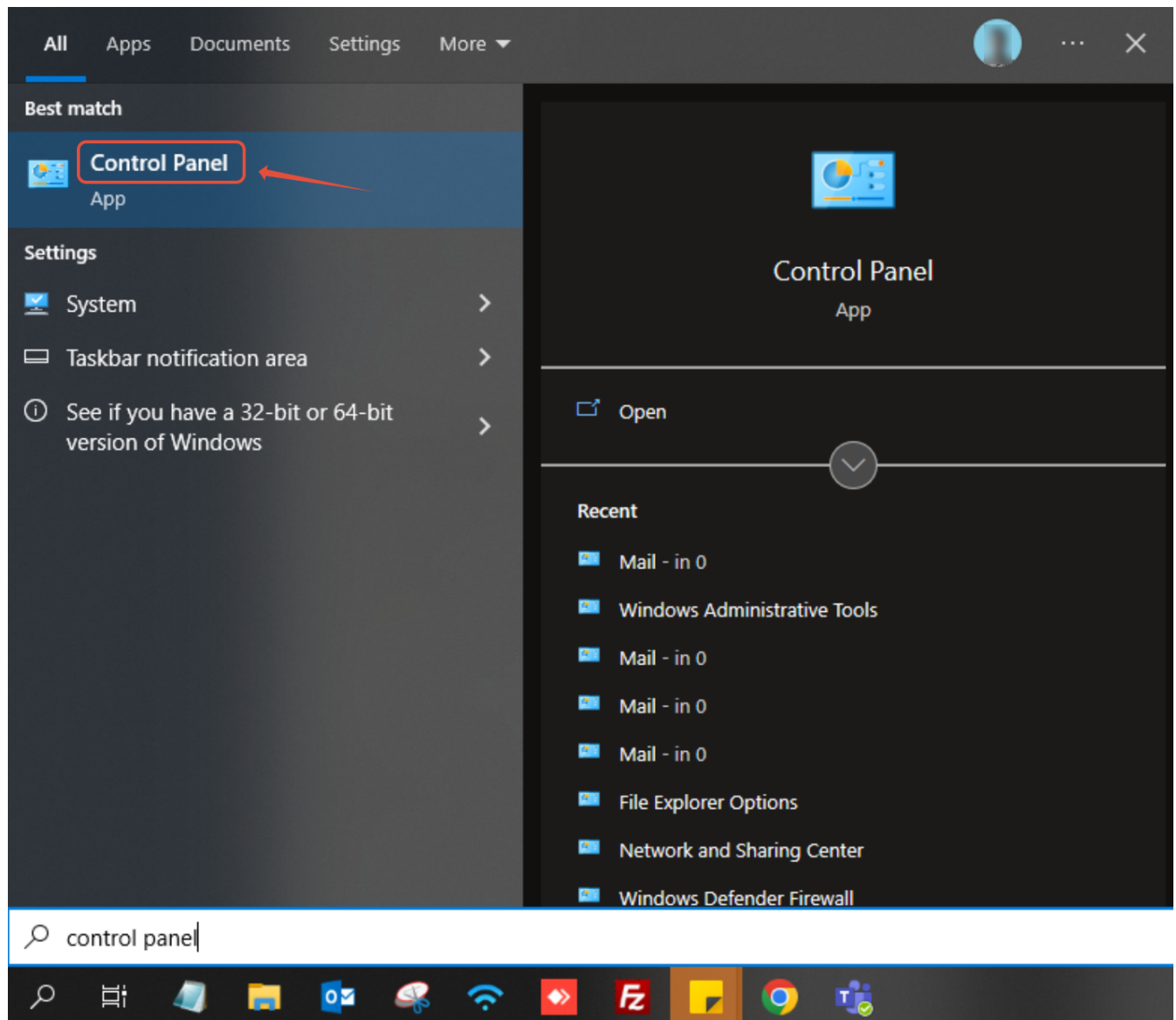
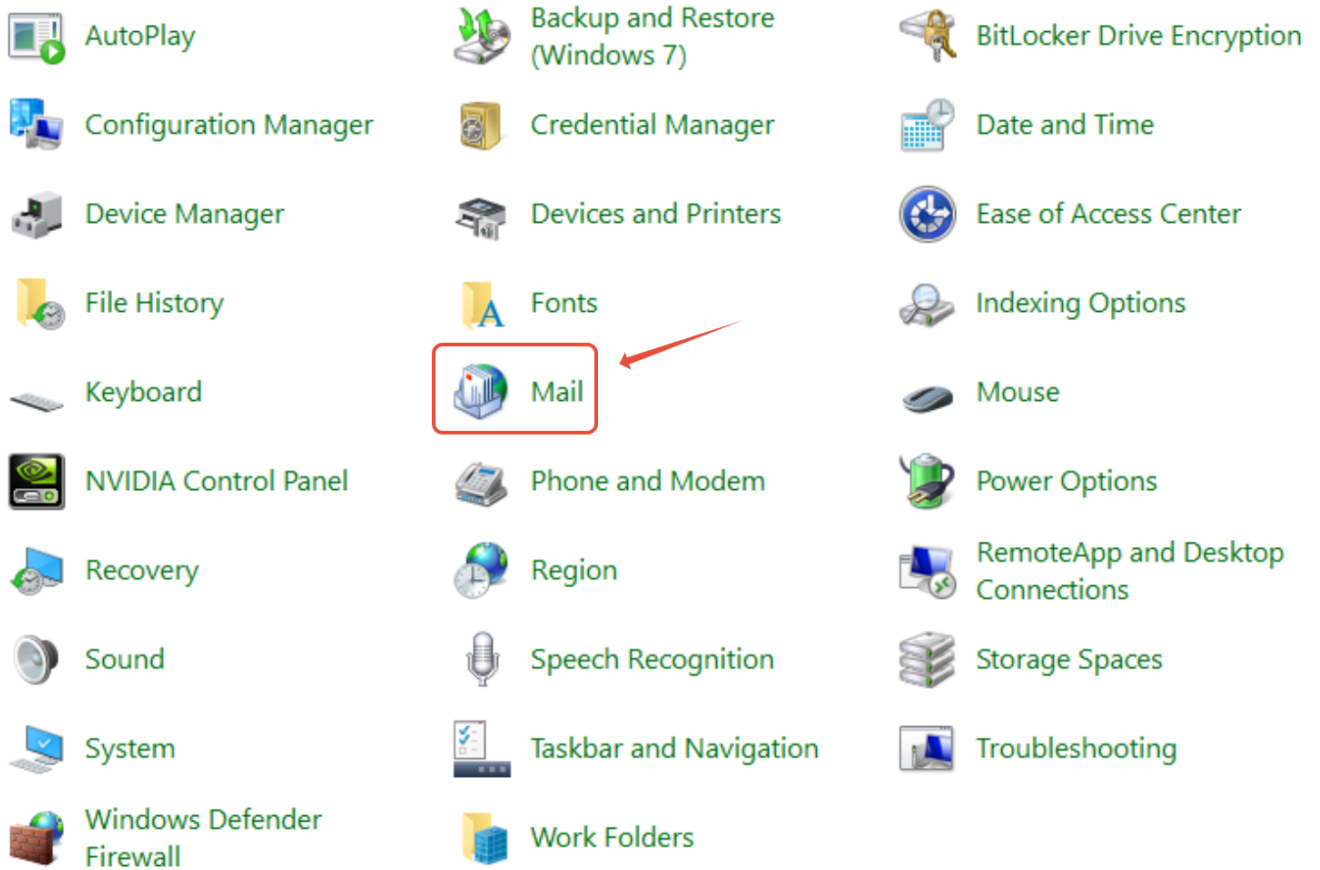


# Outlook 2019 Control Panel Email Setup

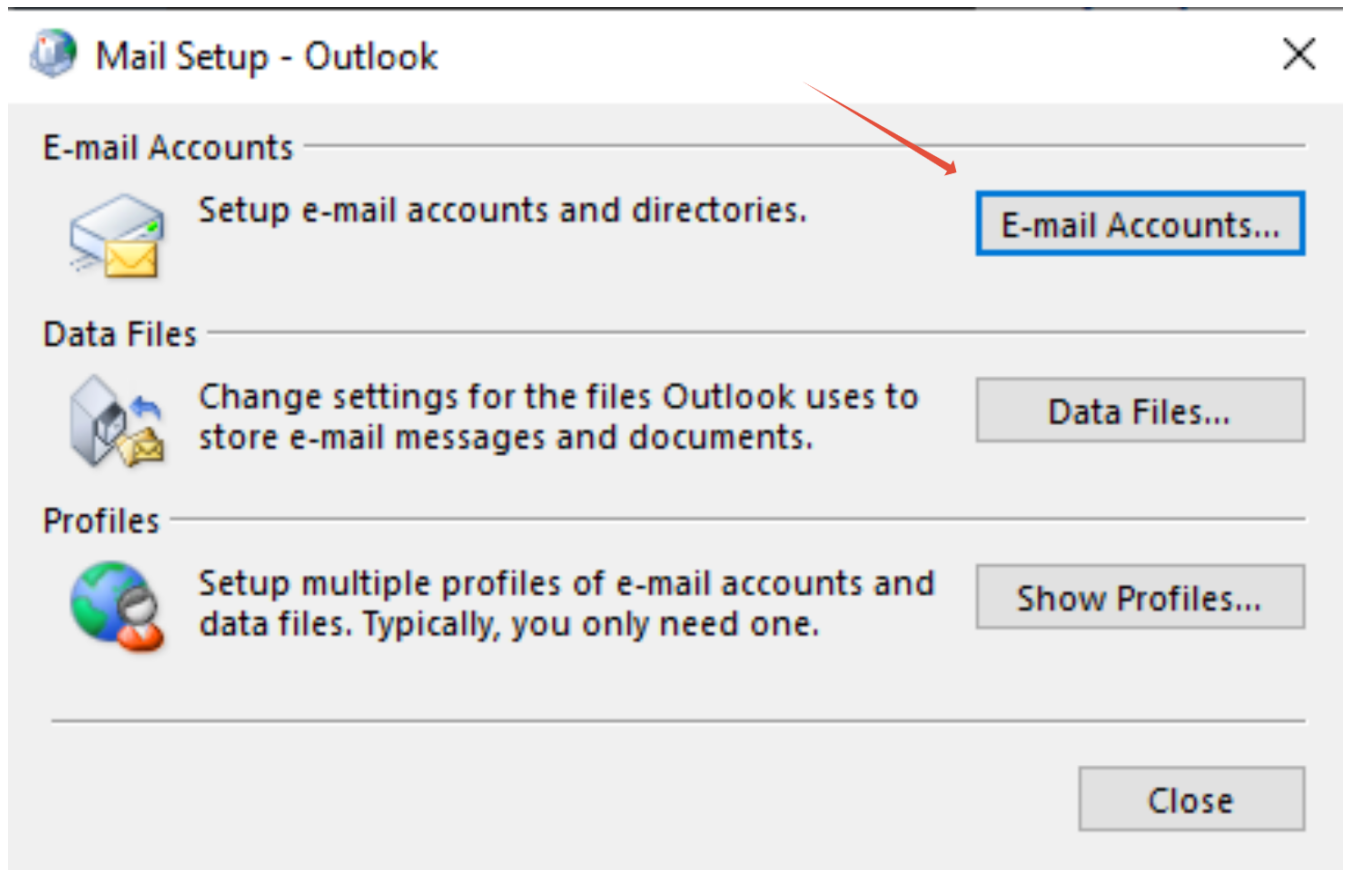
