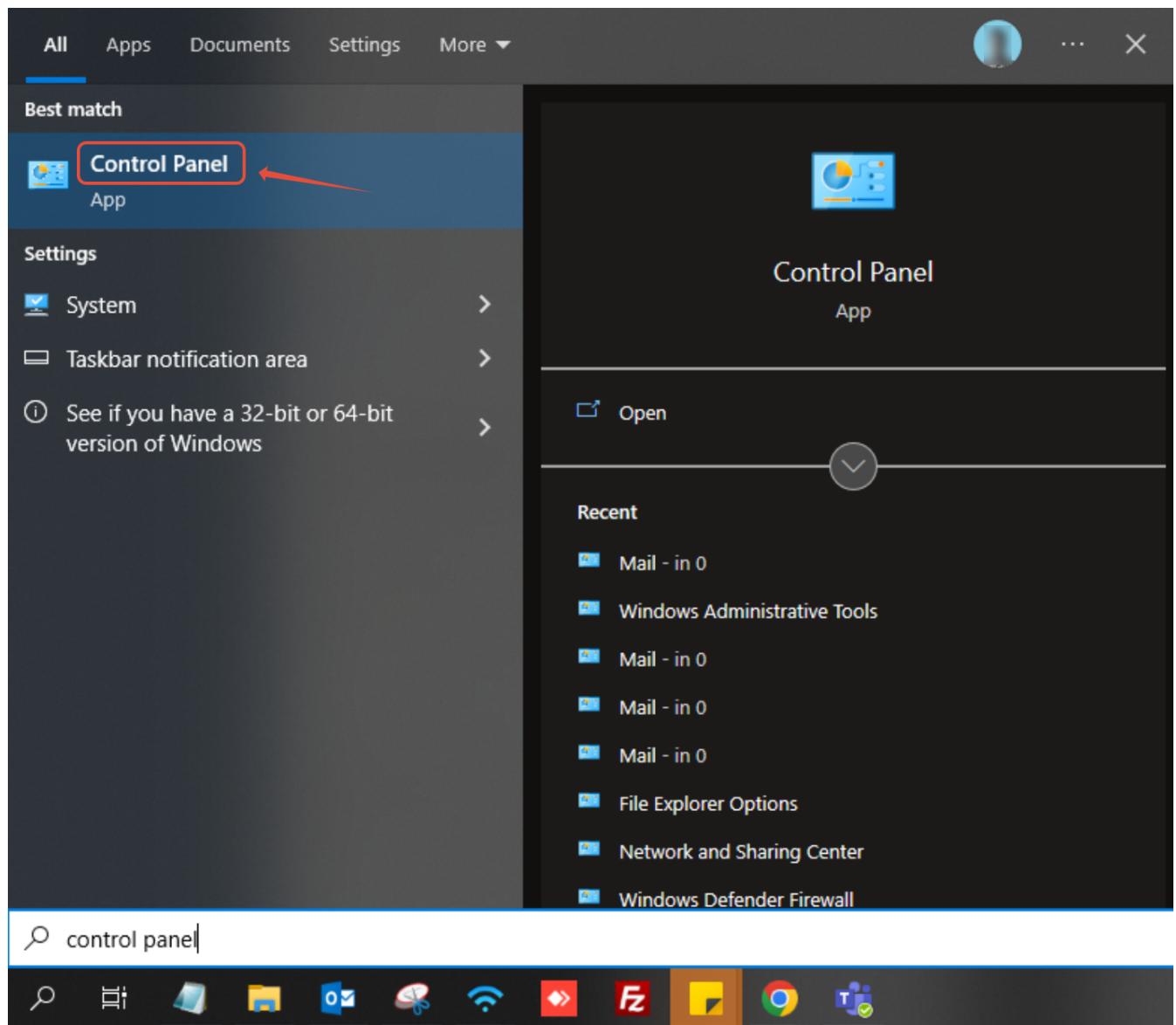
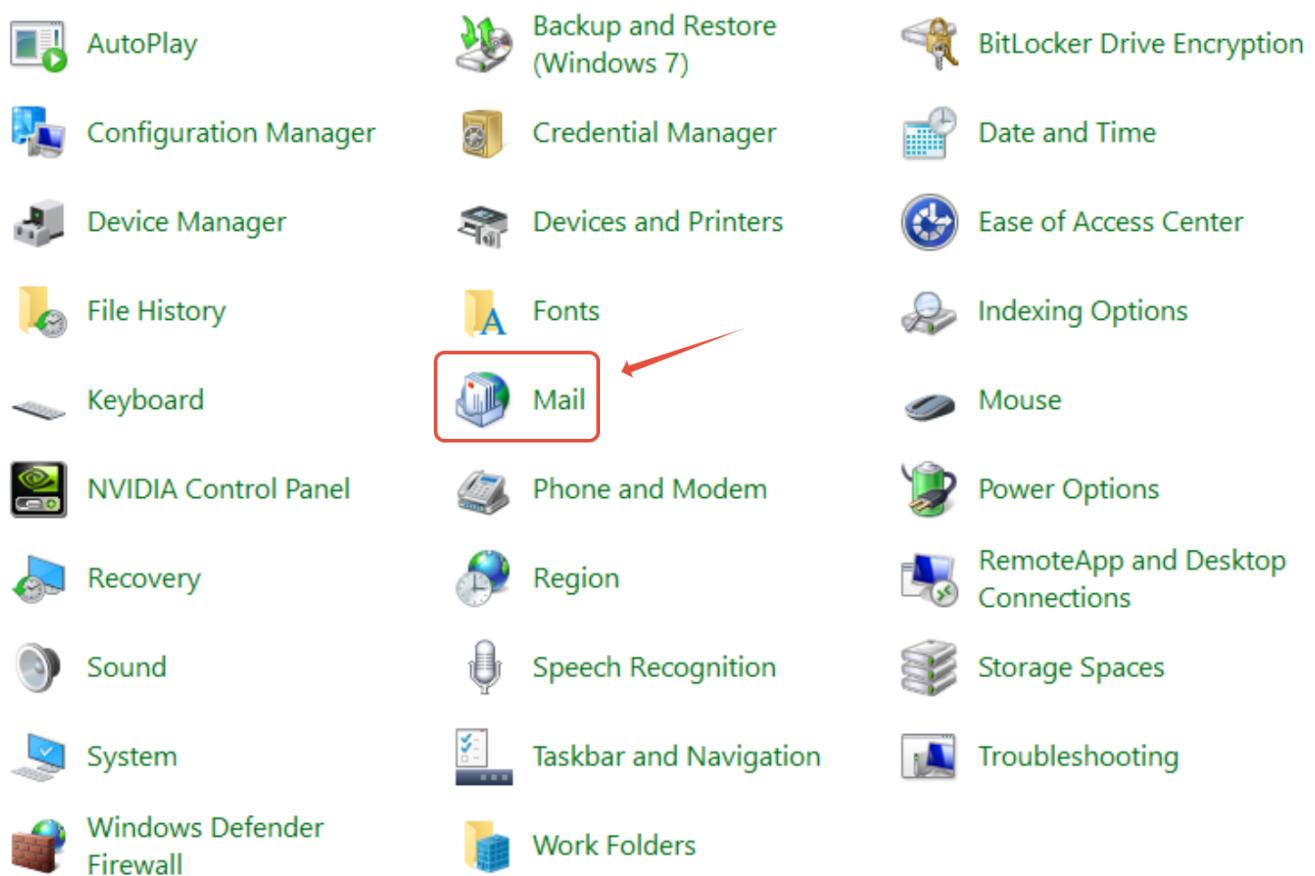


