

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'



(intouch systems

Open Mail (Microsoft Outlook)

All Control Panel Items					
← → ∽ ↑ 🕮 > Control Panel	→ All Control Panel Items →		✓ Ŏ Search Control Panel		
Adjust your computer's settir	ngs		View by: Small icons ▼		
Administrative Tools	AutoPlay	🐌 Back up and Restore (Windows 7) 🙀 BitLocker Drive Encryption		
💶 Colour Management	Credential Manager	骨 Date and Time	Default Programs		
🔒 Device Manager	👘 Devices and Printers	Ease of Access Centre	File Explorer Options		
File History	A Fonts	🚨 Indexing Options	Intel® HD Graphics		
🔁 Internet Options	Keyboard	Mail (Microsoft Outlook)	Mouse		
Network and Sharing Centre	Phone and Modem	Power Options	dicrosoft Outlook) s and Features		
🔊 Realtek HD Audio Manager	🐼 Recovery	Region Micros	oft Outlook Profiles App and Desktop Connections		
🏲 Security and Maintenance	📢 Sound	Speech Recognition	Storage Spaces		
🔕 Sync Centre	🔜 System	🖳 Taskbar and Navigation	📧 Troubleshooting		
🍇 User Accounts	🔗 Windows Defender Firewall	Work Folders			

Open Email Accounts



Account Settings m ail Accounts You can add or re	emove an account. You can select an account and change its settings.
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		Select POP or 2	[MAP and click	next		
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) Excl Adv	hange ActiveSync /anced setup for s	ervices that use Exchang	e ActiveSync			
			< Back	Next >	Cancel	Help
			< Back	Next >	Cancel	Help



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

User Information		Test Account Settings		
Your Name:	YOUR NAME	We recommend that you test your account to ensure that		
Email Address:	YOUR EMAIL	the entries are correct.		
Server Information		Test Account Settings		
Account Type:	IMAP 🗸			
Incoming mail server:	mail.intouchsystems.co.uk	 Automatically test account settings when Next is clicked 		
Outgoing mail server (SMTP):	mail.intouchsystems.co.uk			
Logon Information	1			
User Name:	YOUR EMAIL			
Password:	*****	Mail to keep offline: All		
Re	emember password	n a an an an an 🕅		
Require logon using Secur	e Password Authentication			
(SPA)	e Password Admentication			

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

Intern	net Email Settings	×				
General	Outgoing Server Advanced					
Mail Acc	Mail Account					
Type th	Type the name by which you want to refer to this account. For					
Examp	example: work or Microsoft Mail Server					
Other U	ser Information					
Organ	ization:					
Reply	Email:					

Cintouch SYSTEMS Tick My outgoing server (SMTP) requires authentication

And make sure Use same settings as my incoming mail server is selected

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U	ser Name:		
Ρ	assword:		
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Once all done, click OK



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

User Information		Test Account Settings
Your Name:	YOUR NAME	We recommend that you test your account to ensure that
Email Address:	YOUR EMAIL	the entries are correct.
Server Information	Tanina and a second	
Account Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	mail.intouchsystems.co.uk	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.intouchsystems.co.uk	
Logon Information		
User Name:	YOUR EMAIL	
Password:	******	Mail to keep offline: All
Re	emember password	i na ka ka se se se se 🕅
Require logon using Secur	re Password Authentication	
(SPA)		More Settings

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

Add another account...