**Step 1.** Search for the **Control Panel** on your device and click on it.



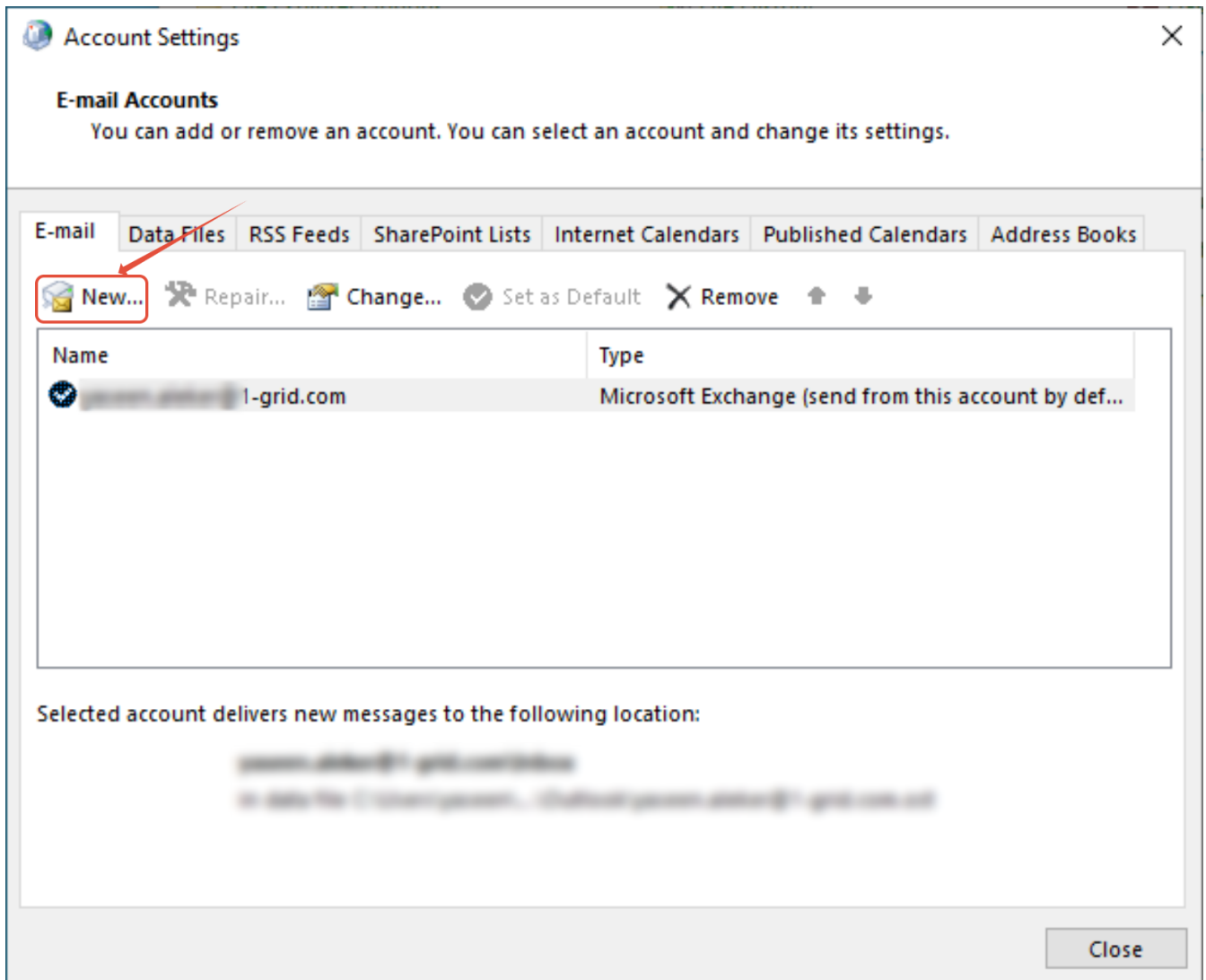
**Step 2.** Click on **Mail**



**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

