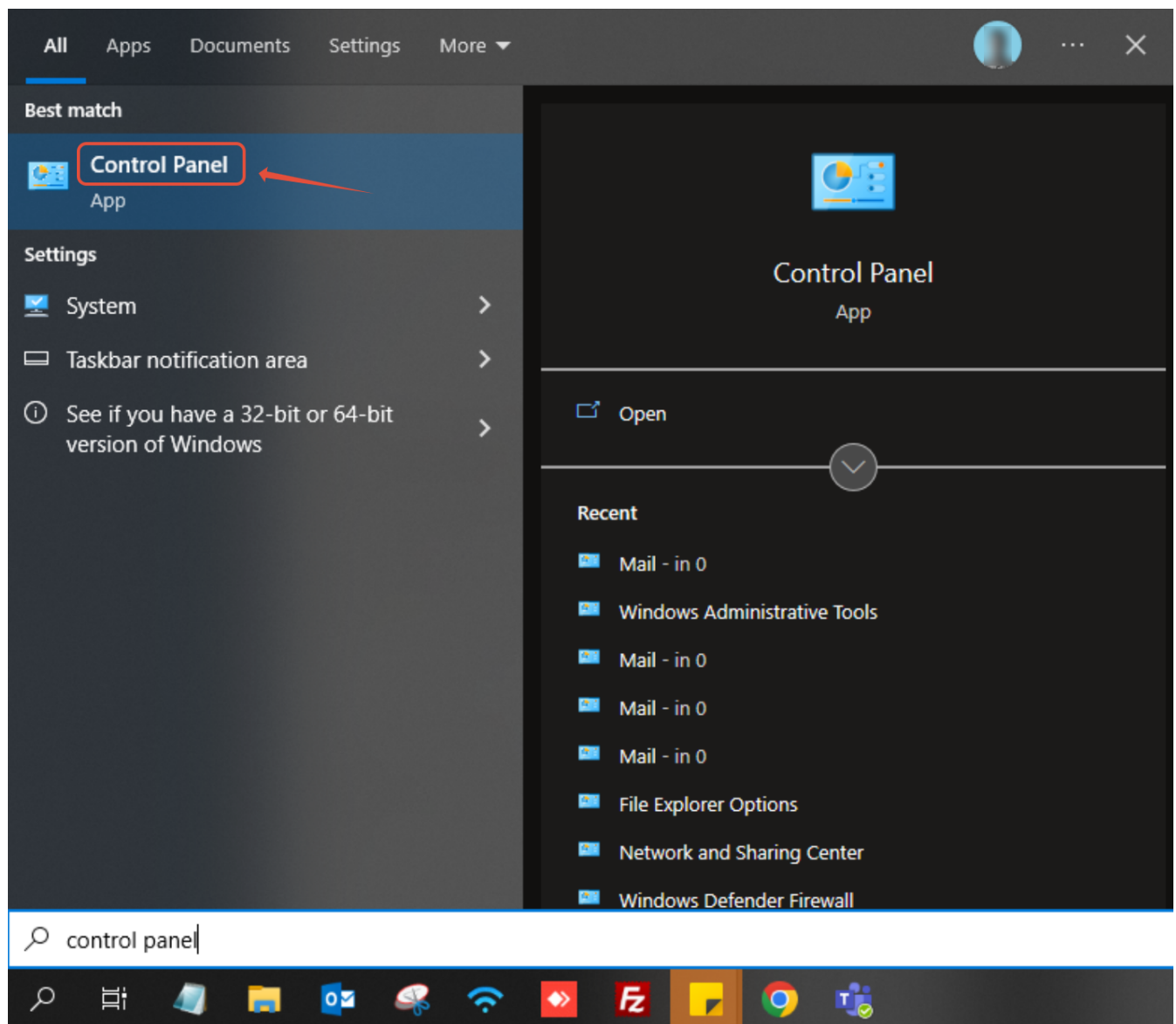
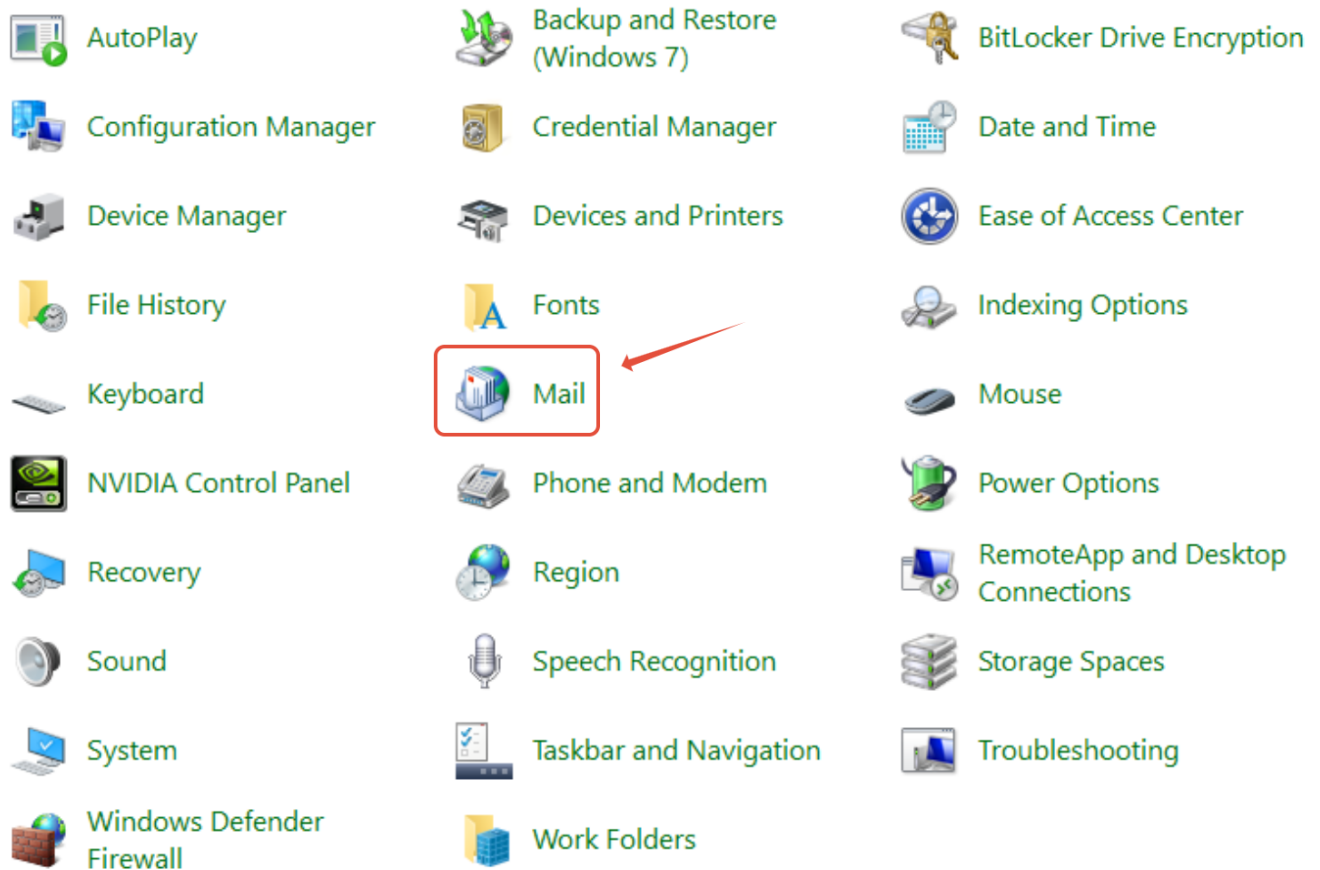


# Outlook 2019 Control Panel