Outlook 2019 Control Panel Email Setup

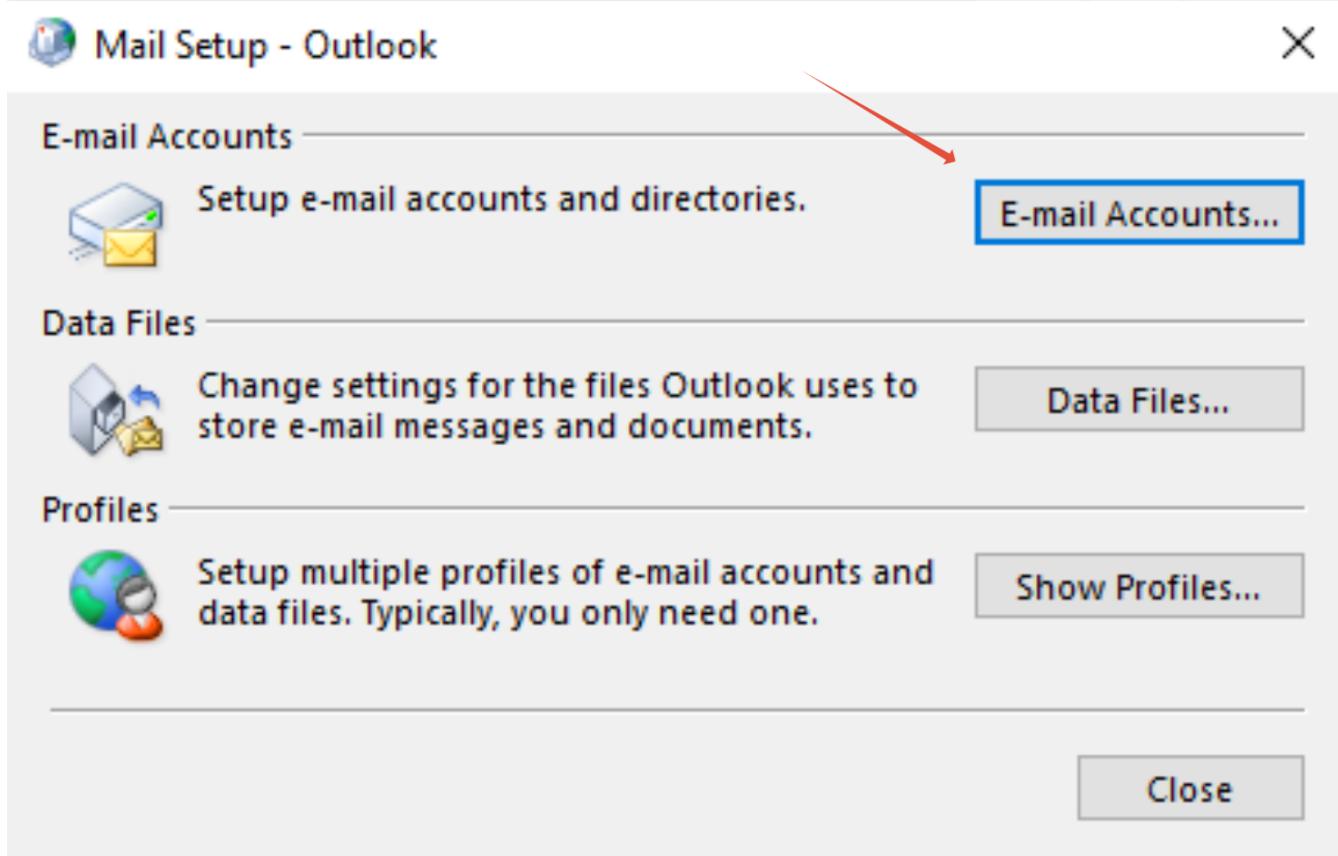
Step 1. Search for the **Control Panel** on your device and click on it.



