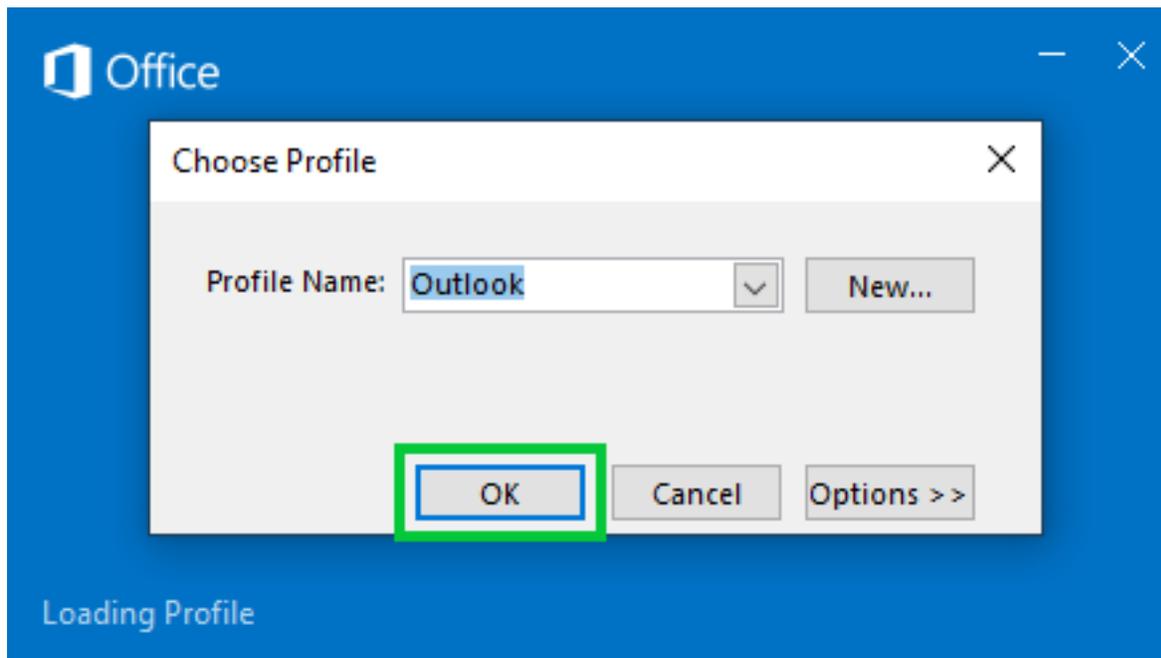


How To Set up Email in Outlook 2019

These instructions are intended specifically for setting up an email account in Microsoft Outlook 2019.

Initial Setup of an Email Account

When you open Microsoft Outlook 2019 for the first time, the **Select Profile** window appears. Confirm the profile with **OK**.



The **Welcome to Outlook 2019** window appears. Click **Next**.

Enter the email address.