Email Setup

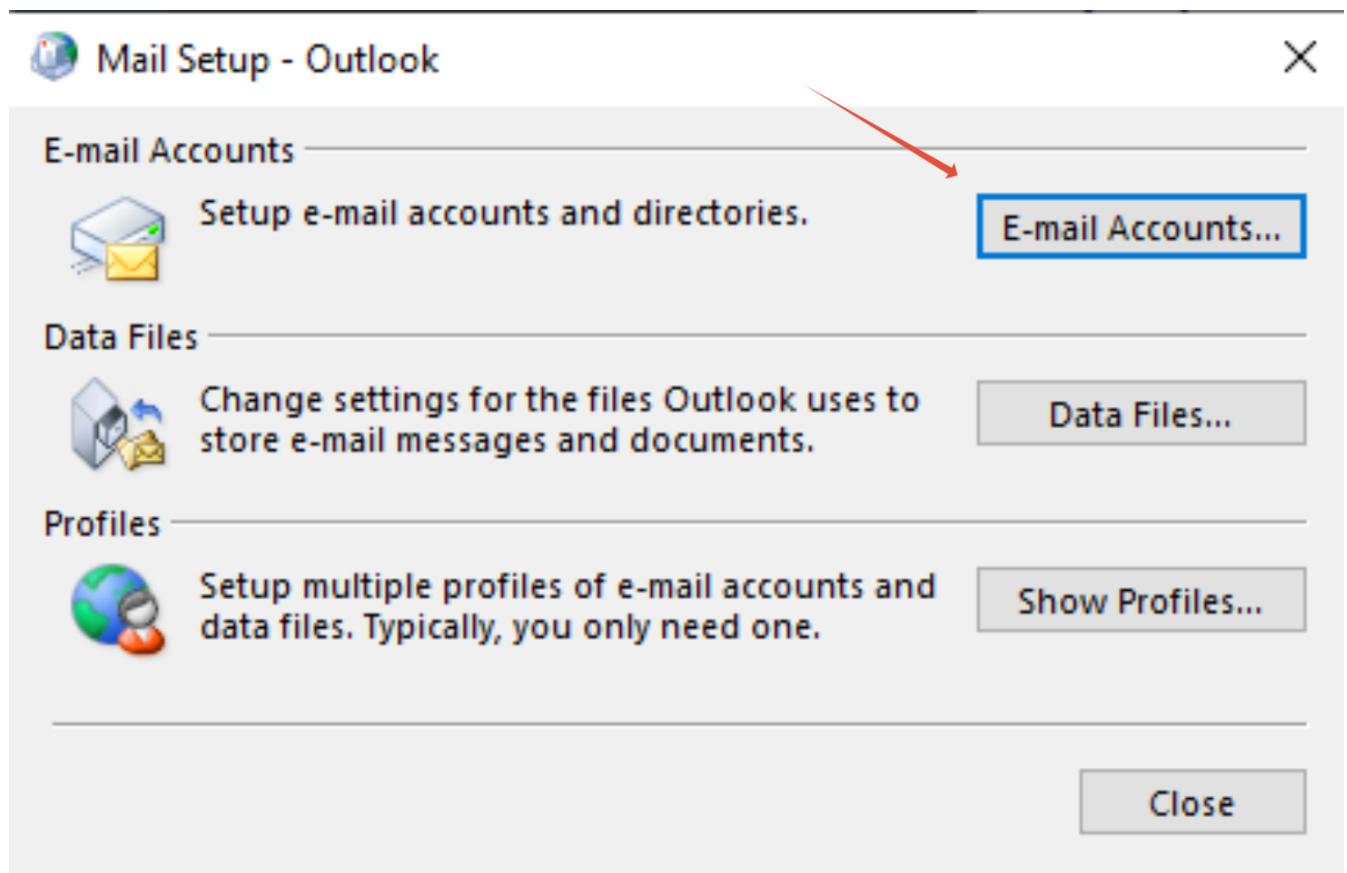
**Step 1.** Search for the **Control Panel** on your device and click on it.



