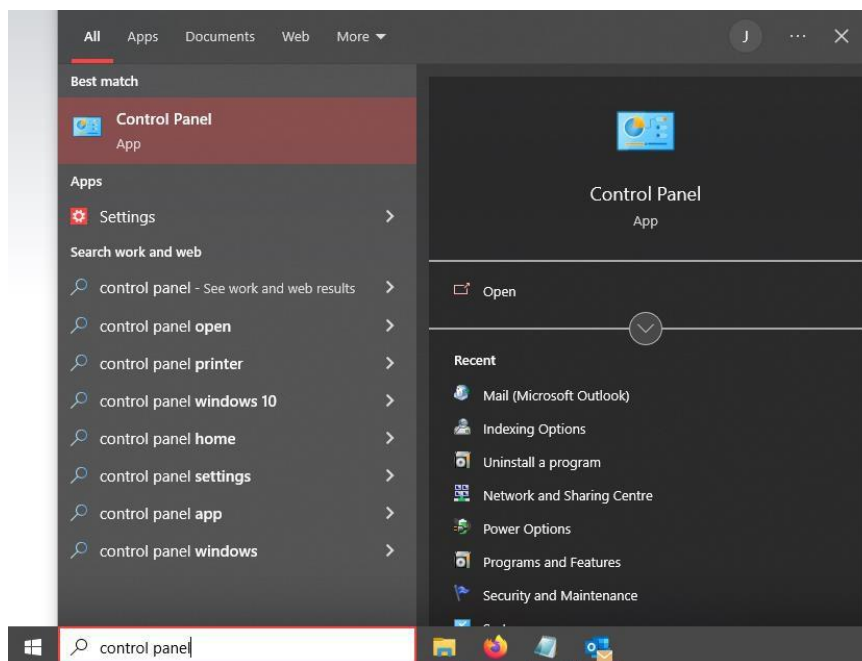# How to setup an email address in Outlook 2019

To set up an E-mail account in Microsoft Outlook 2019, you will need to do the following:
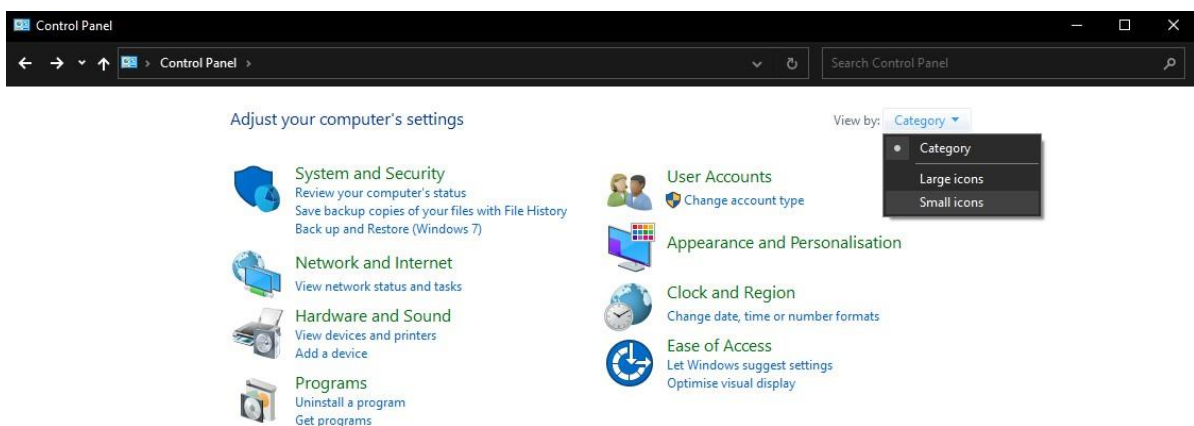
Find the search bar on the bottom left corner of your screen
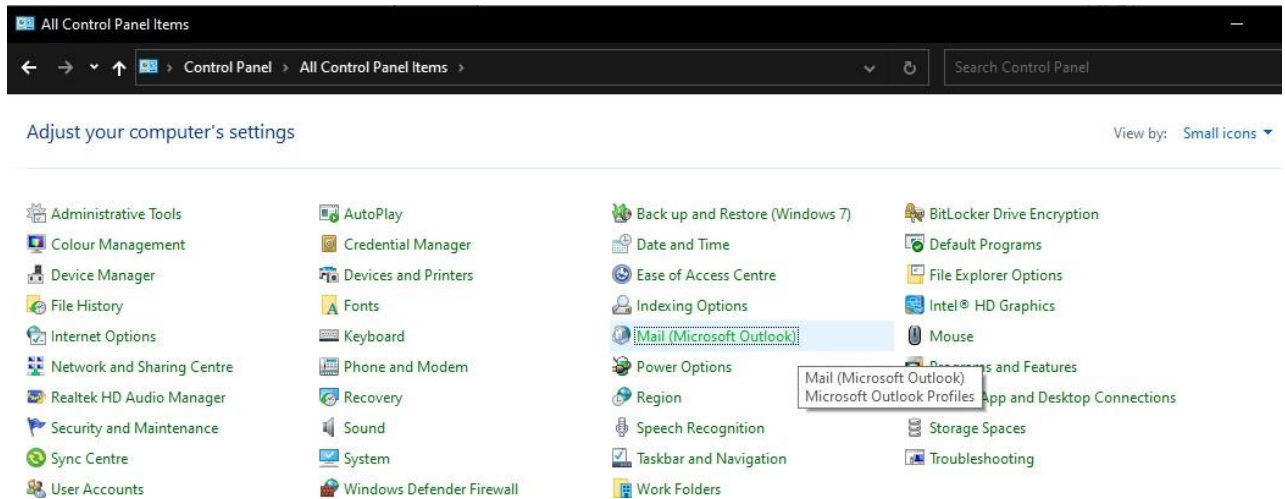

