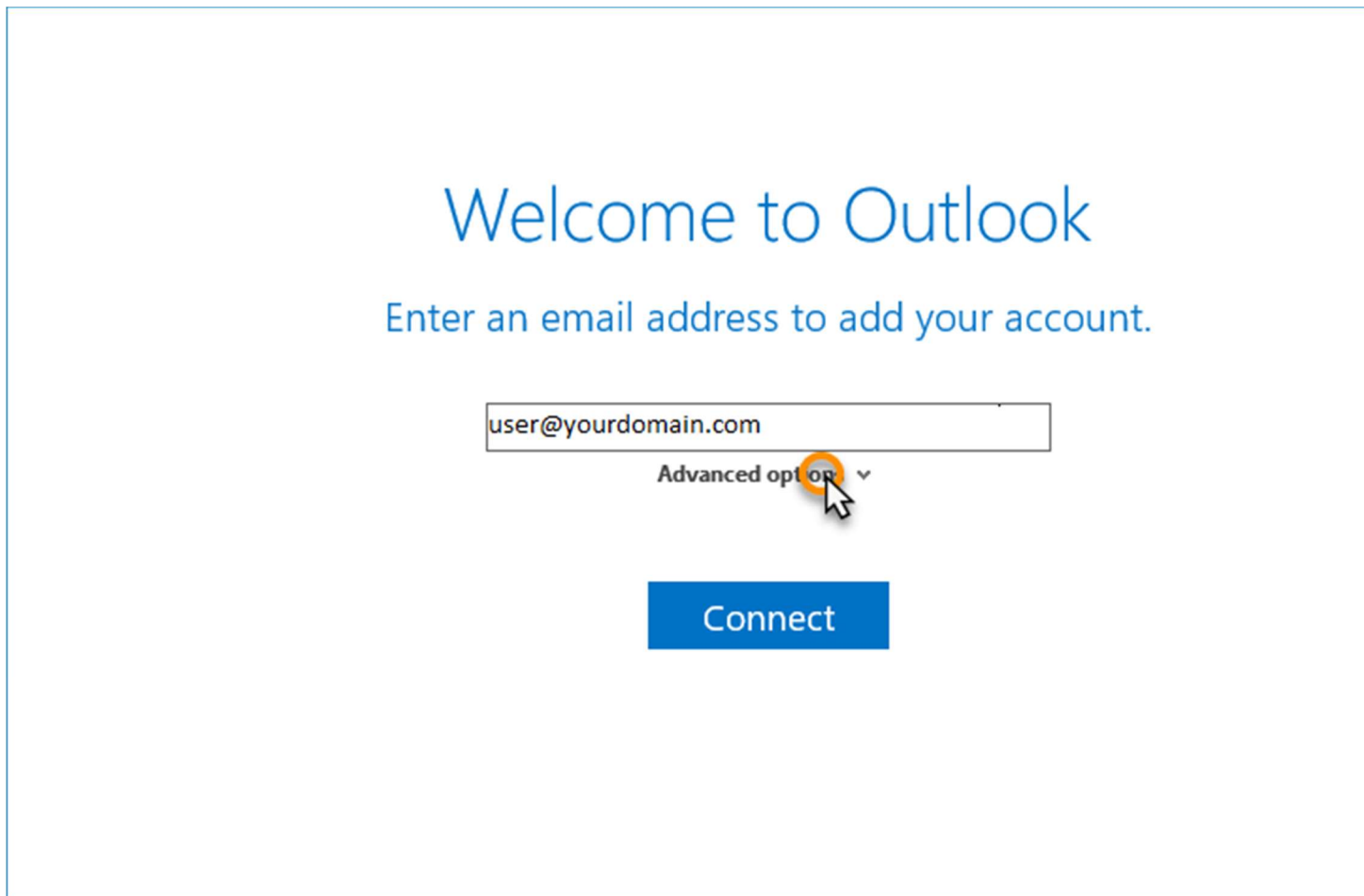


Step 1

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.