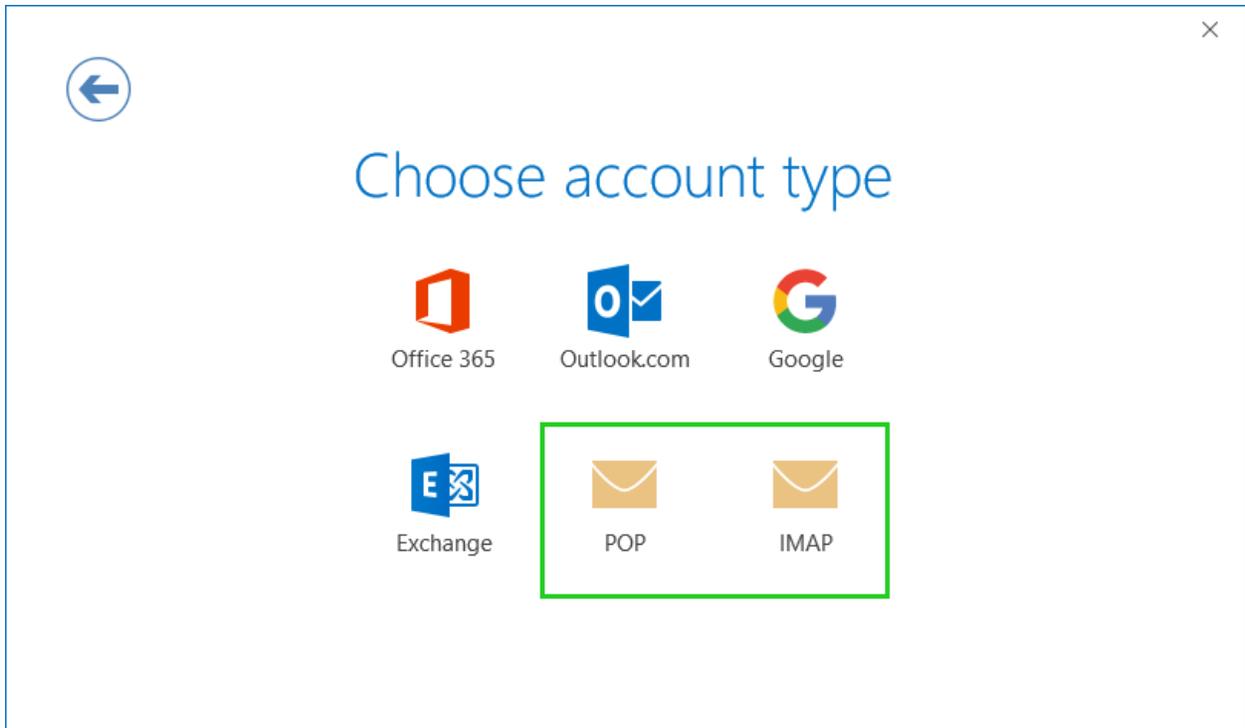
Click on **Advanced Options**.

Select the option **I want to set up my account manually**.

Click **Connect**. The **Select Account Type** window opens.

If you want to check your email using POP3 (recommended for most users), select the **POP account type**. If you want to check your email using IMAP, select the **IMAP account type**.

Tip: For most basic use cases using a single mail client, choose POP. If you need additional flexibility such as server-side folder support and mail filtering rules, choose IMAP.



In the **Incoming Email** section, in the **Server** field, enter the corresponding incoming mail server (See below).

* **SERVER INFORMATION FOR POP3 ACCOUNTS**

Account type

POP3

Incoming mail server

mail.example.com (replace example.com with your domain)

Outgoing mail server

mail.example.com (replace example.com with your domain)

* **SERVER INFORMATION FOR IMAP ACCOUNTS**

Account type

IMAP

Incoming mail server

mail.example.com (replace example.com with your domain)

Outgoing mail server

mail.example.com (replace example.com with your domain)

If you are setting up an IMAP account, in the **Incoming email** area, in the **Port (IMAP)** field, enter port **143**. Additionally **uncheck** the options to *require an encrypted connection (SSL/TLS)* and *logon using Secure Password Authentication (SPA)*.

If you are setting up a POP3 account, in the **Incoming email** area, in the **Port** field, enter port **110**. Additionally **uncheck** the options to *require an encrypted connection (SSL/TLS)* and *logon using Secure Password Authentication (SPA)*.

In the **Server** field in the **Outgoing Email** section enter the outgoing mail server **mail.example.com** and select **STARTTLS** in the **Encryption Method** list.

In the **Outgoing email** area, in the **Port** field, enter port **587**.

Click on **Next**.

Enter the password.

Click **Connect** and the account settings are tested.

Troubleshooting

If no messages could be received or sent, check the account settings.

Check the firewall you use to make sure that the required ports are open.

Check the settings of the antivirus program you are using.

When the account setup is complete, click **OK**.

Setting Up Additional Email Accounts

Open **Microsoft Outlook 2019**.

Click **File > Information > + Add Account** and the **Welcome to Outlook** window will appear.

Enter the **email address**.

Click on **Advanced Options**.

Enable the **I want to set up my account manually** option.

Click **Connect**. The **Select Account Type** window opens.

Repeat the instructions used at the beginning of this document to complete setup of the additional Email account(s).