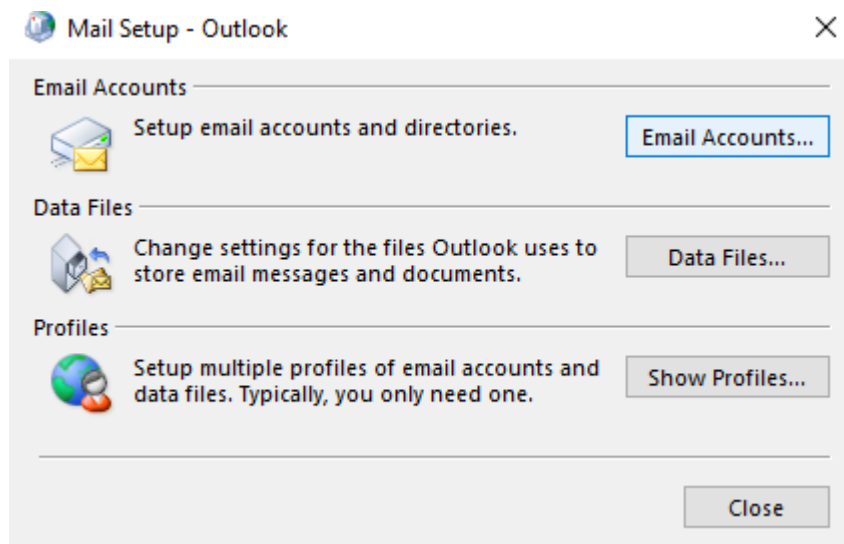### Type 'Control Panel' and open the top result

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.

| Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books |

New... Repair... Change... Set as Default ✕ Remove ⬆ ⬇

Name	Type

Close

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

((in touch
S Y S T E M S

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

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

Tick My outgoing server (SMTP) requires authentication

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

Once all done, click OK

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

🌐 Add Account   ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information   **Test Account Settings**

Your Name: YOUR NAME   We recommend that you test your account to ensure that
                                              the entries are correct.
Email Address: YOUR EMAIL

Server Information

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   Mail to keep offline: All

Password: ********

              ☑ Remember password

☐ Require logon using Secure Password Authentication
  (SPA)   More Settings ...

                                    < 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   Add another account...