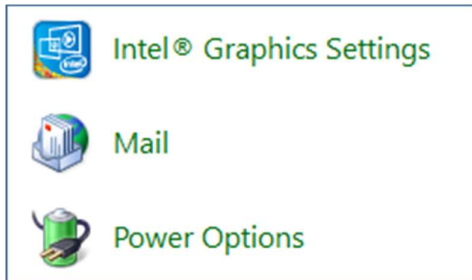


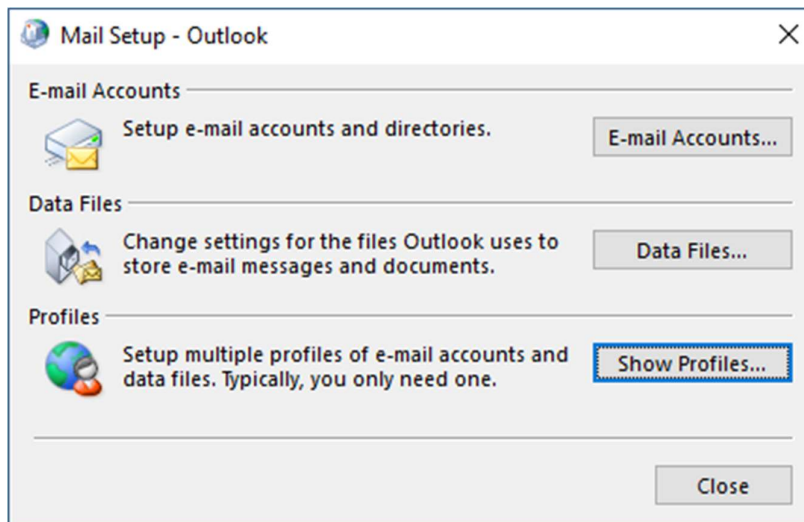
[Exchange 2019] Guide to Add Email Account on Outlook 2013, 2016, 2019 for Windows

To add your email account to Outlook:

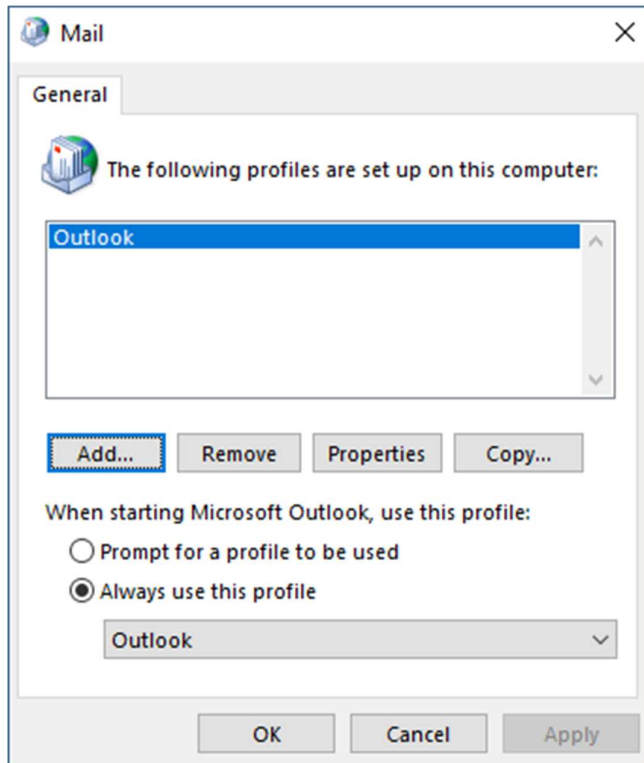
1. Open your **Windows Control Panel** and select the **Mail** icon.



