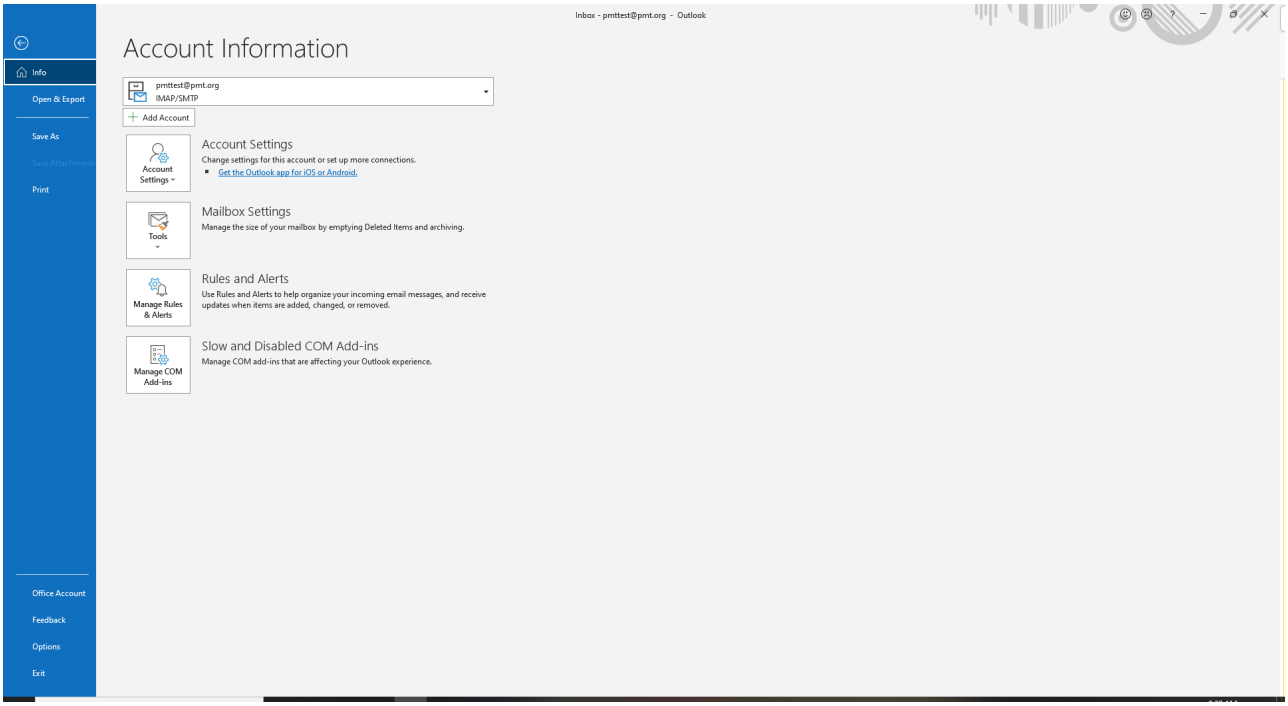
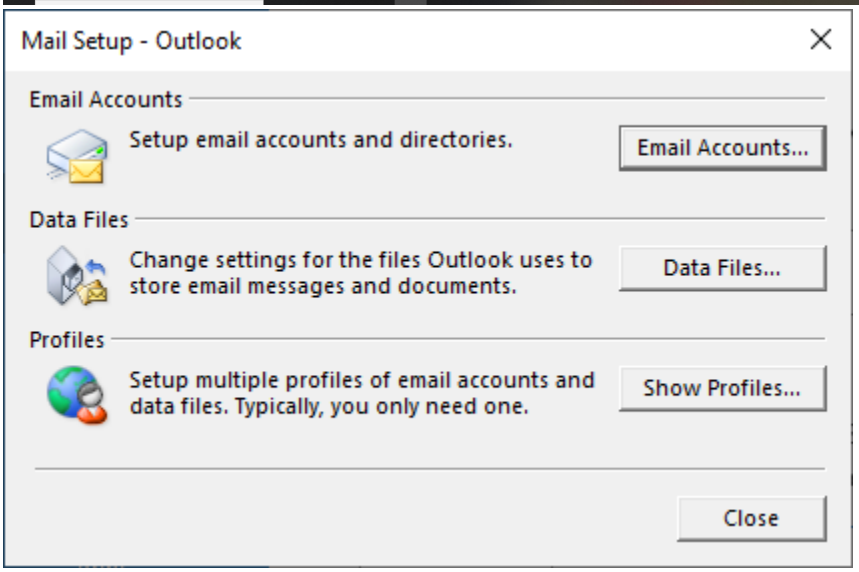
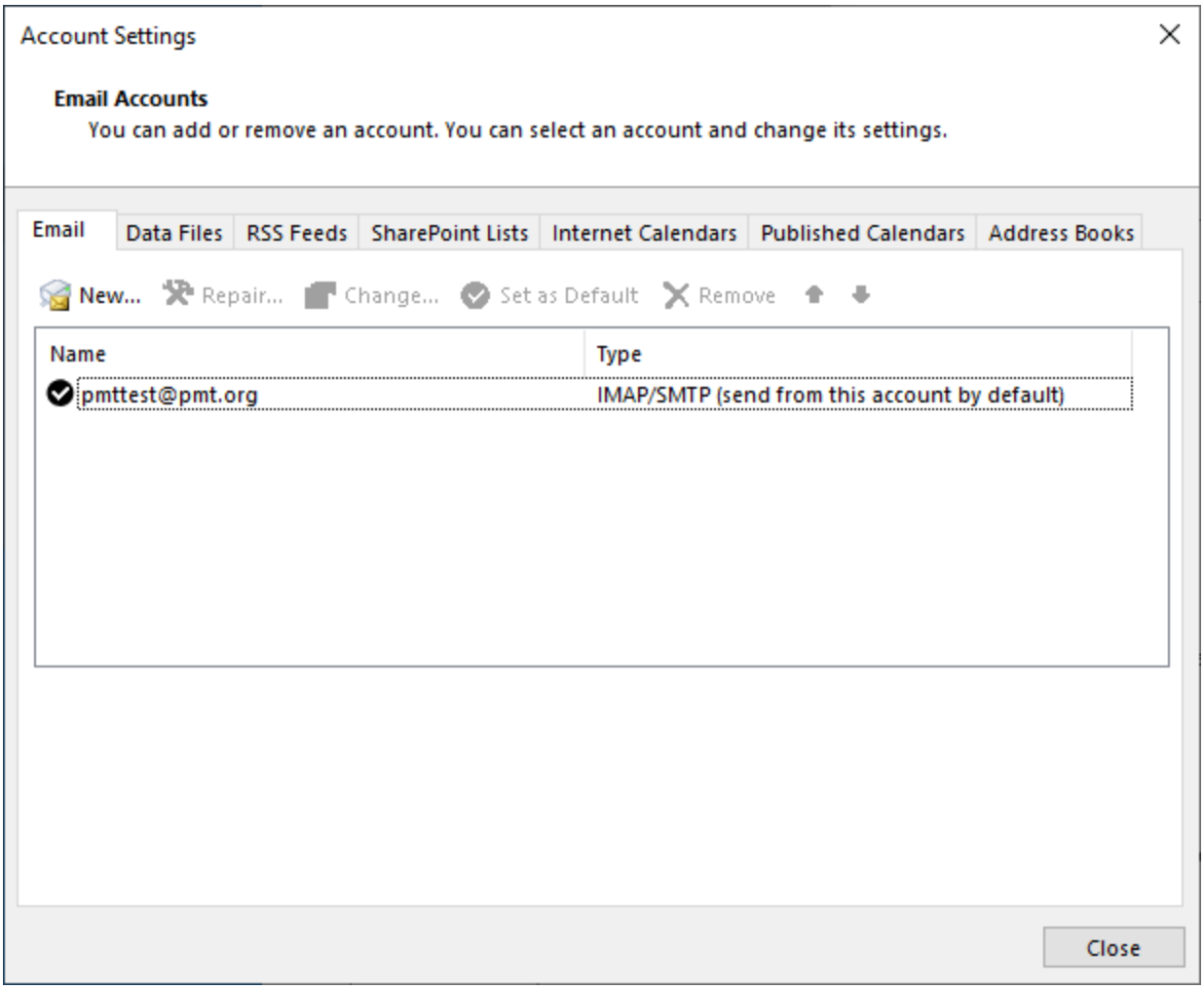
How to setup Outlook 2019 with an email client:

- 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

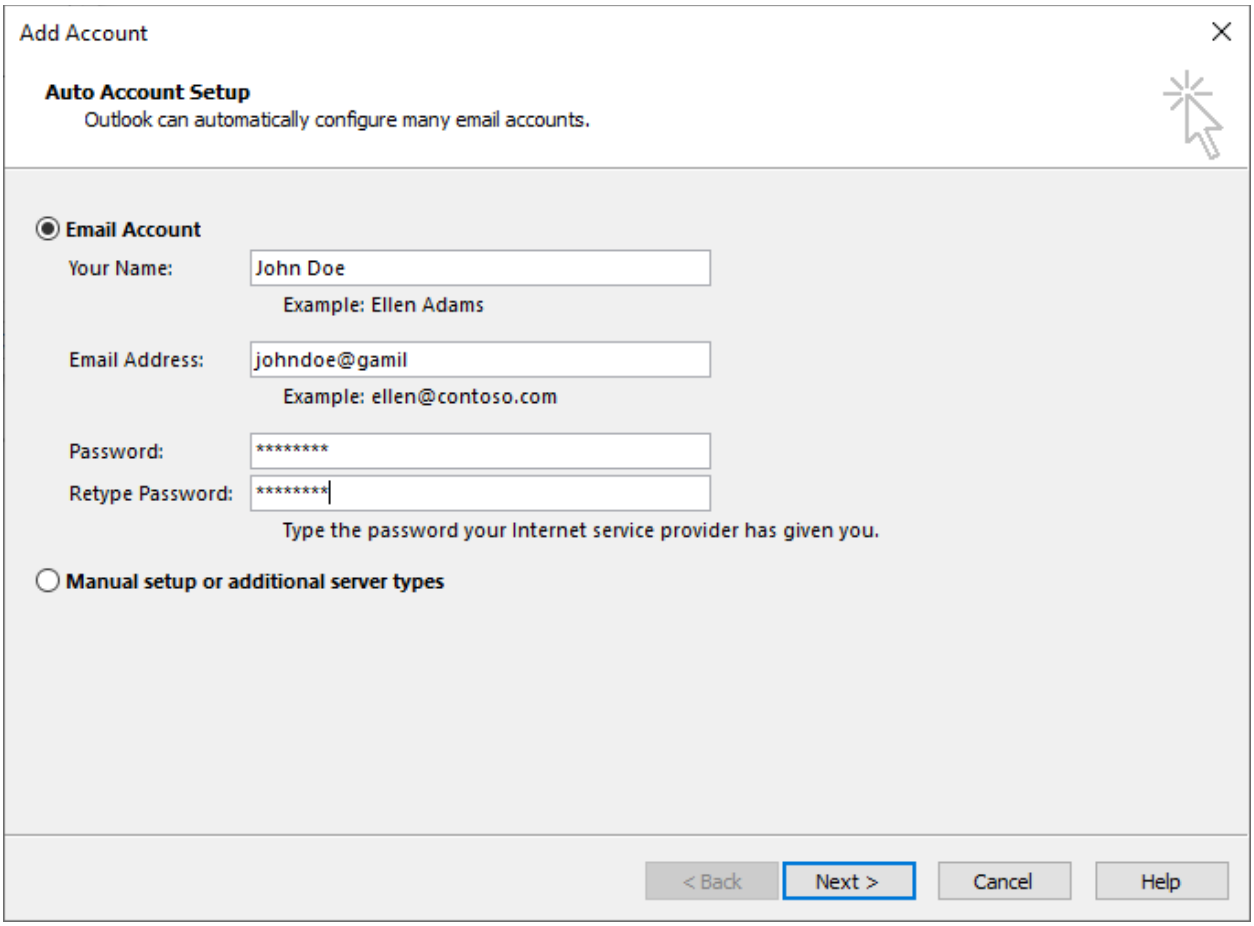




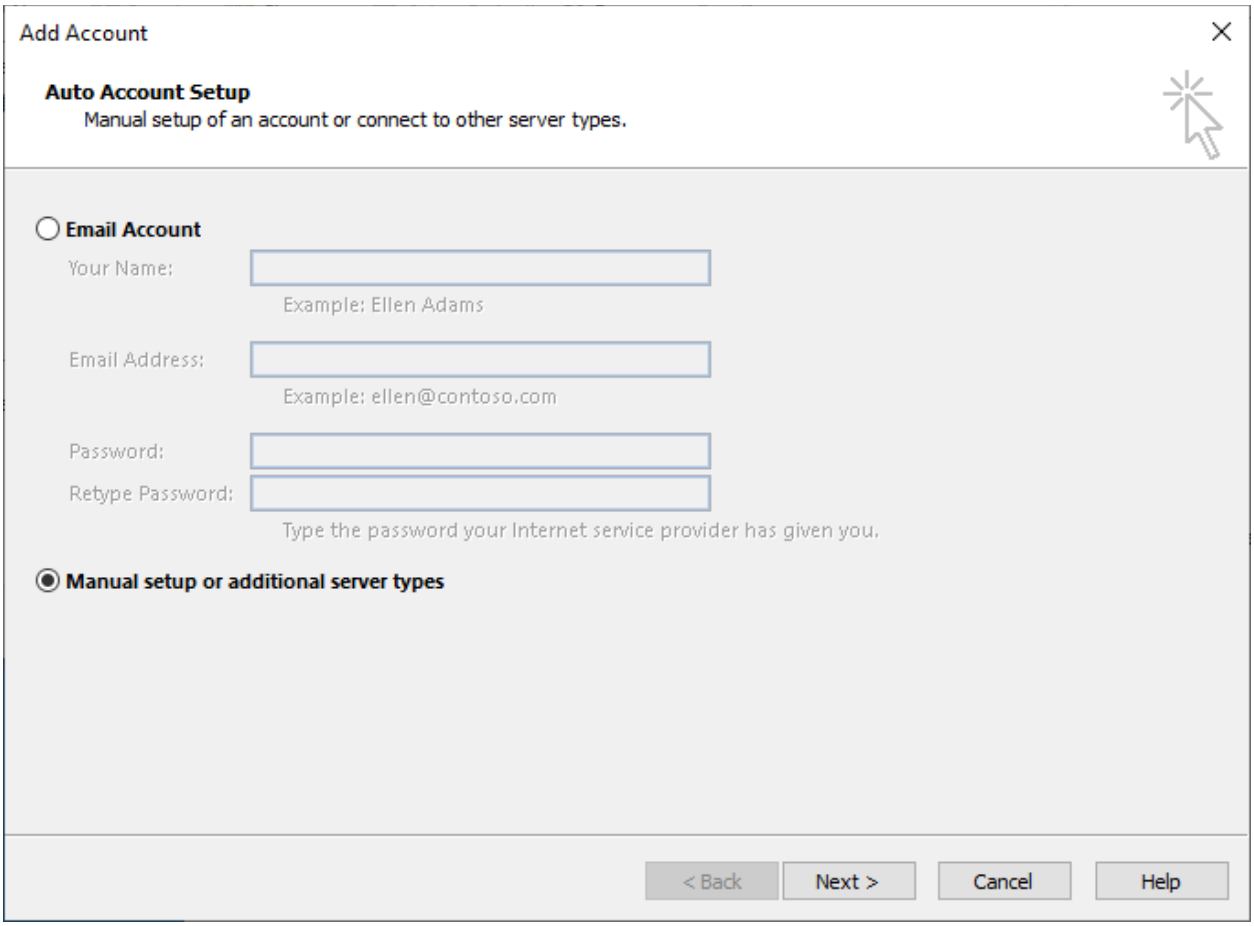
- You should see the following window appear, select **New**:

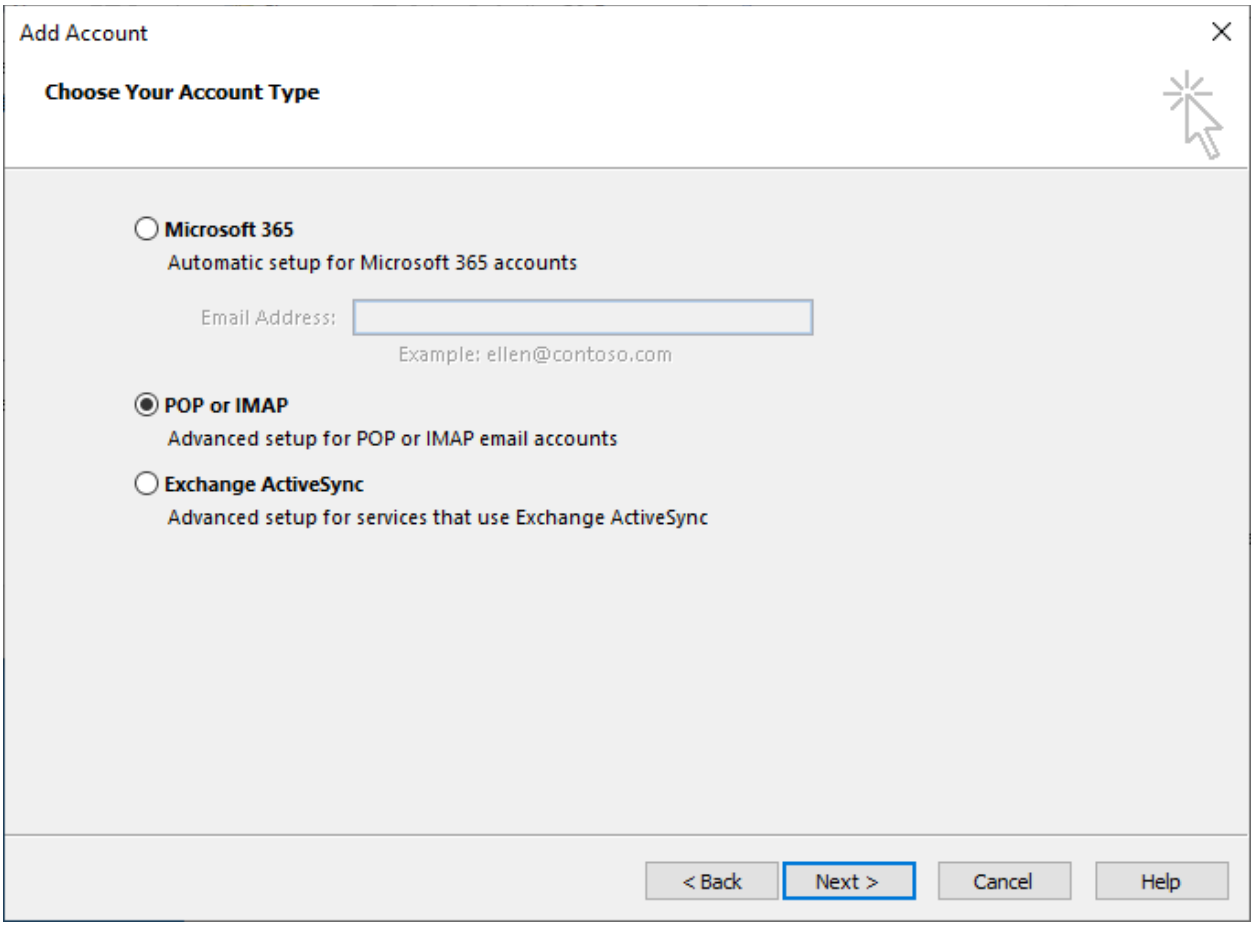


- If you are just setting up a normal email such as Gmail, or Hotmail, enter your info under E-mail Account and hit **Next** to complete setup:

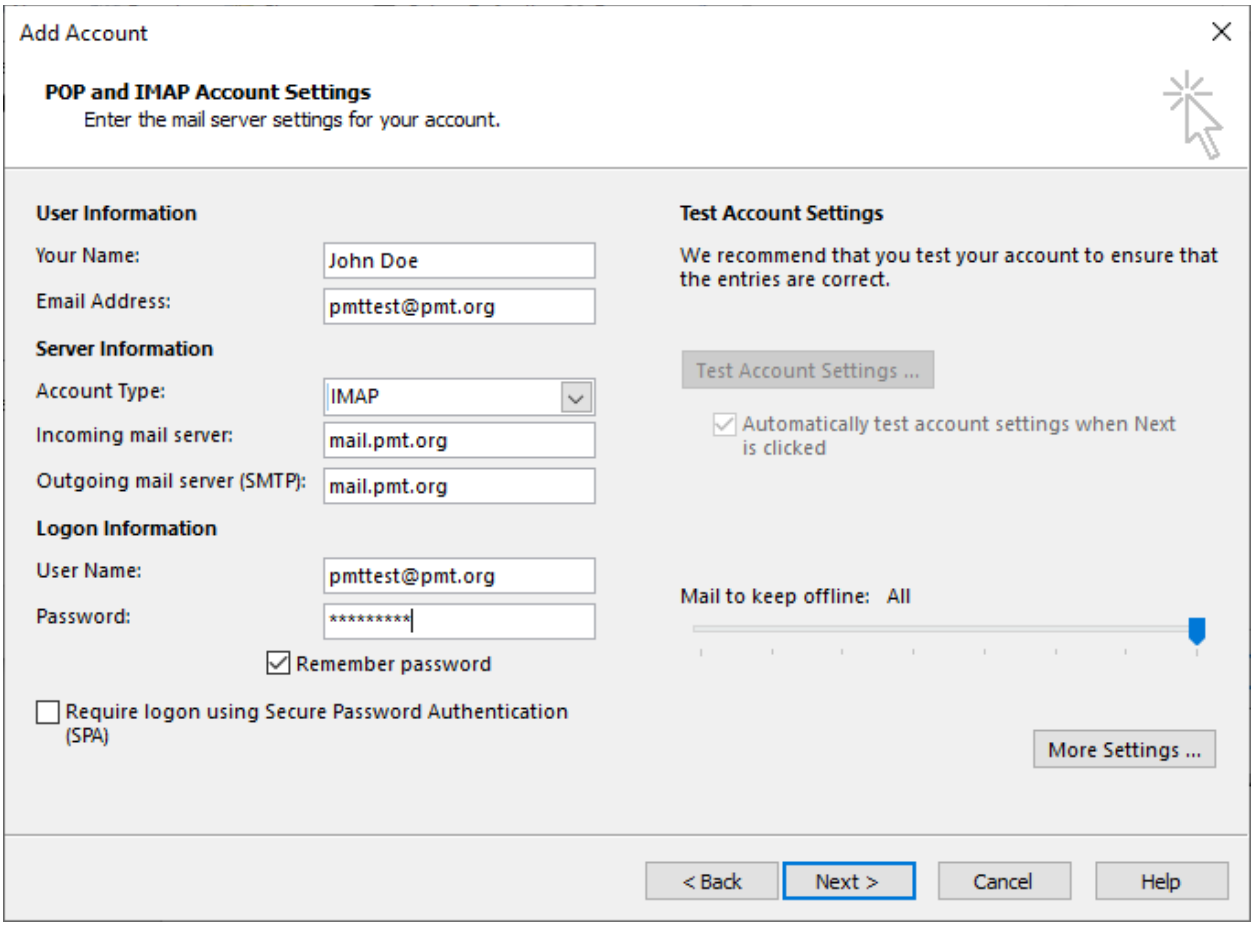


- If you are setting up an email through a client such as PMT for example, choose **Manually configure server settings or additional server types** then click **Next.