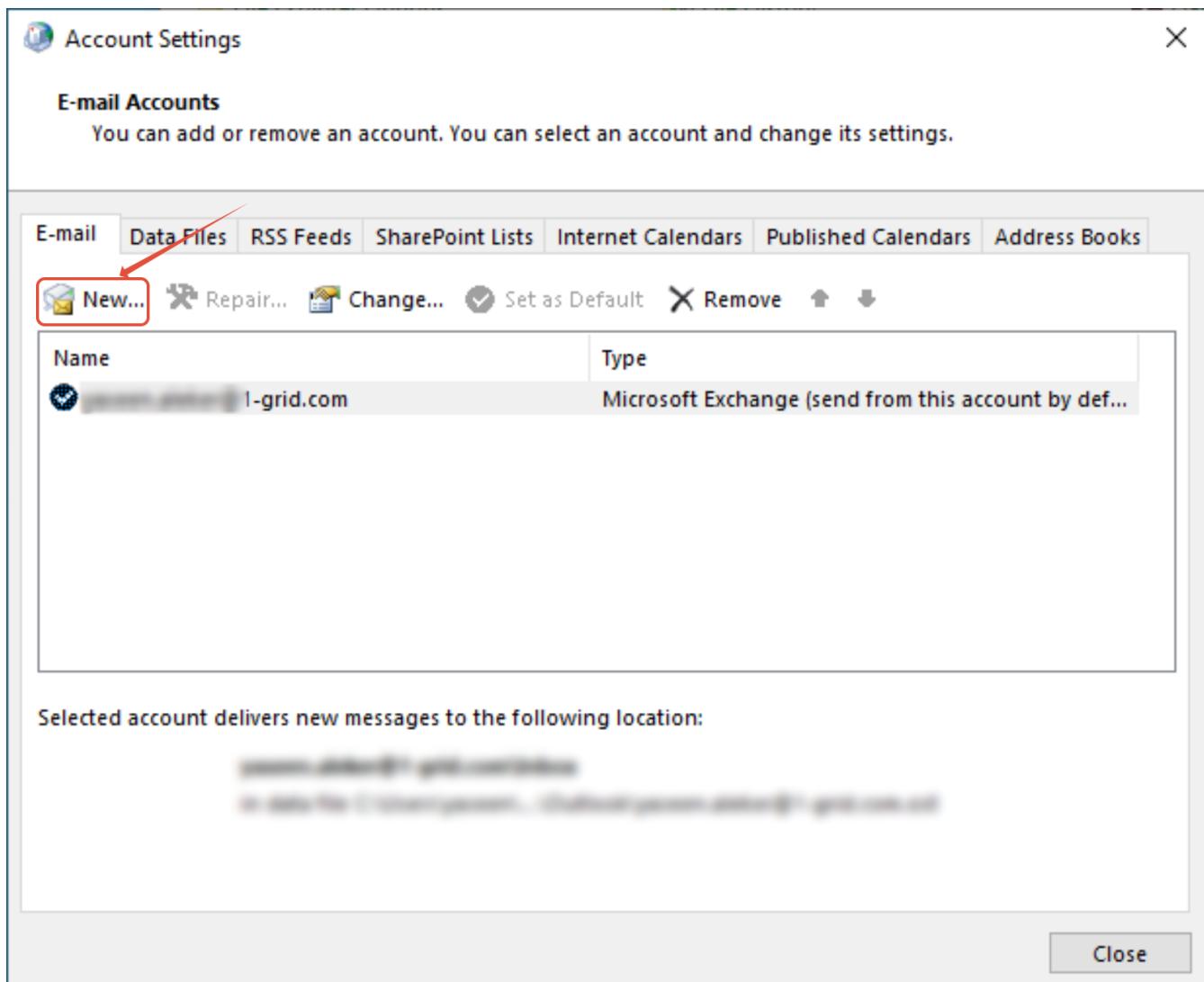
Step 2. Click on Mail



Step 3. Click on Email Accounts



Step 4. Click on New