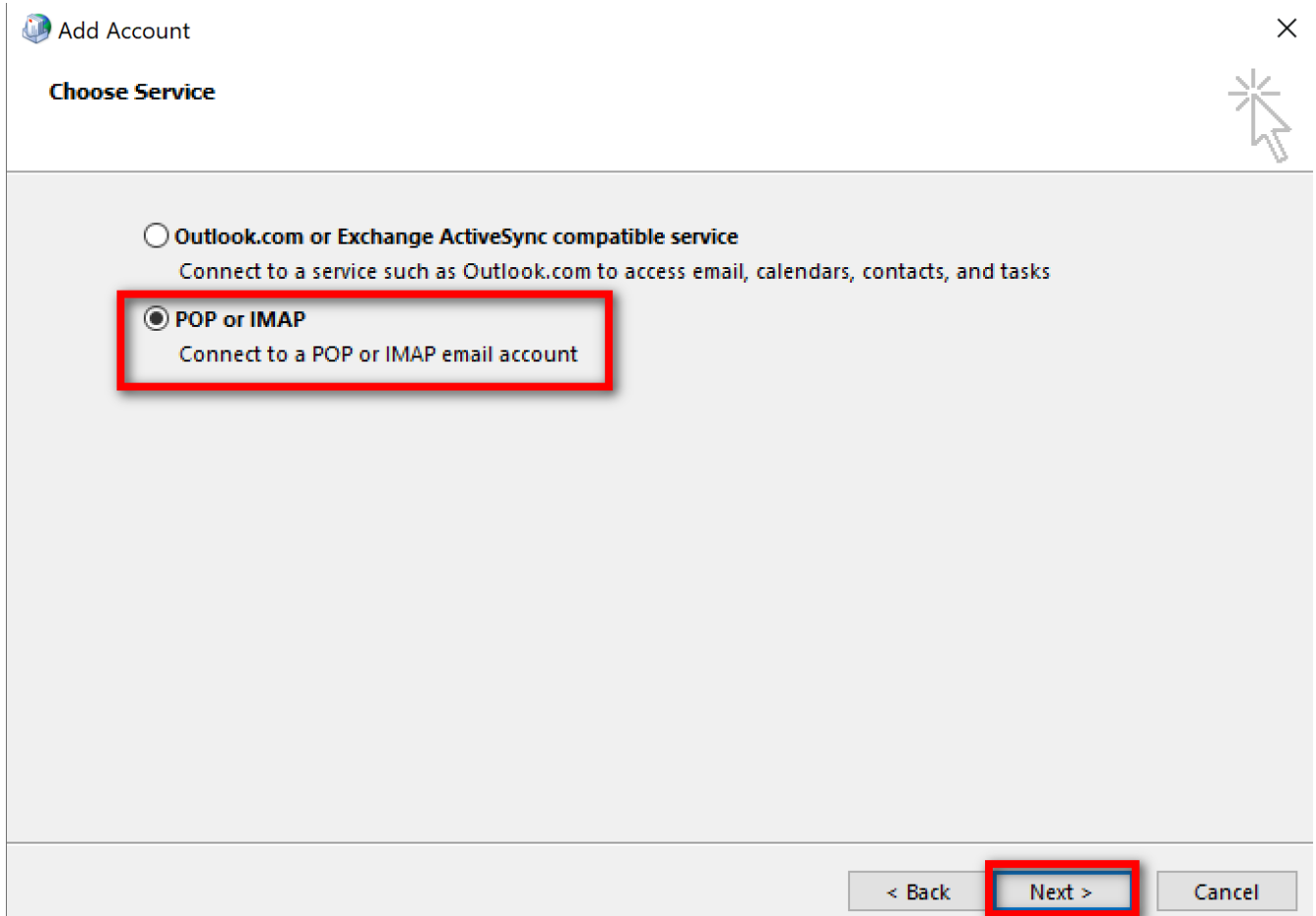
E-mail Address:   
Example: ellen@contoso.com

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

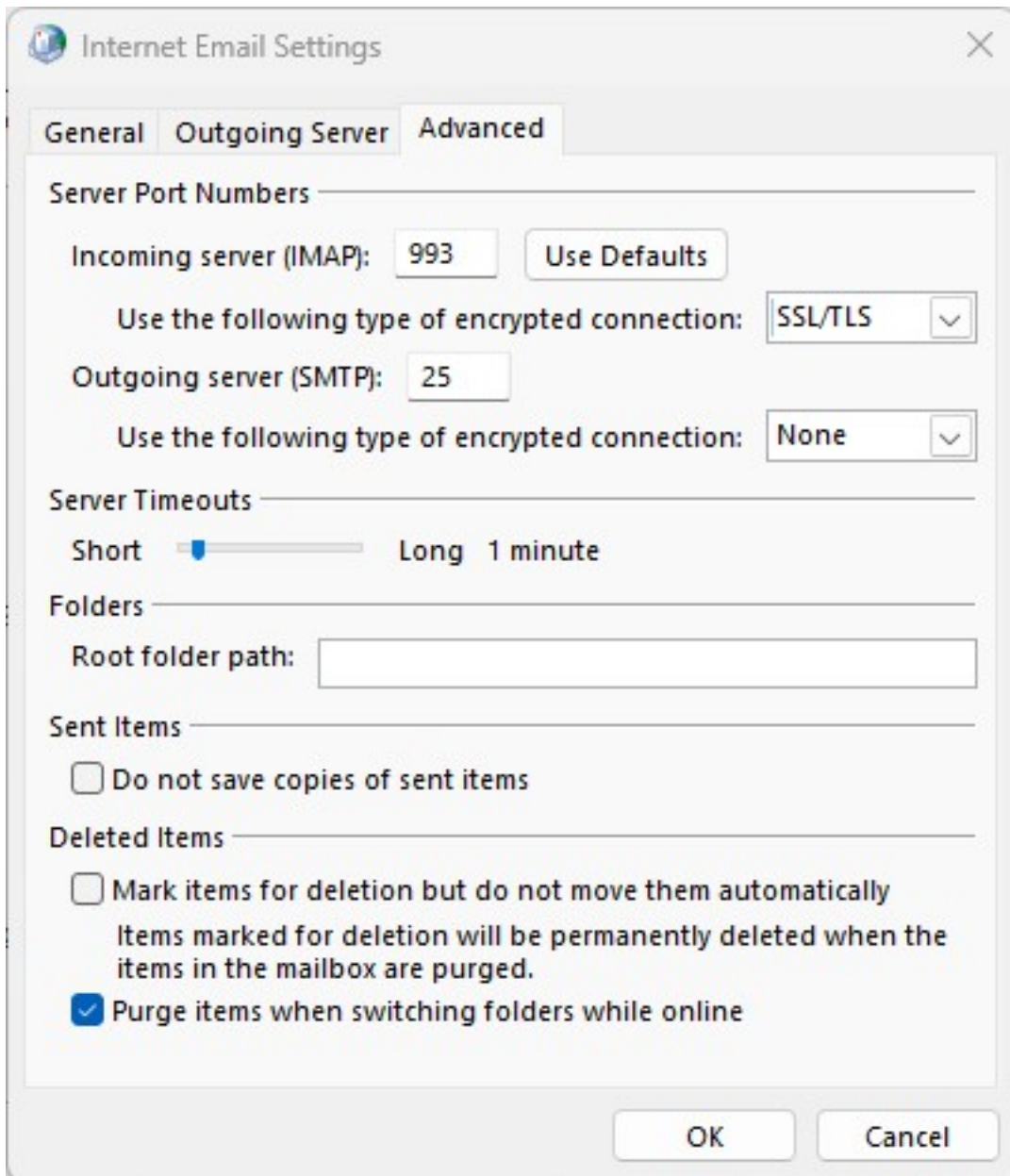
- **Your Name:** The name you want recipients to see when they receive mail from you
- **E-mail address:** username@spin.net.au
- **Account type:** IMAP
- **Incoming mail server:** imap.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au
- **Username:** The first part of e-mail address without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