** Select **POP or IMAP** and click **Next** again

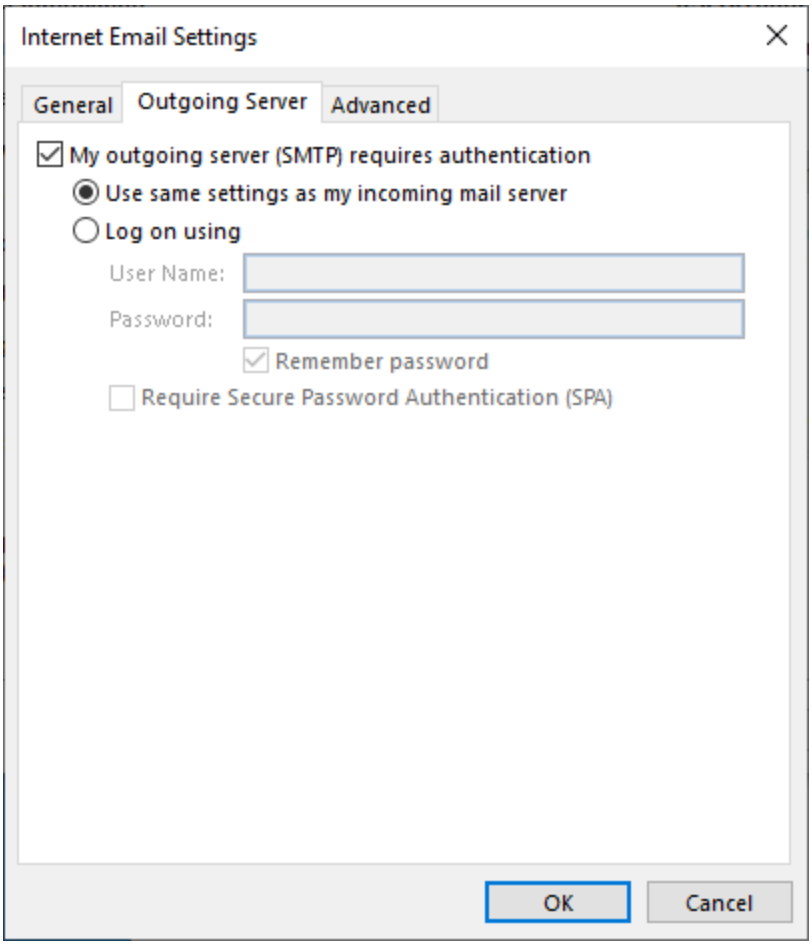

Add Account
Auto Account Setup
Manual setup of an account or connect to other server types.
Email Account
Your Name:
Example: Ellen Adams
Email Address:
Example: ellen@contoso.com
Password:
Retype Password:
Type the password your Internet service provider has given you.
