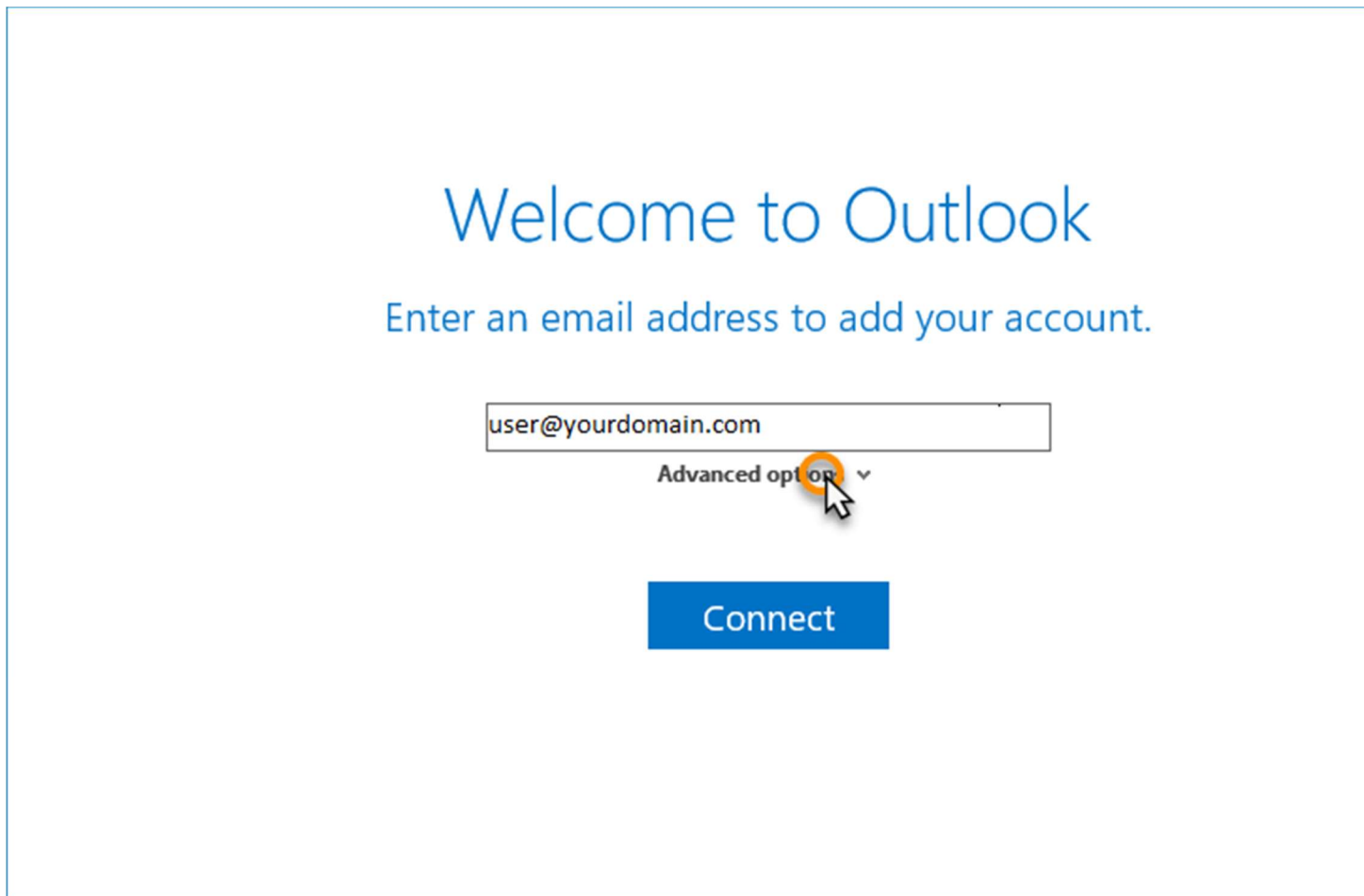**Step 1**

Open Outlook 2019. If this is the first time you have opened Outlook you will be directed to the new account wizard. If you already have an account set up, click **File**, then **Add account** and continue to step 2.
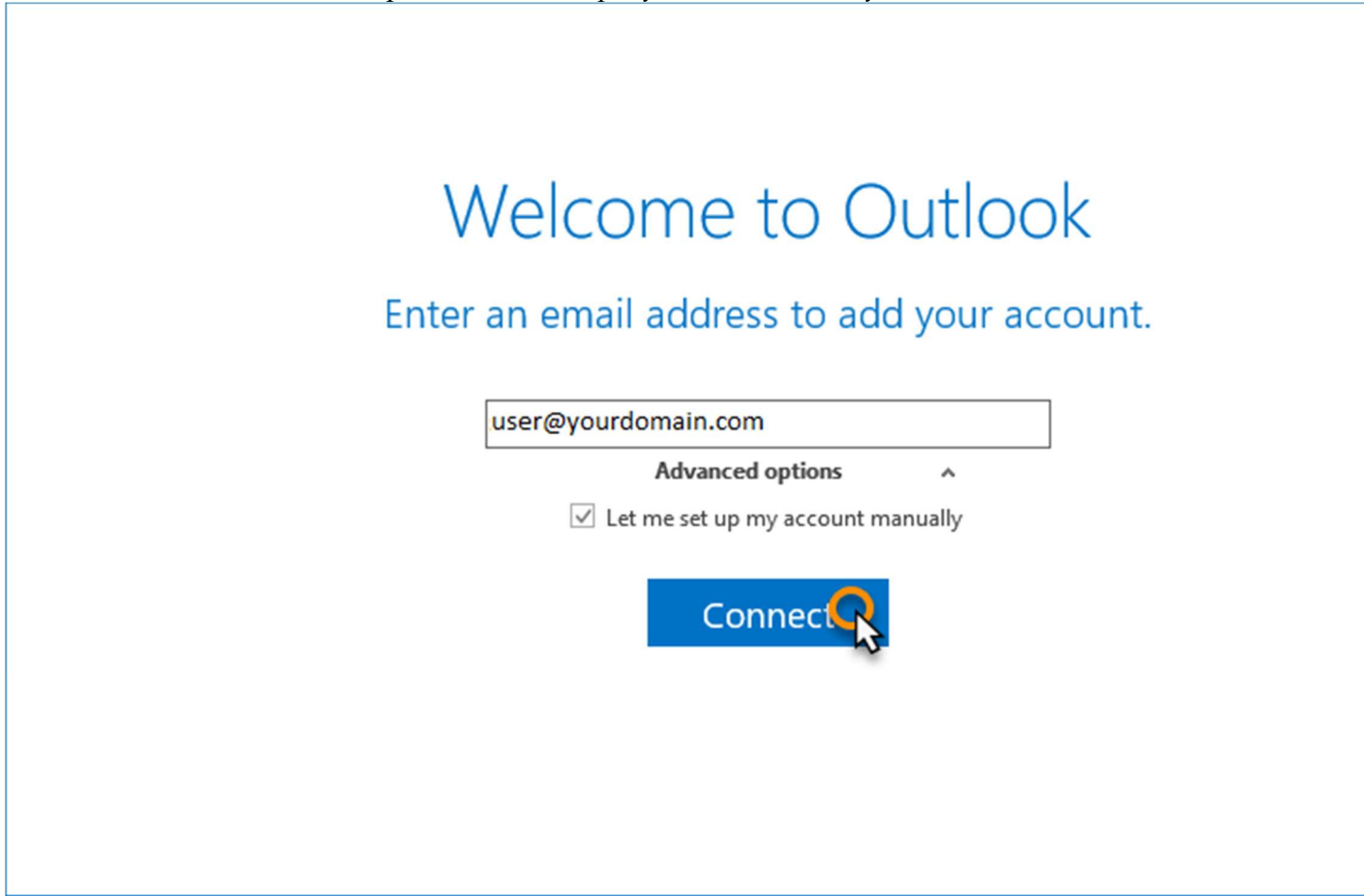
Step 2

When the Welcome to Outlook 2019 box opens, enter your email address and click **Advanced options**.

