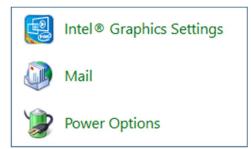
[Exchange 2019] Guide to Add Email Account on Outlook 2013, 2016, 2019 for Windows

To add your email account to Outlook:

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



2. Select Show Profiles

Mail Setup - Outlook ×					
E-mail Accounts					
	Setup e-mail accounts and directories.	E-mail Accounts			
Data Files					
6	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files			
Profiles -					
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles			
		Close			

3. Click Add

Ø Mail	×				
General					
The following profiles are set up on this computer:					
Outlook					
~					
Add Remove Properties Copy					
When starting Microsoft Outlook, use this profile:					
 Prompt for a profile to be used Always use this profile 					
Outlook	ı				
	_				
OK Cancel Apply					

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

🧔 Mail			×				
General							
The following profiles are set up on this computer:							
Outlook			A				
New Profi	e		×				
Oreate Ne	w Profile	E	ОК				
Profile Name:			Cancel				
New Profile Na	ime						
When starting Microsoft Outlook, use this profile: O Prompt for a profile to be used Always use this profile Outlook							
	ОК	Cancel	Apply				

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

Add Account			×		
Auto Account Setur Outlook can autor	atically configure many email accounts.		×		
E-mail Account					
Your Name:	You user name here				
	Example: Ellen Adams				
E-mail Address:	user@yourdomain.com				
	Example: ellen@contoso.com				
Password:	****				
Retype Password:	*****				
	Type the password your Internet service provider has give	en you.			
O Manual setup or additional server types					
		< Back Next >	Cancel		

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

Add Account	×
Congratulations!	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
Change account settings	Add another account
< Back	Finish Cancel