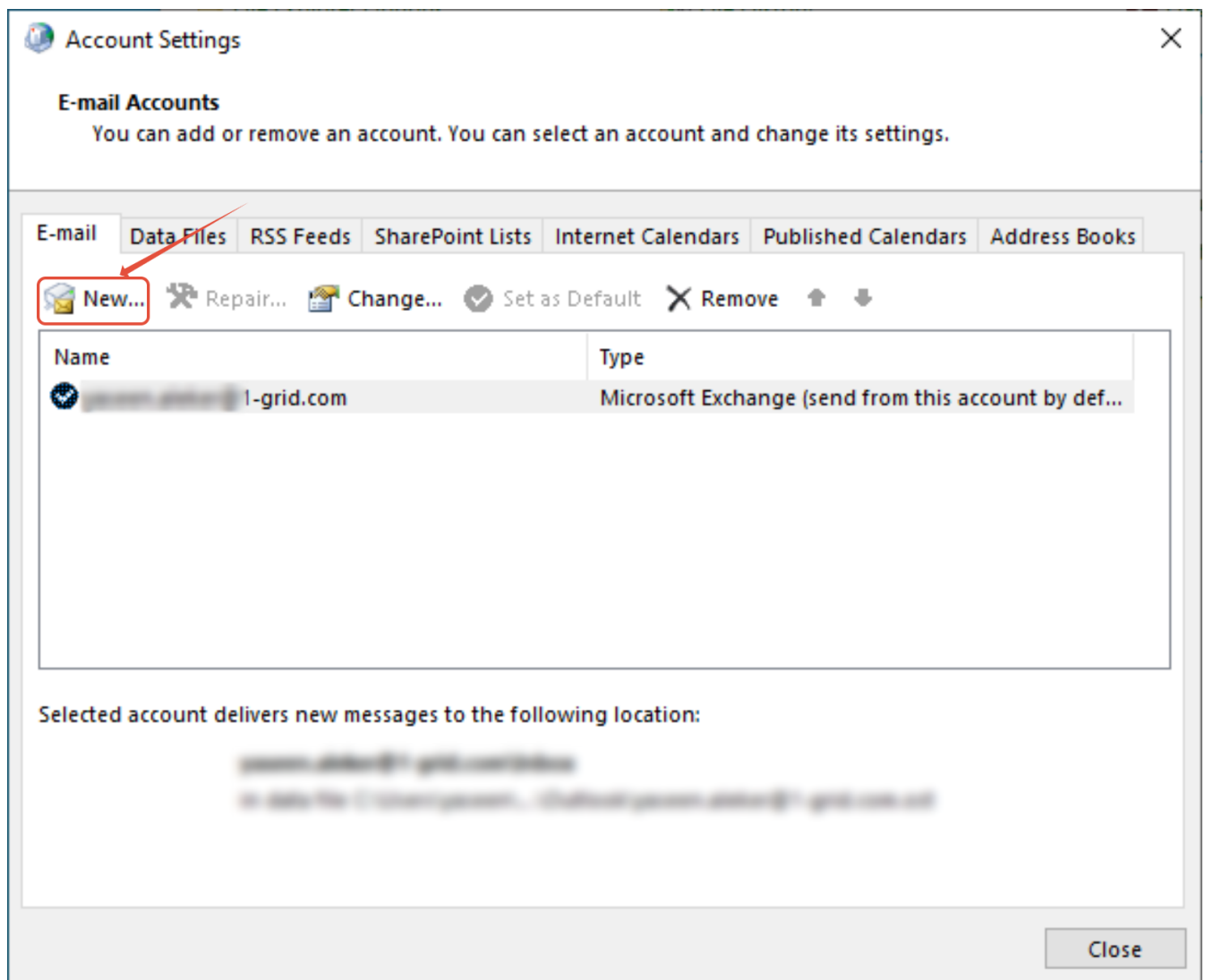
**Step 2.** Click on **Mail**




**