Step 5. Select Manual Setup and click Next

 Add Account X

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

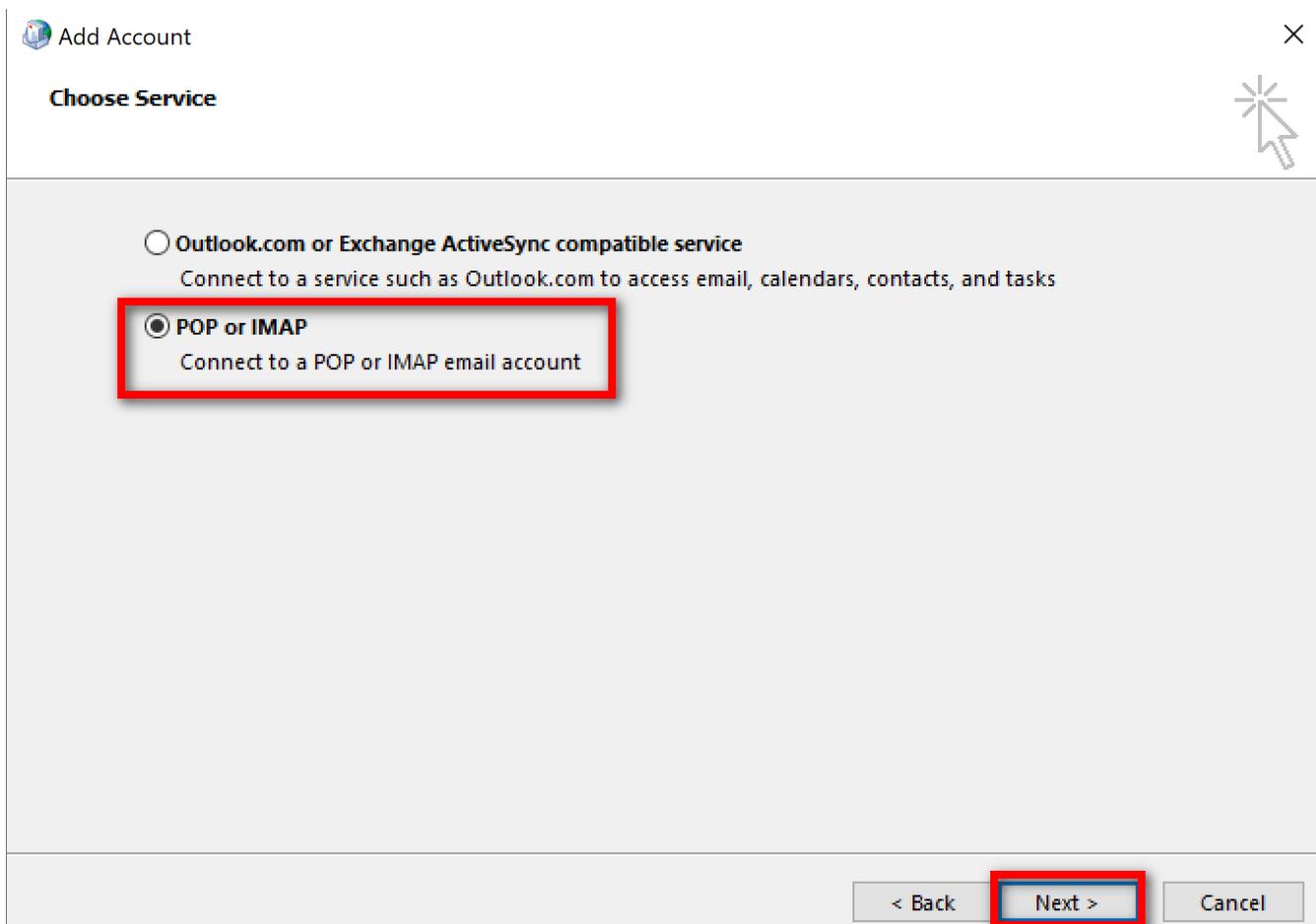
Password:

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**

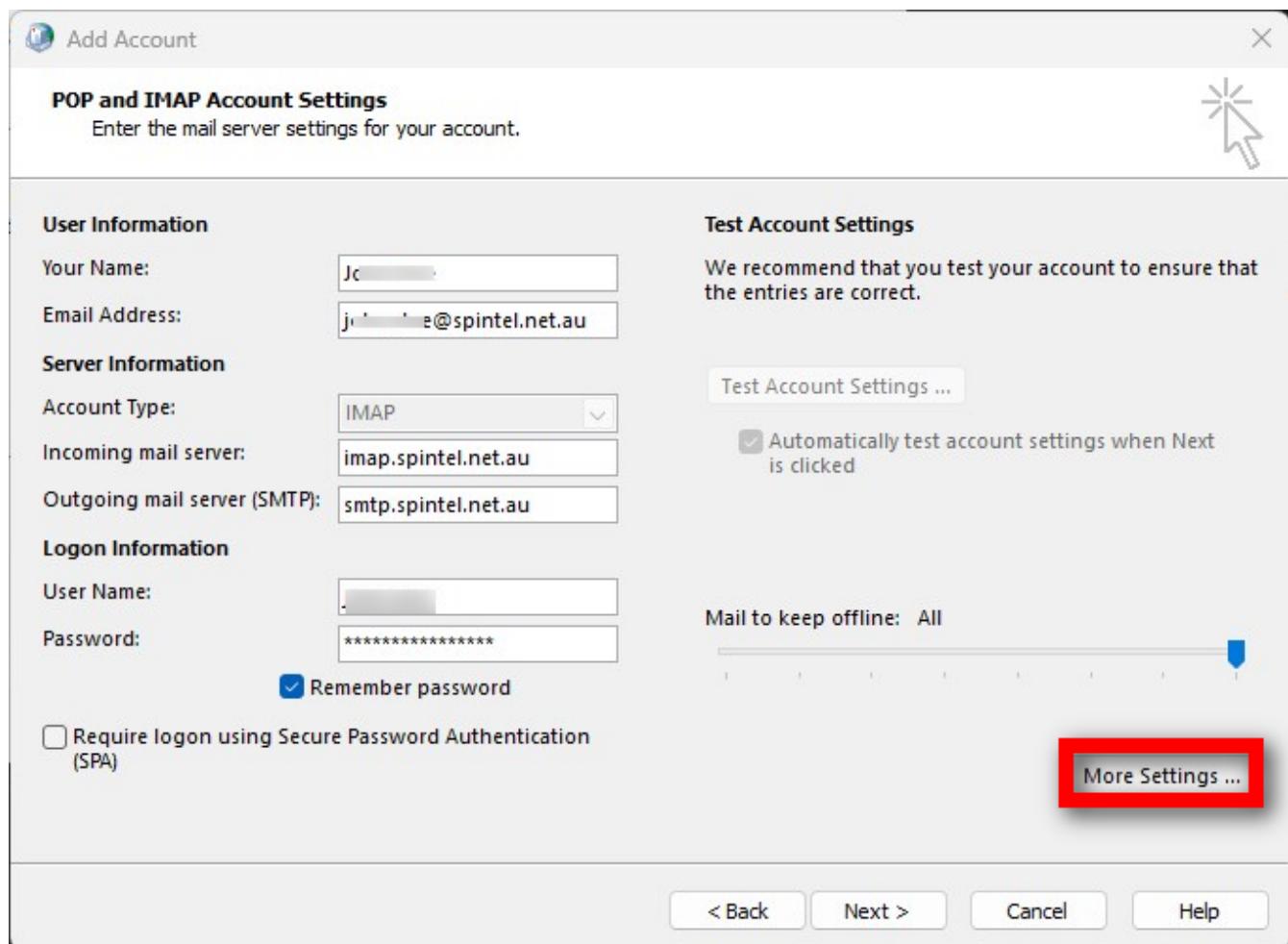


Step 7. Please fill in the appropriate information

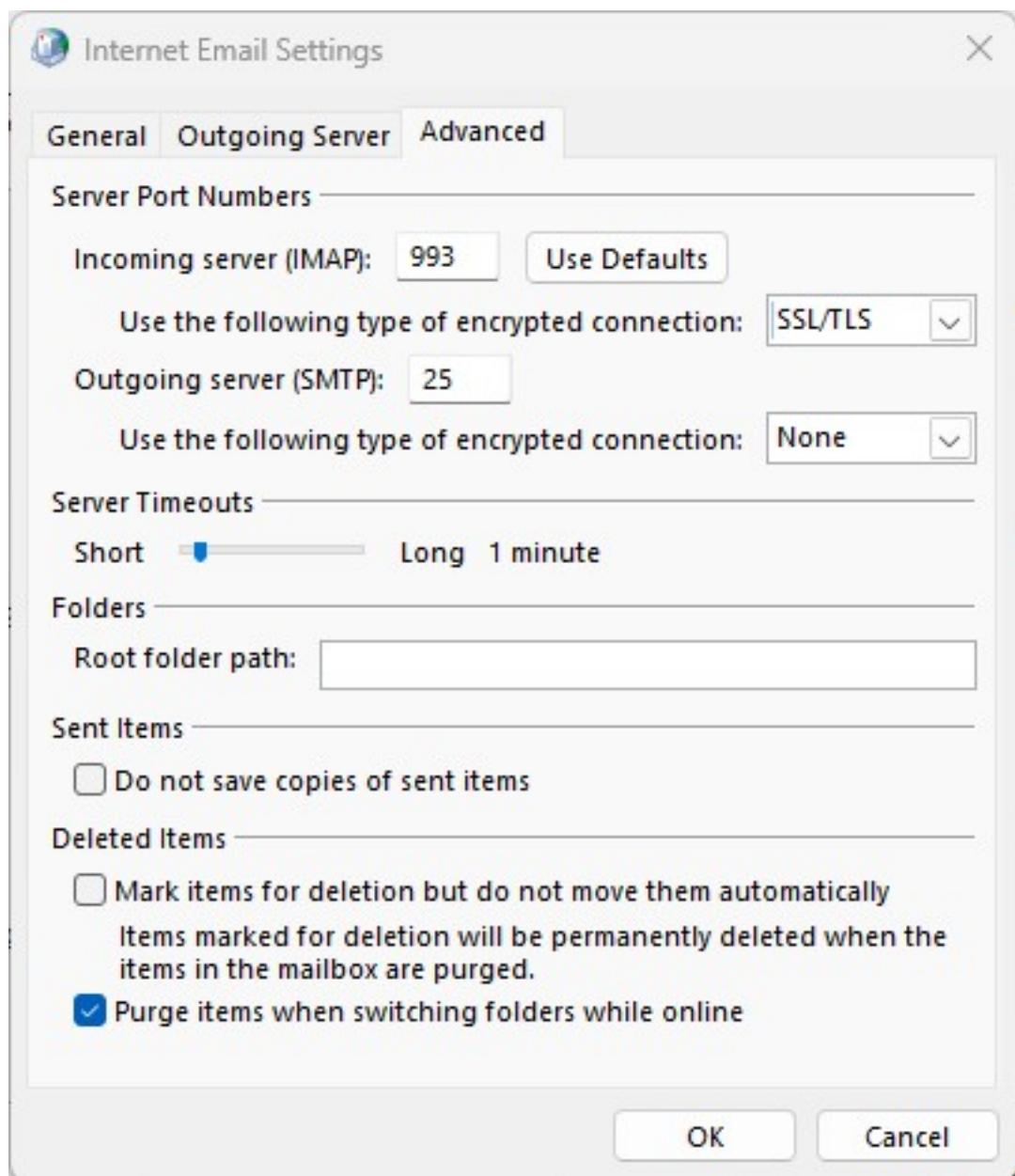
- **Your Name:** The name you want recipients to see when they receive mail from you
- **E-mail address:** username@spin.net.au
- **Account type:** IMAP
- **Incoming mail server:** imap.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au
- **Username:** The first part of e-mail address without 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**

