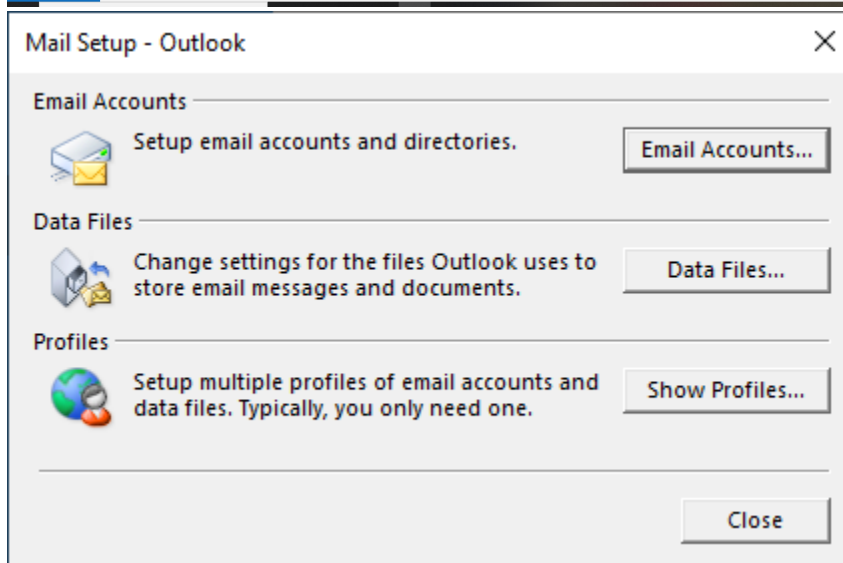
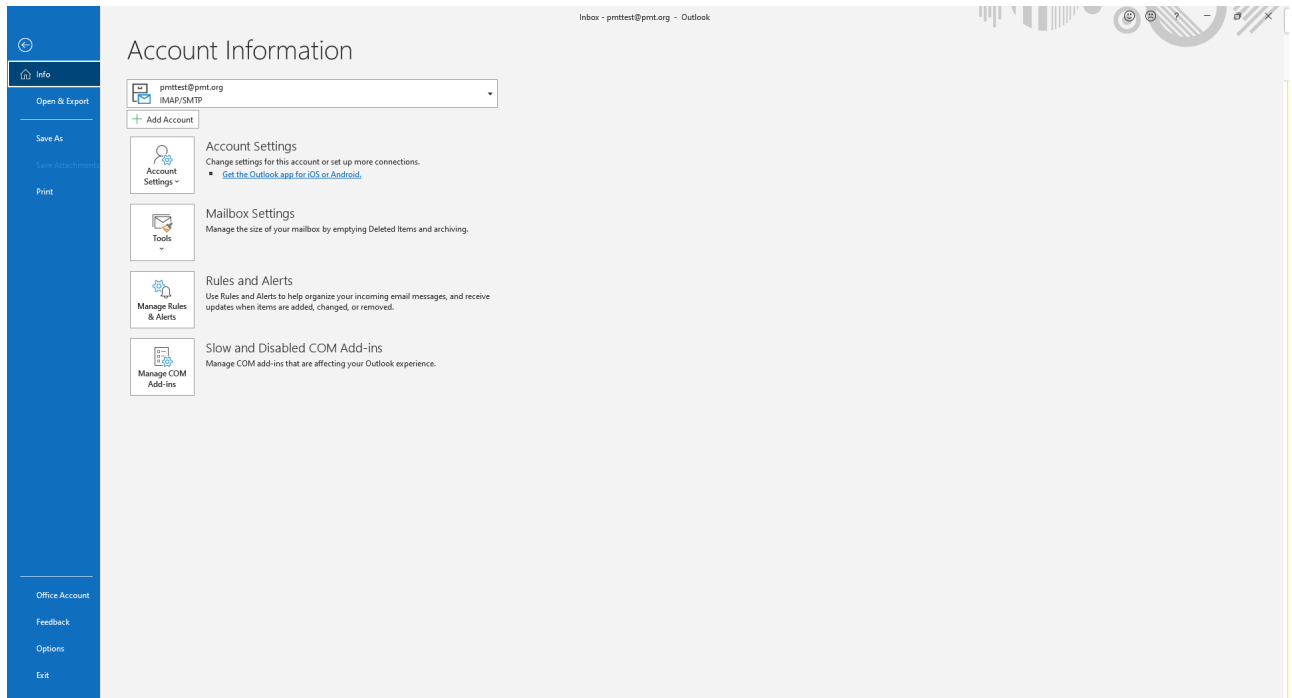