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

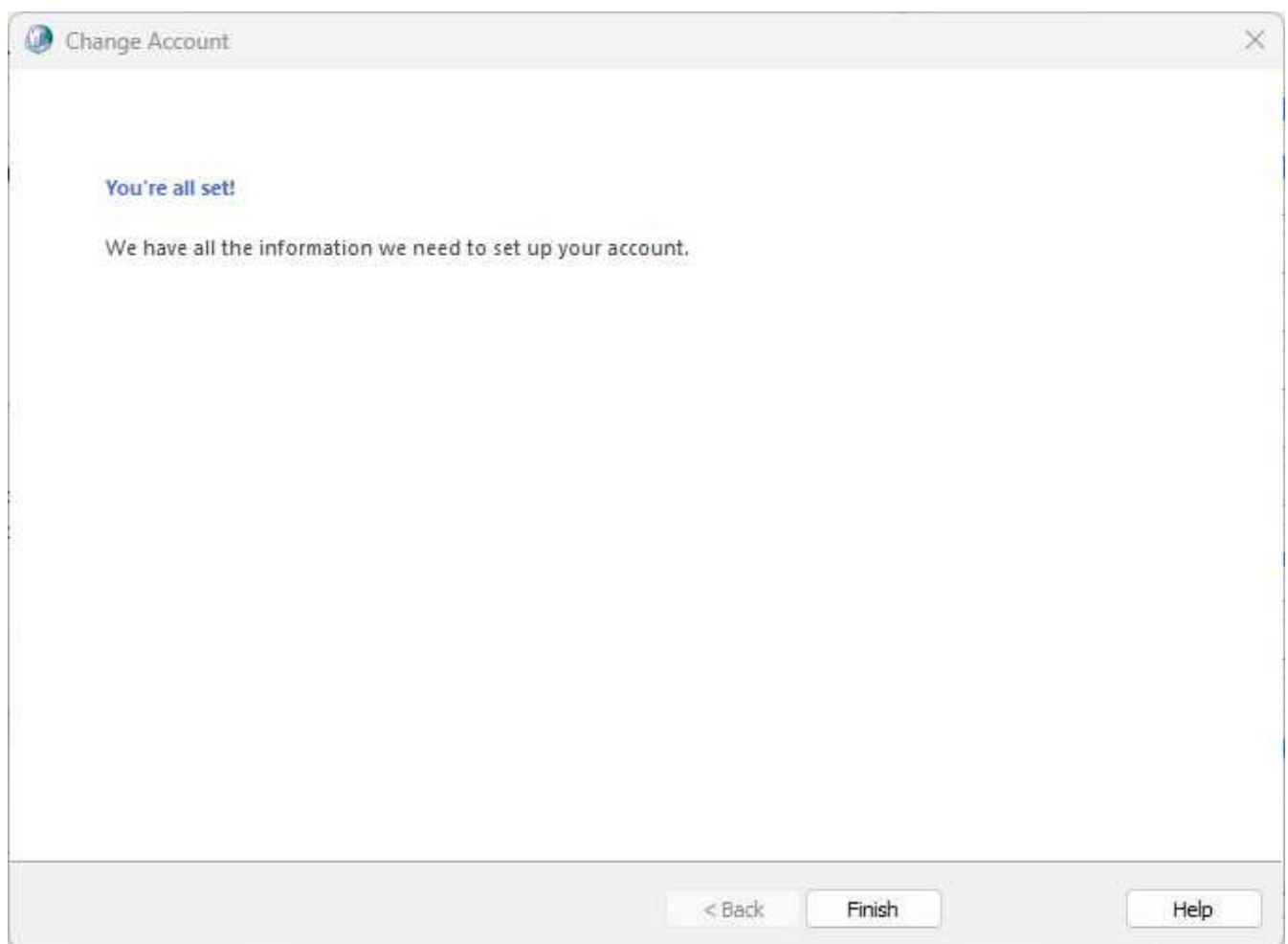
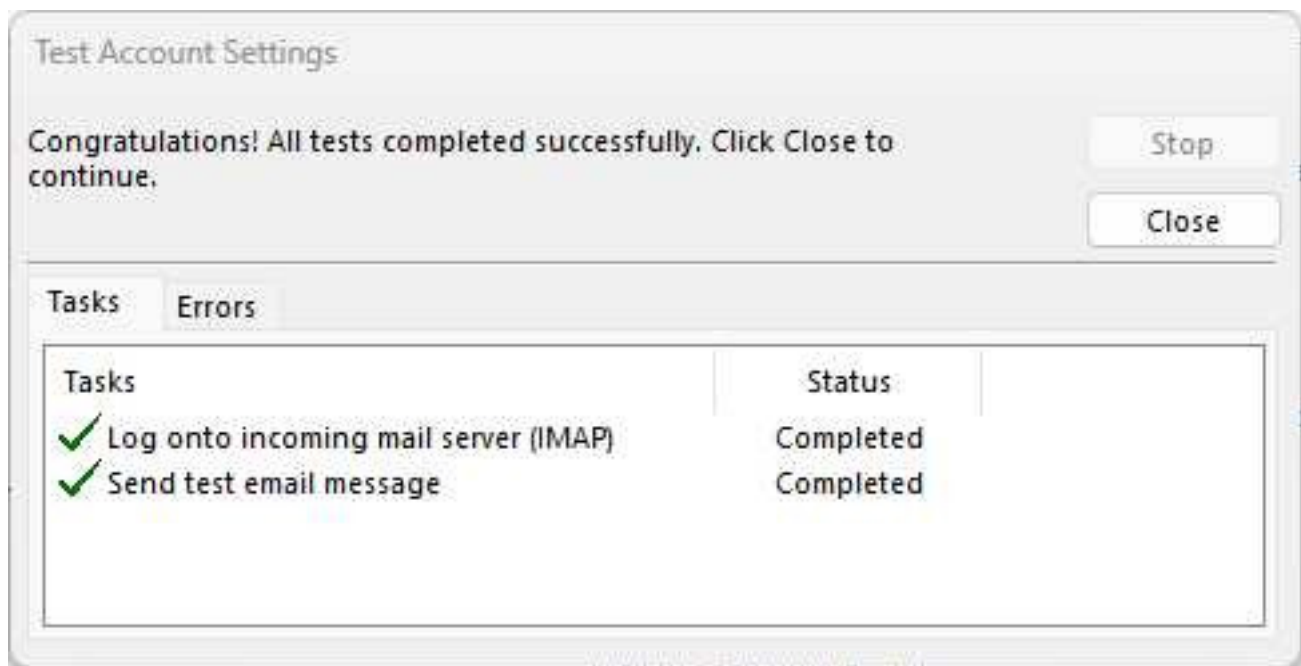