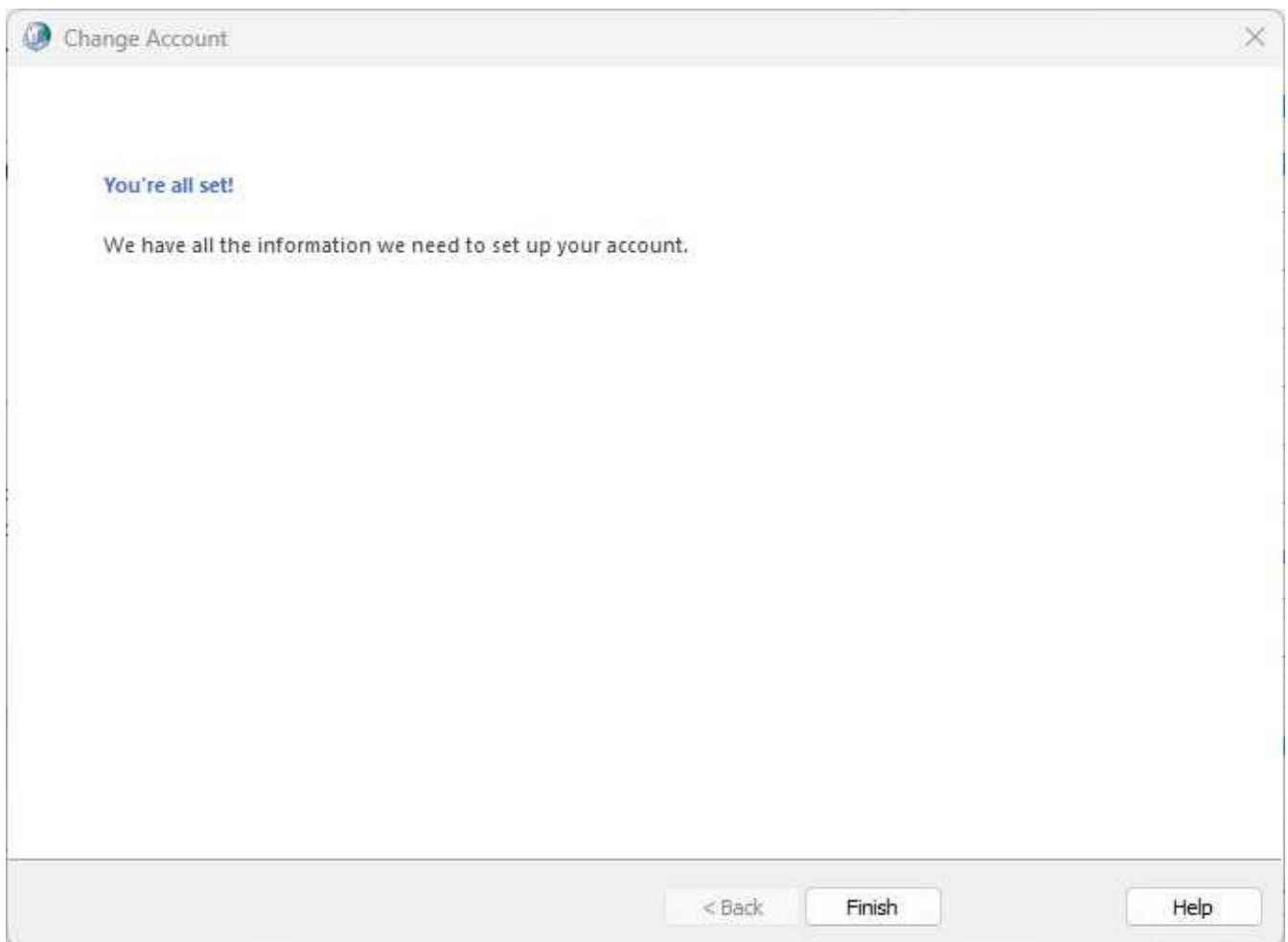
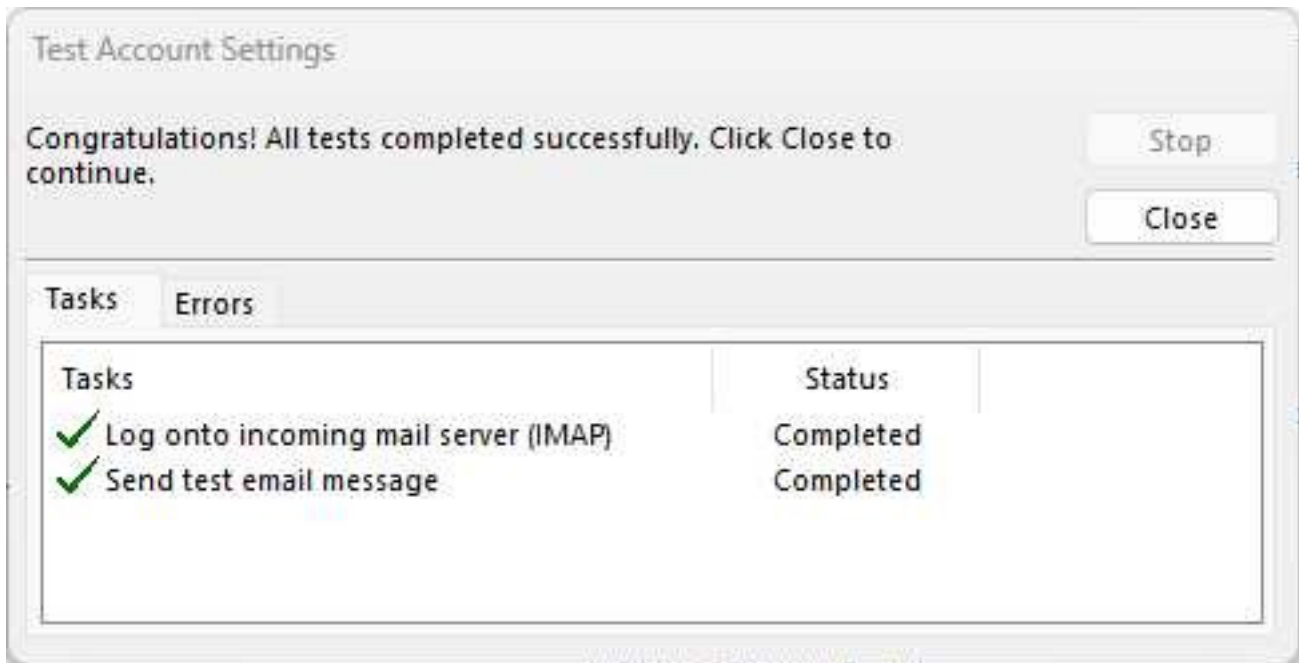
**Secure Password Authentication (SPA)** remains unticked, then click **More Settings**.

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 mouse cursor icon. The window is divided into two main columns. The left column contains several sections: "User Information" with fields for "Your Name" (containing "Jc...") and "Email Address" (containing "j...@spintel.net.au"); "Server Information" with a dropdown for "Account Type" set to "IMAP", and text boxes