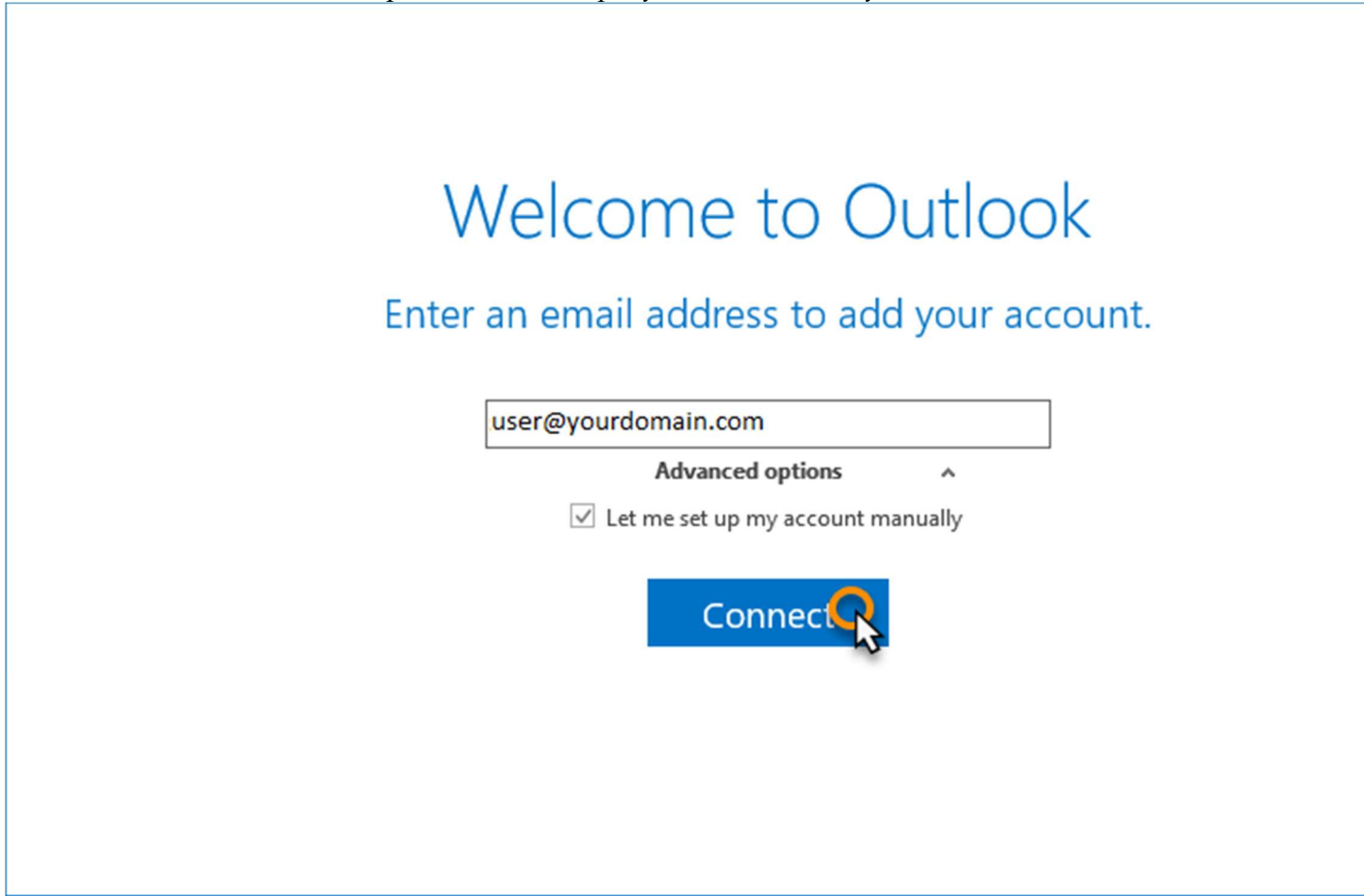
Step 2

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**.