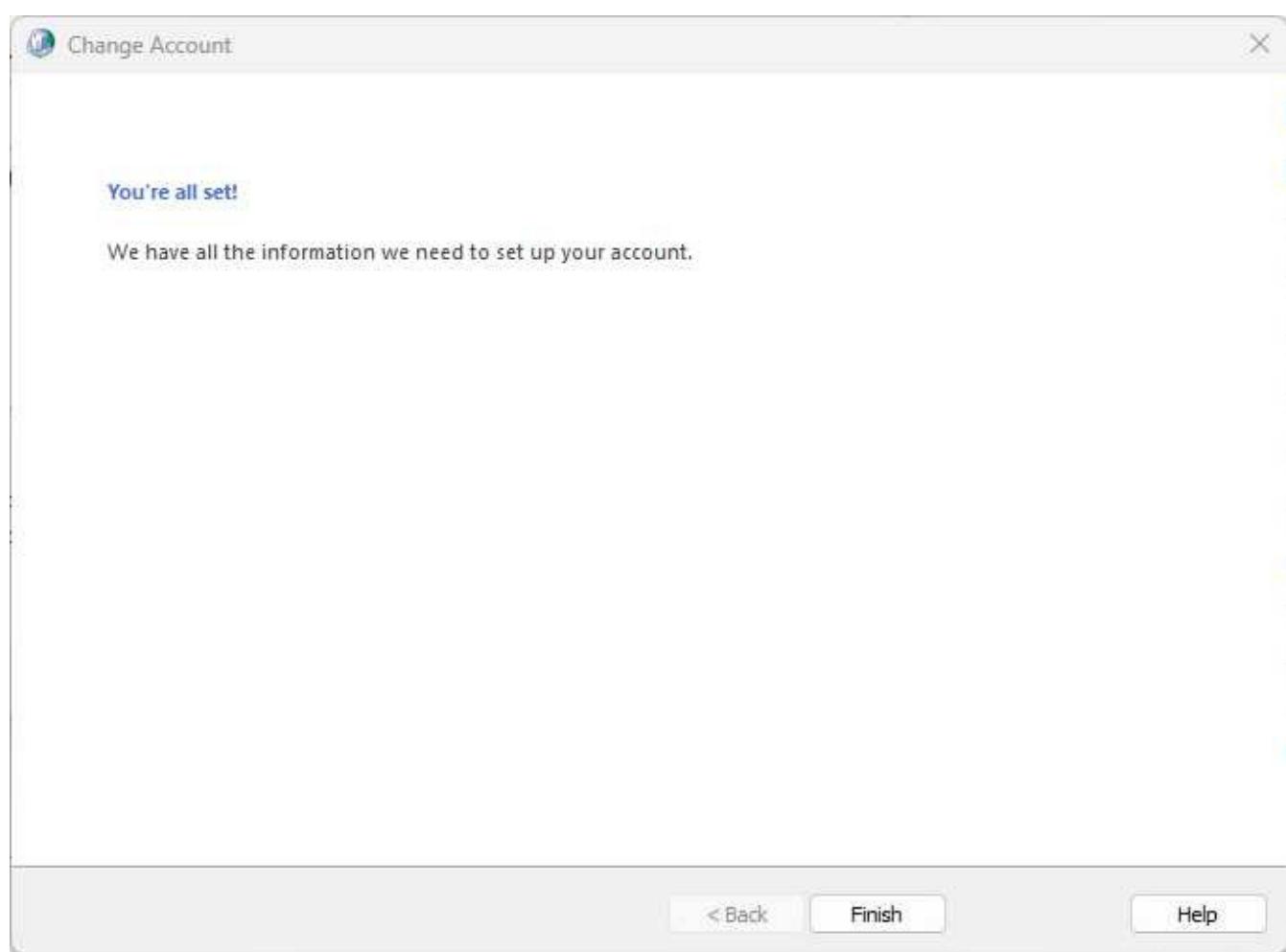
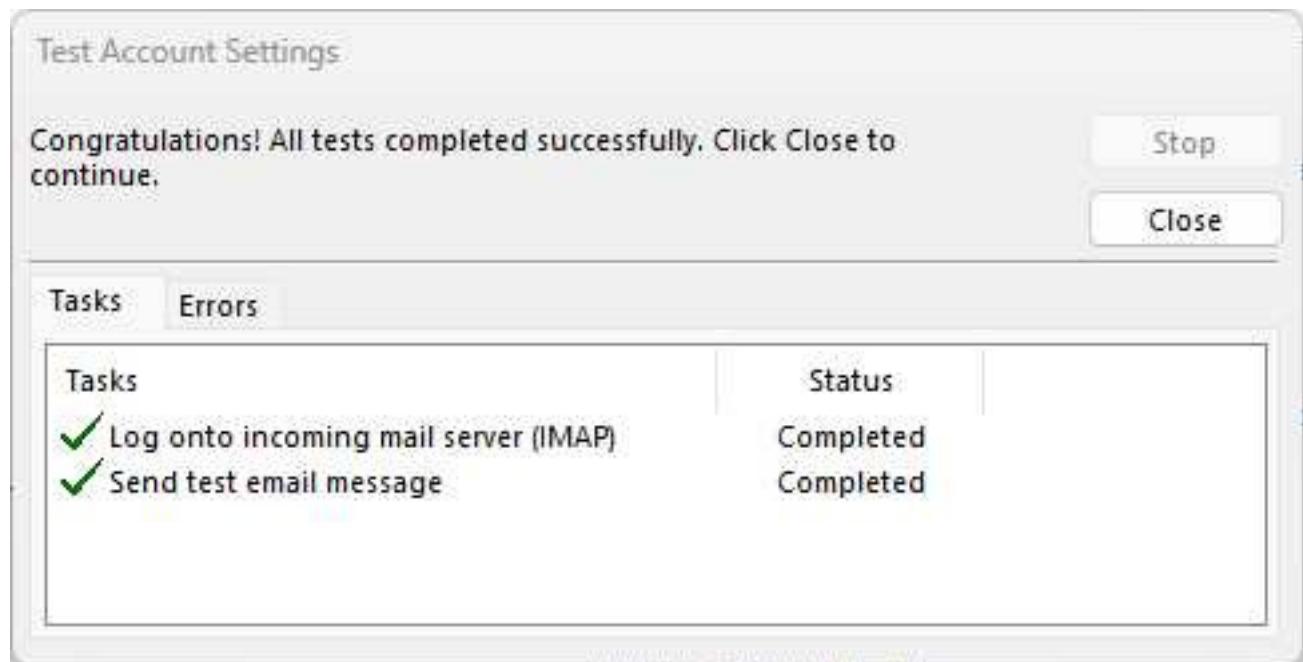
Secure Password Authentication (SPA) remains unticked, then click **More Settings**.