☐ Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK   Cancel

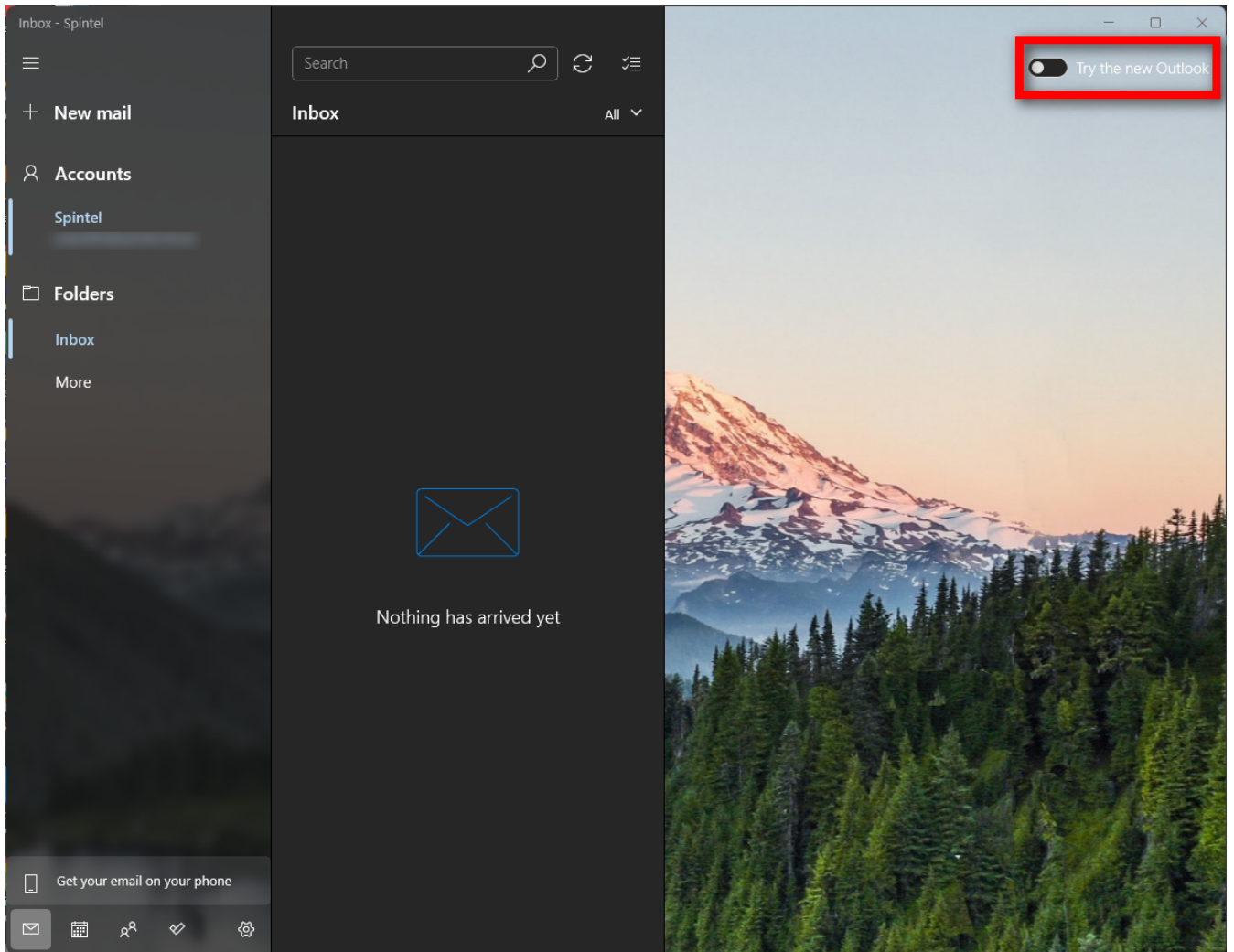
The program will test the settings and should show as follows:





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>