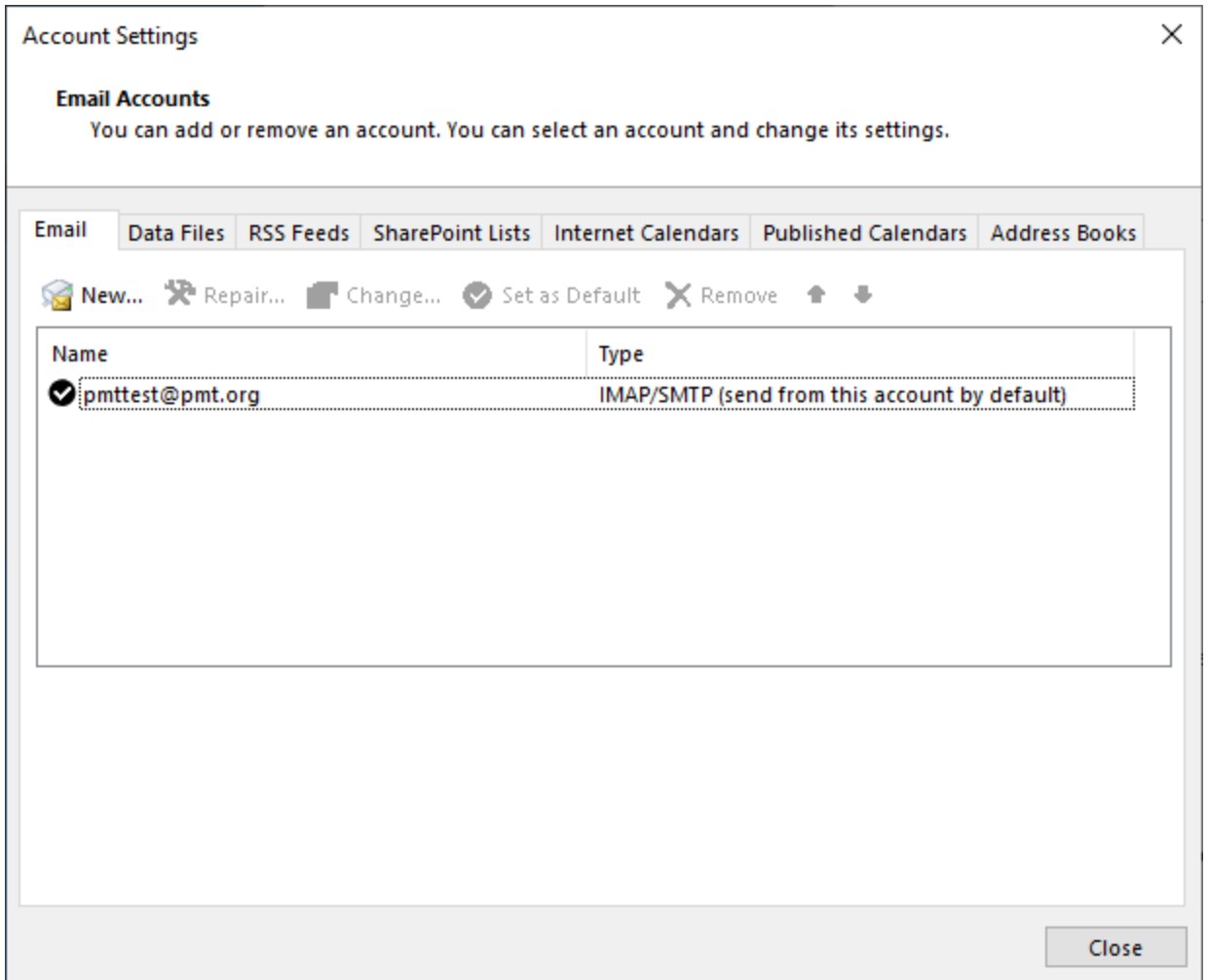