for "Incoming mail server" (imap.spintel.net.au) and "Outgoing mail server (SMTP)" (smtp.spintel.net.au); "Logon Information" with fields for "User Name" and "Password" (masked with asterisks), and a checked checkbox for "Remember password". At the bottom of this column is an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". The right column is titled "Test Account Settings" and contains the text "We recommend that you test your account to ensure that the entries are correct.", a "Test Account Settings ..." button, and a checked checkbox for "Automatically test account settings when Next is clicked". Below this is a "Mail to keep offline: All" slider. At the bottom right of the main content area is a button labeled "More Settings ..." which is highlighted with a red rectangular box. At the very bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

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

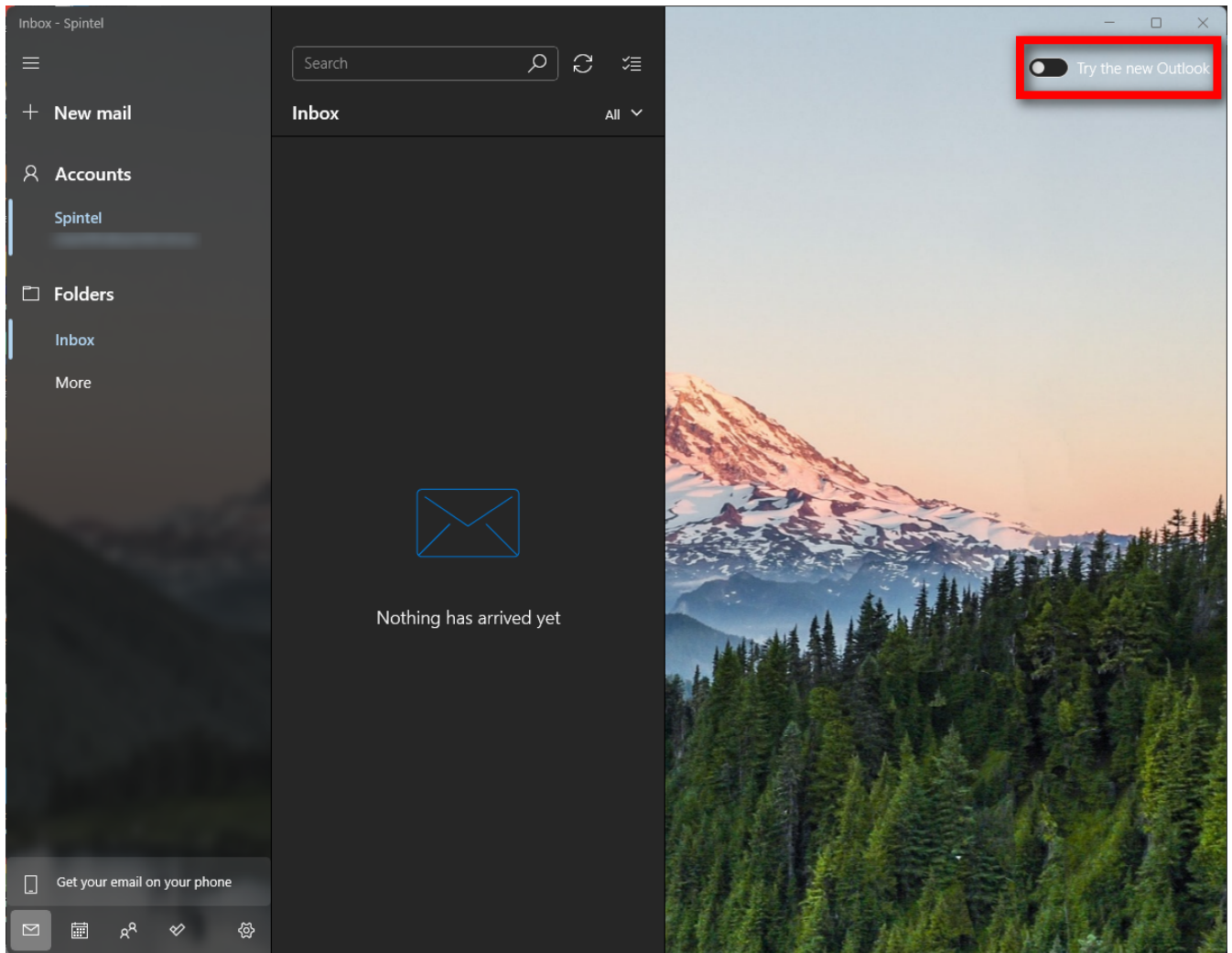


The program will test the settings and should show as follows:



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>