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

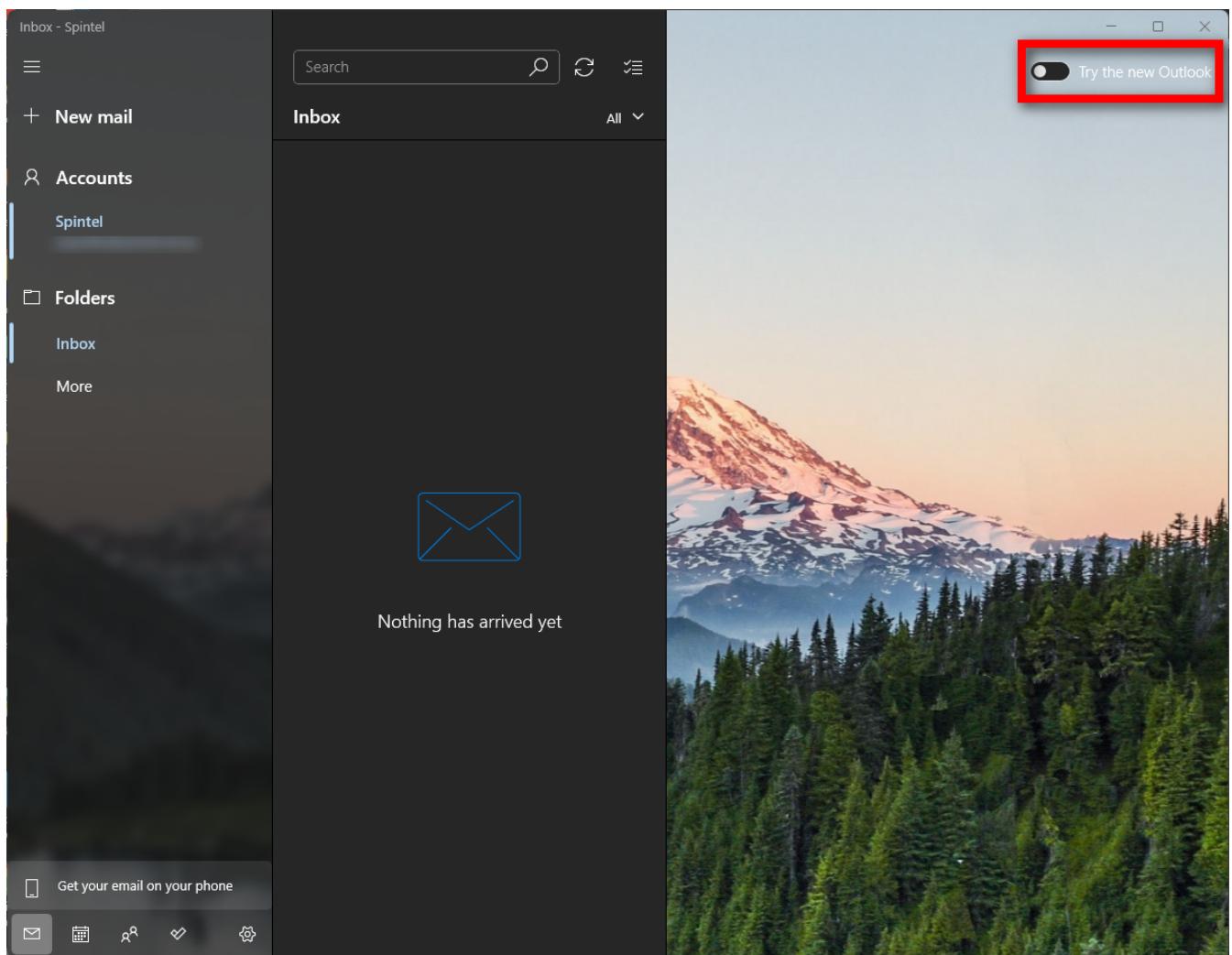


The program will test the settings and should show as follows:



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>