# How to setup Outlook 2019 with an email client:

- To begin, you are going to want to have Outlook already installed, and opened
- Once Outlook is opened, in the top left corner, chose the **file** tab



- You should see the following window appear, select **New**:



- If you are just setting up a normal email such as Gmail, or Hotmail, enter your info under E-mail Account and hit **Next** to complete setup:

Add Account ✕

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**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**

- If you are setting up an email through a client such as PMT for example, choose **Manually configure server settings or additional server types** then click **Next**. Select **POP or IMAP** and click **Next** again

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

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

- Enter your information including the incoming and outgoing servers (usually mail.yourwebsite.com), and whether you are setting up POP or IMAP (IMAP is recommended) then choose the option **More Settings**

Add Account ✕

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

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**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.

Automatically test account settings when Next is clicked

Mail to keep offline: All

- In more settings, chose the tab **Outgoing Server**, and if your server requires authentication, which most do, select the **My outgoing server** box

Internet Email Settings

General   **Outgoing Server**   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK   Cancel

- Hit **OK**, then hit **Next**

Add Account ✕

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

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**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.

Automatically test account settings when Next is clicked

Mail to keep offline: All

- If done properly, the next screen will say complete, and should look like this:

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

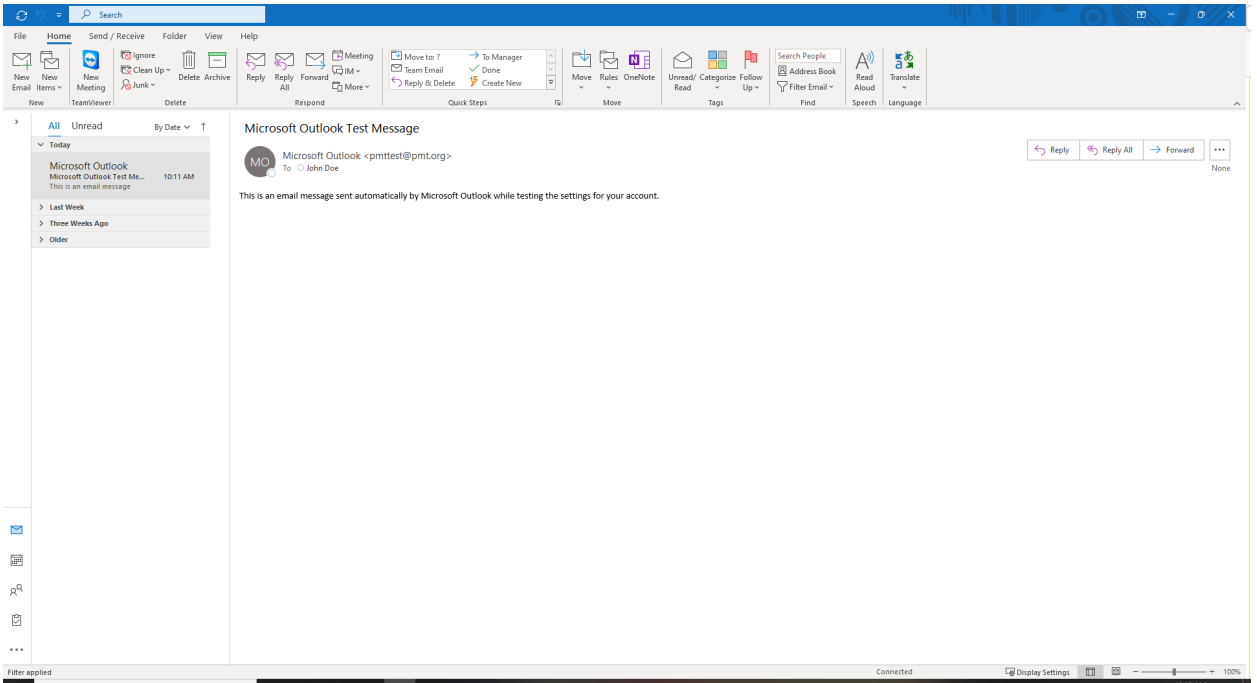
Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

- Your email is now hooked up, and you should see an email from Outlook that confirms the email is setup properly and is working.



Microsoft Outlook interface showing a test message. The ribbon includes Home, Send/Receive, Folder, View, and Help. The main pane displays a message from Microsoft Outlook (pmttest@pmt.org) to John Doe, with the subject "Microsoft Outlook Test Message". The message content is: "This is an email message sent automatically by Microsoft Outlook while testing the settings for your account." The interface also shows a navigation pane on the left with folders like "All", "Unread", "Today", "Last Week", "Three Weeks Ago", and "Older". The status bar at the bottom indicates "Filter applied", "Connected", and "Display Settings".



The screenshot displays the Microsoft Outlook application window. At the top, there is a blue title bar with standard window controls. Below it is a ribbon with tabs for File, Home, Send / Receive, Folder, View, and Help. The Home tab is active, showing various email management icons such as New Email, Reply, Forward, and Delete. The main area of the window is divided into three panes. On the left is a navigation pane with a tree view showing folders: All, Unread, By Date, Today, Microsoft Outlook (containing a test message), Last Week, Three Weeks Ago, and Older. The center pane shows the details of the selected message, including the sender's name and email address, the recipient's name, and the subject line. The message body contains a single line of text. On the right side of the message pane, there are buttons for Reply, Reply All, Forward, and a menu icon. The bottom status bar shows "Filter applied" on the left, "Connected" in the center, and "Display Settings" on the right, along with a zoom level of 100%.