

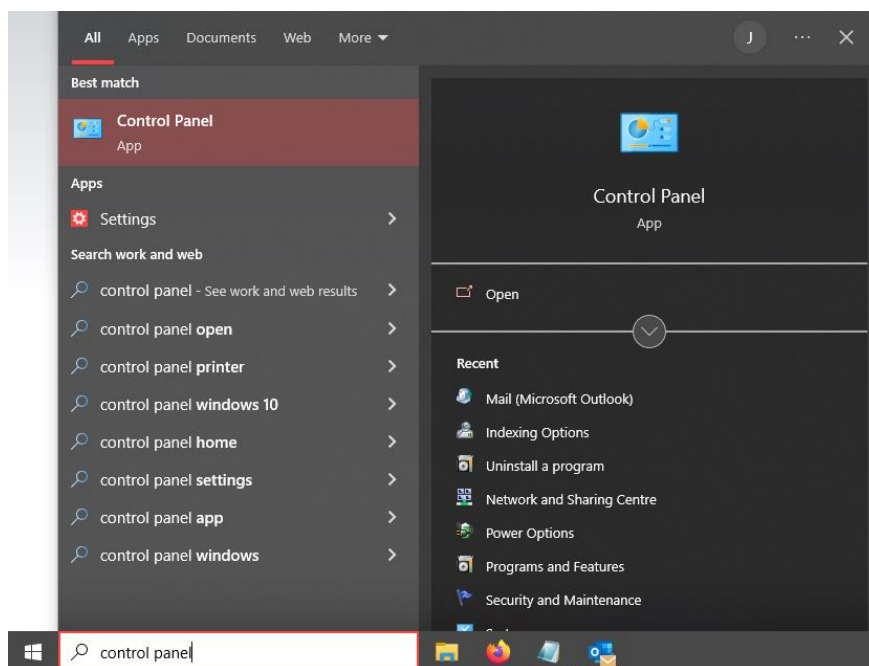
How to setup an email address in Outlook 2019

To set up an E-mail account in Microsoft Outlook 2019, you will need to do the following:

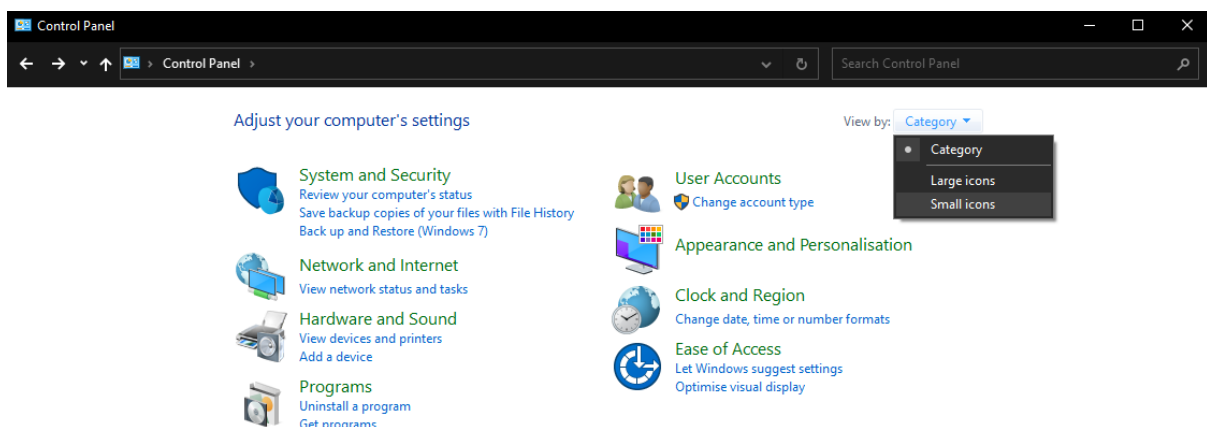
Find the search bar on the bottom left corner of your screen



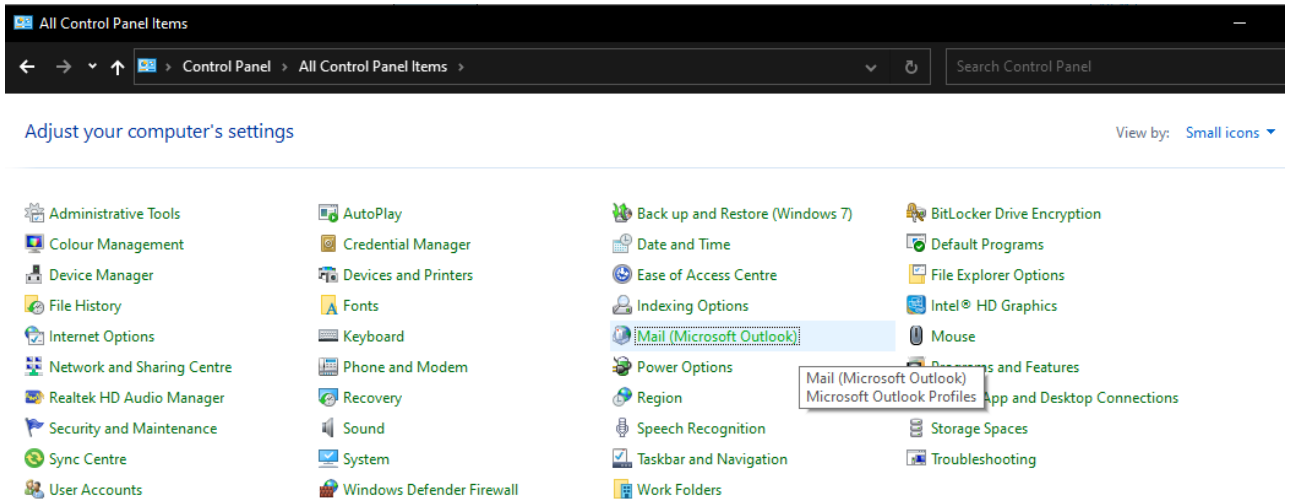
Type 'Control Panel' and open the top result