Step 3

Check the box the box for the option *Let me set up my account manually* and then click **Connect.**

Step 4

In the *Choose account type* window, select **IMAP.**
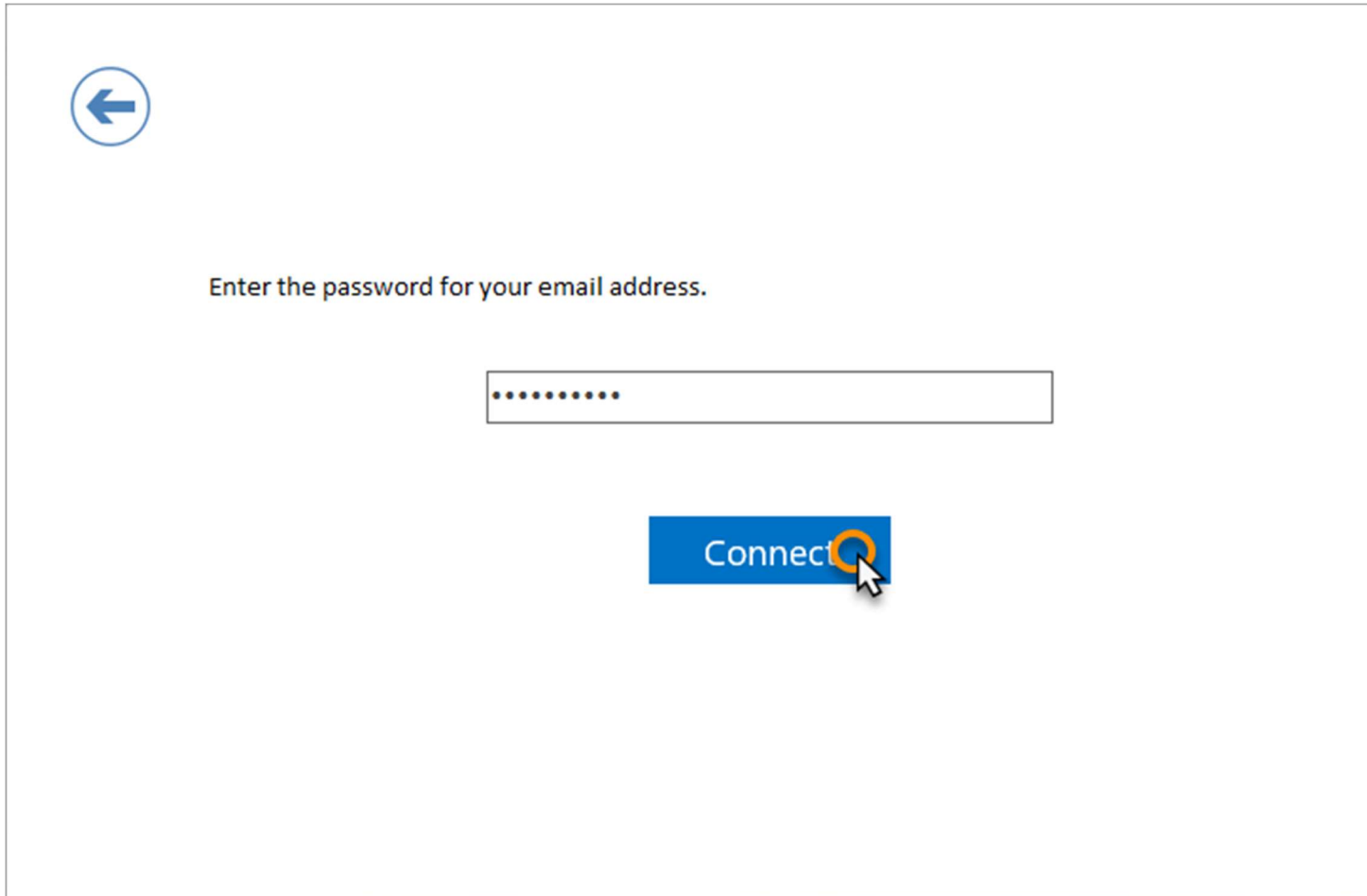

Step 5

Enter the following settings then click **Next:**

- **Incoming mail:**
  - **Server:** Enter *mail.mightyhost.ca*
  - **Port:** *993* for IMAP
    Encryption method: SSL/TLS
  - **Require logon using Secure Password Authentication (SPA)**: Unchecked
- **Outgoing mail:**
  - **Server:** Enter *mail.mightyhost.ca*
  - **Port:** 465
  - **Encryption method**: SSL/TLS
  - **Require logon using Secure Password Authentication (SPA)**: Unchecked

Step 6

Enter your mailbox password, then click **Connect**.

Complete

Your account should now be set up and ready to use, click **OK** to close the wizard. Outlook 2019 is now configured to send and receive email through your mailbox.