Welcome to Outlook

Enter an email address to add your account.

user@yourdomain.com

Advanced options ^

Let me set up my account manually

Connect

Step 4

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



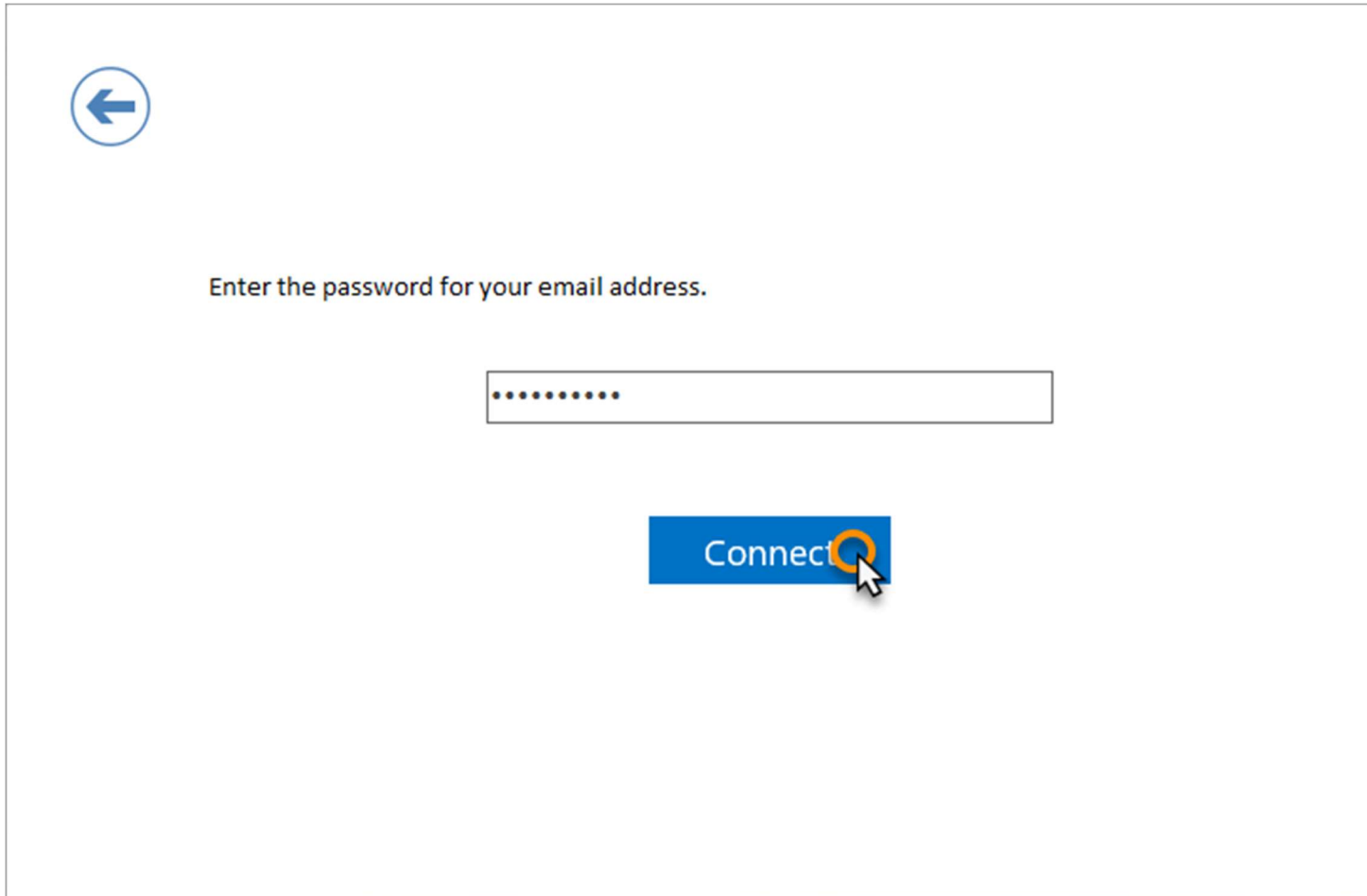
Step 5

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**.



The screenshot shows a dialog box with a blue circular arrow icon in the top-left corner. The text "Enter the password for your email address." is centered. Below the text is a password input field containing ten dots. At the bottom center is a blue "Connect" button with a mouse cursor hovering over it.

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.