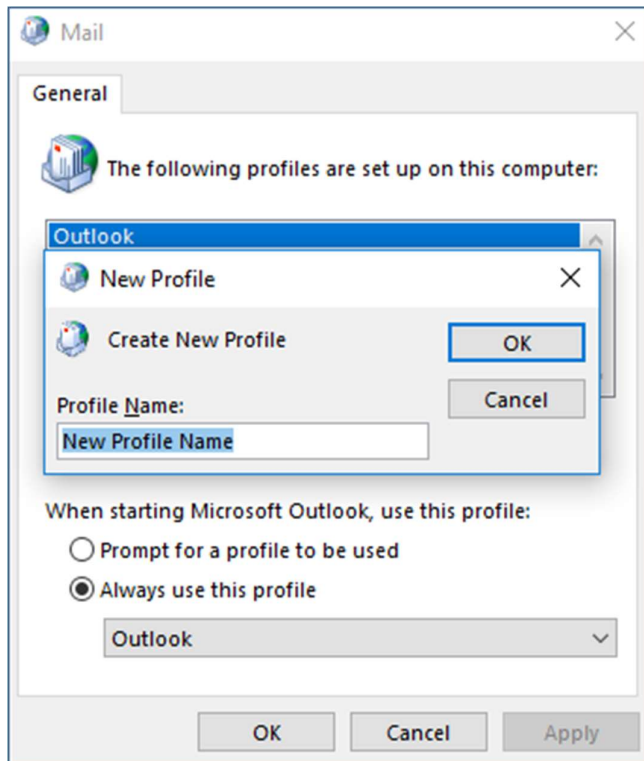
2. Select **Show Profiles**



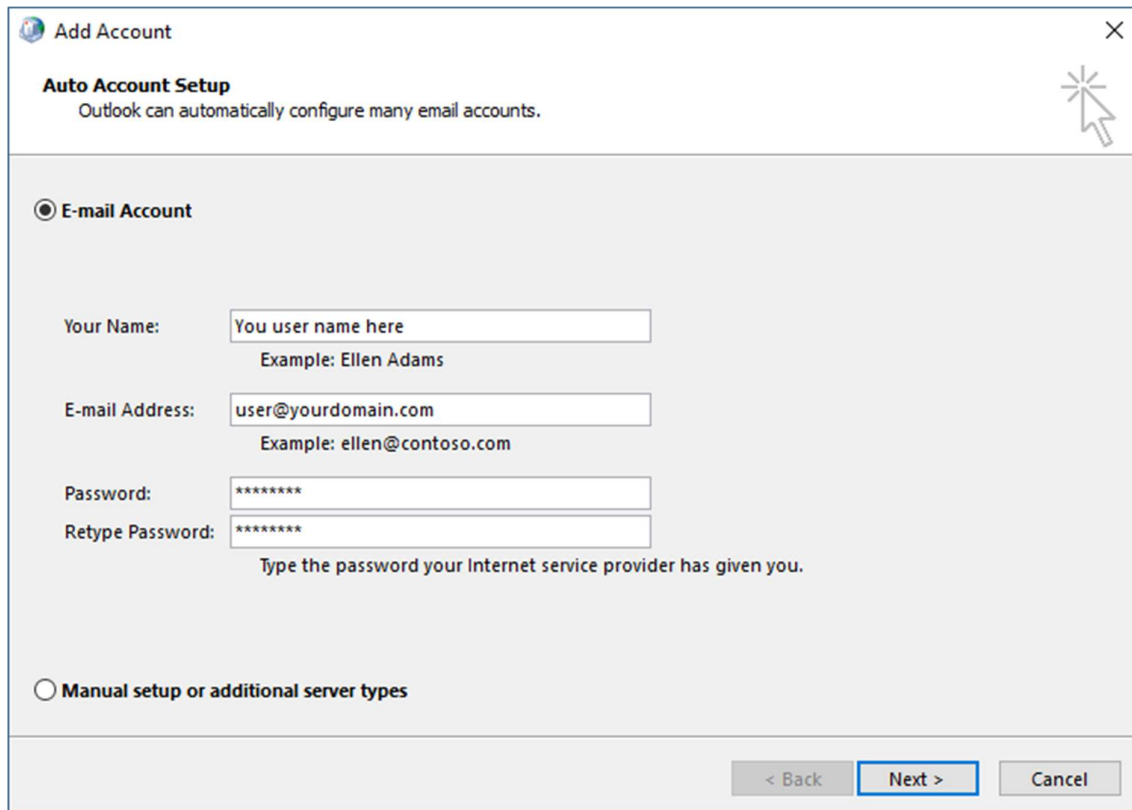
3. Click **Add**



4. Enter a name for your new profile in the **Profile Name** box. Click **OK**.



5. Click the **E-mail Account** radio button, and fill in the **Your Name**, **E-mail Address**, **Password** and **Retype Password** fields. Click **Next**.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the section is titled 'Auto Account Setup' with a sub-header 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name' (with placeholder 'You user name here' and example 'Example: Ellen Adams'), 'E-mail Address' (with placeholder 'user@yourdomain.com' and example 'Example: ellen@contoso.com'), 'Password' (with placeholder '*****'), and 'Retype Password' (with placeholder '*****'). Below the 'Retype Password' field is the instruction 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

6. Outlook will connect to **Autodiscover**, and configure your settings automatically. When you see three green checkmarks, click **Finish**.