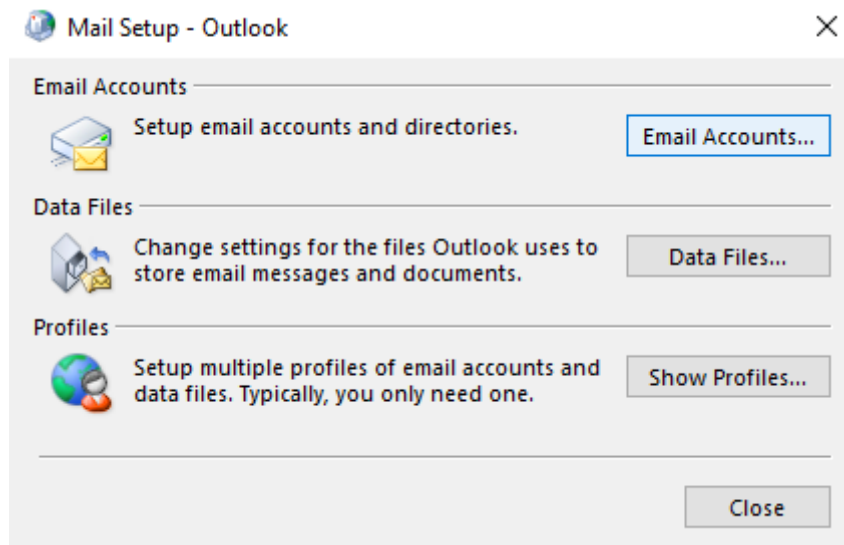
Once Open, click Category in the right corner, and click 'Small Icons'



Open Mail (Microsoft Outlook)



Open Email Accounts





Click New

Account Settings ×

Email Accounts

You can add or remove an account. You can select an account and change its settings.

Name	Type
------	------

Select Manual setup or additional server types and click next

Add Account ×

Auto Account Setup

Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

Email 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 Help



Select POP or IMAP and click next

 Add Account



Choose Your Account Type



- Microsoft 365**
Automatic setup for Microsoft 365 accounts
Email Address:
Example: ellen@contoso.com
- POP or IMAP**
Advanced setup for POP or IMAP email accounts
- Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back

Next >

Cancel

Help



On the next page, type in your details as shown below

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information Your Name: <input type="text" value="YOUR NAME"/> Email Address: <input type="text" value="YOUR EMAIL"/>	Test Account Settings We recommend that you test your account to ensure that the entries are correct. <input type="button" value="Test Account Settings ..."/> <input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Server Information Account Type: <input type="text" value="IMAP"/> Incoming mail server: <input type="text" value="mail.intouchsystems.co.uk"/> Outgoing mail server (SMTP): <input type="text" value="mail.intouchsystems.co.uk"/>	Mail to keep offline: All <input type="range" value="All"/>
Logon Information User Name: <input type="text" value="YOUR EMAIL"/> Password: <input type="password" value="*****"/> <input checked="" type="checkbox"/> Remember password <input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back **Next >** Cancel Help

The incoming and outgoing server will be: mail.intouchsystems.co.uk

If account type states POP, click and select IMAP instead

Click more settings, on the new window, select Outgoing server

Internet Email Settings

General **Outgoing Server** Advanced

Mail Account _____
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information _____
Organization:
Reply Email:



Tick My outgoing server (SMTP) requires authentication
And make sure Use same settings as my incoming mail server is selected

A screenshot of the "Internet Email Settings" dialog box, specifically the "Outgoing Server" tab. The dialog has a title bar with a close button (X) and a globe icon. The "Outgoing Server" tab is selected, showing several options: a checked checkbox for "My outgoing server (SMTP) requires authentication", a selected radio button for "Use same settings as my incoming mail server", an unselected radio button for "Log on using", two empty text input fields for "User Name:" and "Password:", a checked checkbox for "Remember password", and an unselected checkbox for "Require Secure Password Authentication (SPA)". At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a blue border.

Once all done, click OK



On the previous window where we typed in our details, Click Next

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



<p>User Information</p> <p>Your Name: <input type="text" value="YOUR NAME"/></p> <p>Email Address: <input type="text" value="YOUR EMAIL"/></p> <p>Server Information</p> <p>Account Type: <input type="text" value="IMAP"/></p> <p>Incoming mail server: <input type="text" value="mail.intouchsystems.co.uk"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="mail.intouchsystems.co.uk"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="YOUR EMAIL"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Mail to keep offline: All</p> <p><input type="range" value="100"/></p> <p><input type="button" value="More Settings ..."/></p>
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< Back **Next >** Cancel Help

Once all done, the window should say the below!

Add Account



You're all set!

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

Set up Outlook Mobile on my phone, too