Manual setup or additional server types
< Back
Next >
Cancel
Help



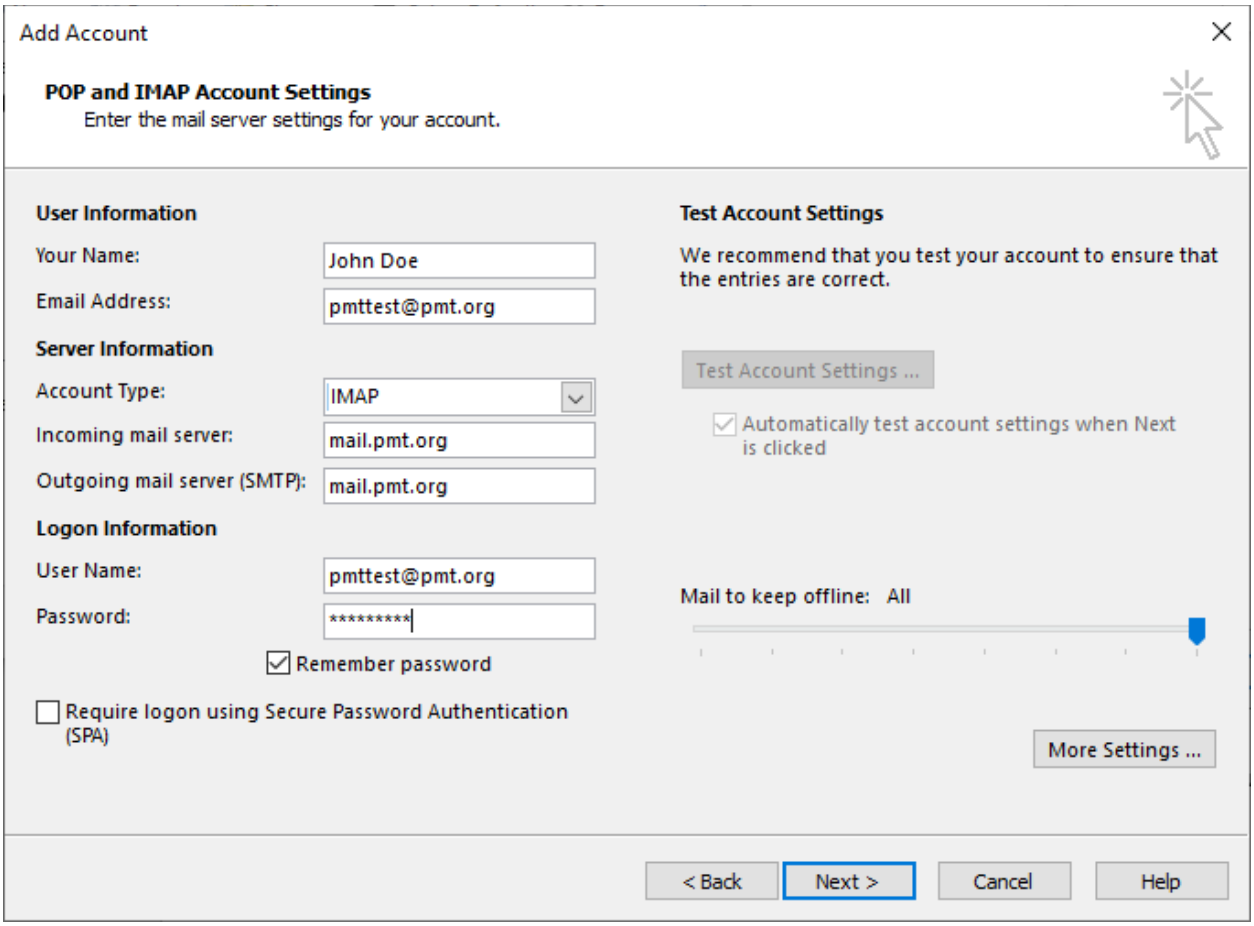
- Enter your information including the incoming and outgoing servers (usually mail.yourwebsite.com), and whether you are setting up POP or IMAP (IMAP is recommended) then choose the option **More Settings**



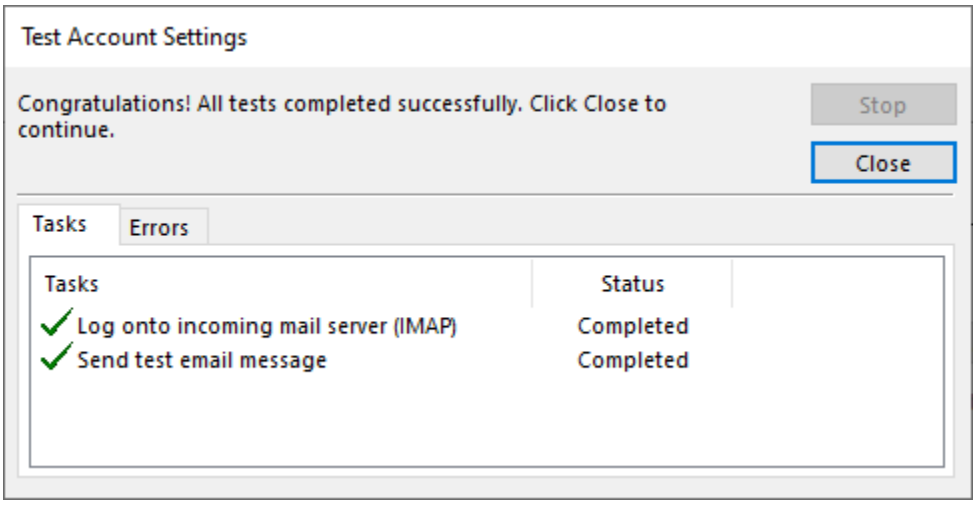
- In more settings, chose the tab **Outgoing Server**, and if your server requires authentication, which most do, select the **My outgoing server** box



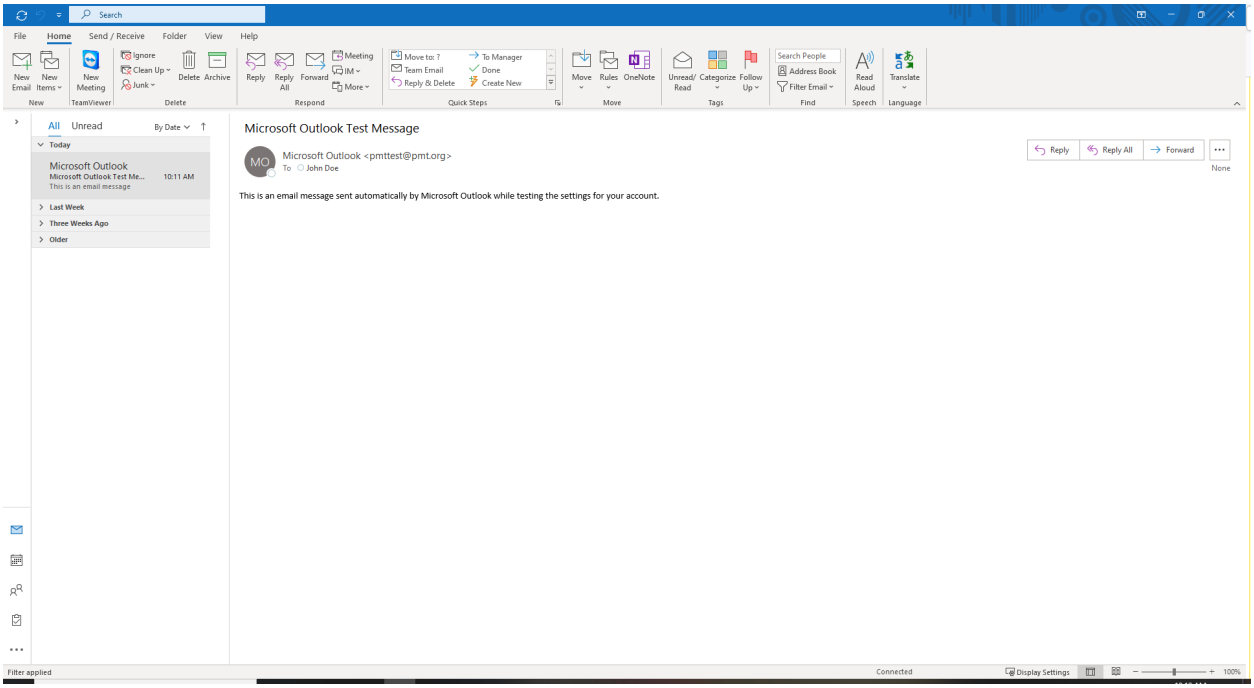
- Hit **OK**, then hit **Next**



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



- Your email is now hooked up, and you should see an email from Outlook that confirms the email is setup properly and is working.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New Items
New Meeting
Ignore
Clean Up
Junk
Delete
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IM
More
Move to: ?
Team Email
Reply & Delete
To Manager
Done
Create New
Move
Rules
OneNote
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
Read Aloud
Translate
New
TeamViewer
Delete
Respond
Quick Steps
Move
Tags
Find
Speech
Language
All
Unread
By Date
Today
Microsoft Outlook
Microsoft Outlook Test Me...
10:11 AM
This is an email message
Last Week
Three Weeks Ago
Older
Microsoft Outlook Test Message
MO
Microsoft Outlook <pmttest@pmt.org>
To John Doe
Reply
Reply All
Forward
None
This is an email message sent automatically by Microsoft Outlook while testing the settings for your account.
Filter applied
Connected
Display Settings
100%