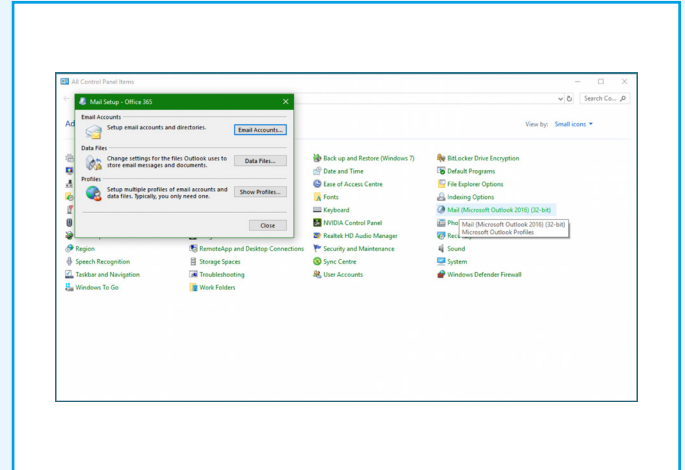
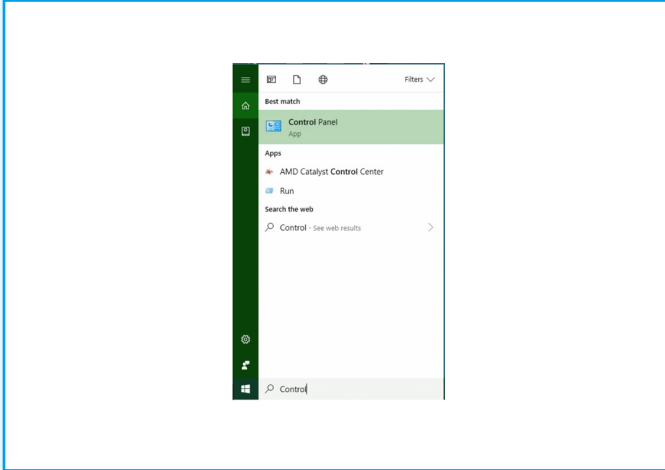




## SETTING UP MICROSOFT OUTLOOK 2019

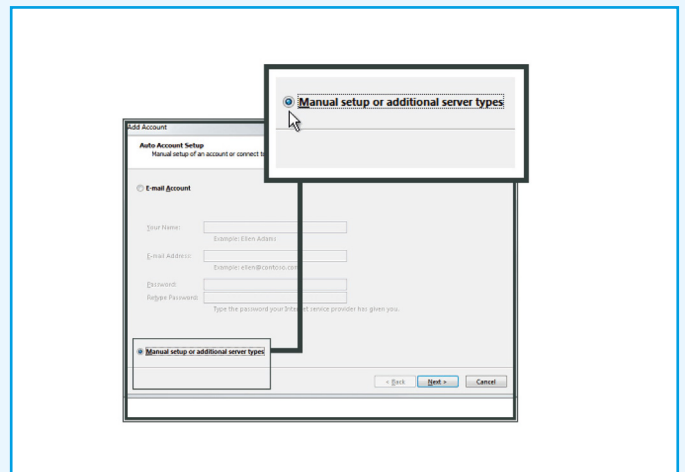
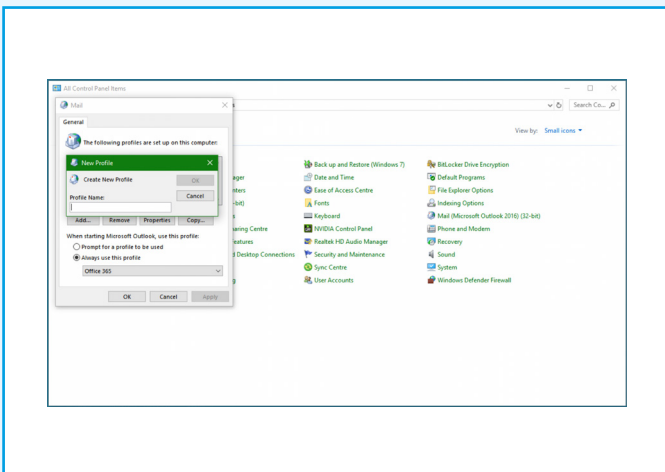


1. In search bar type 'control'  
Select 'control panel' > 'Mail'

2. If you cannot locate the Mail icon within Windows Control Panel, try the following steps:

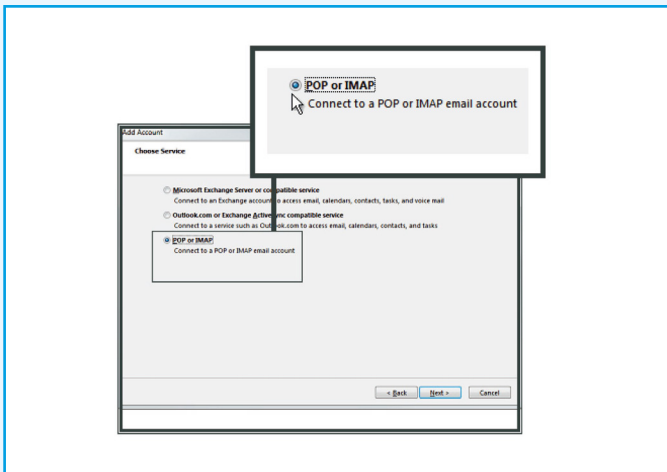
Switch the view from Category to Small icons or type in 'Mail' in search field.

If Mail still does not appear as an individual icon, look for it under Show 32-bit Control Panel Items.

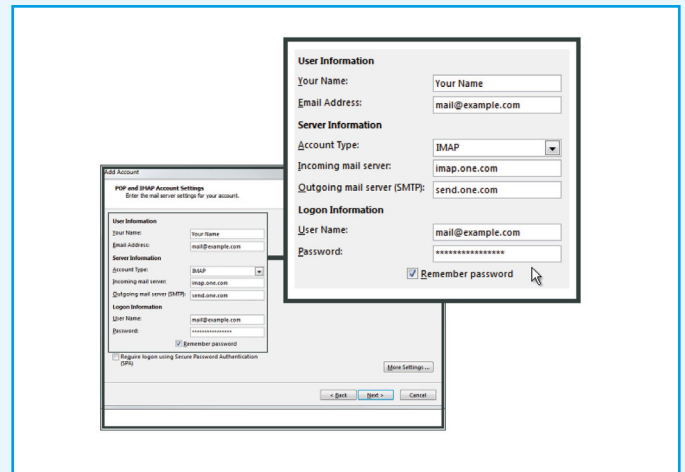


3. Click Show Profiles and click on Add.  
Specify your Profile Name (can be anything)  
and click on 'OK'.

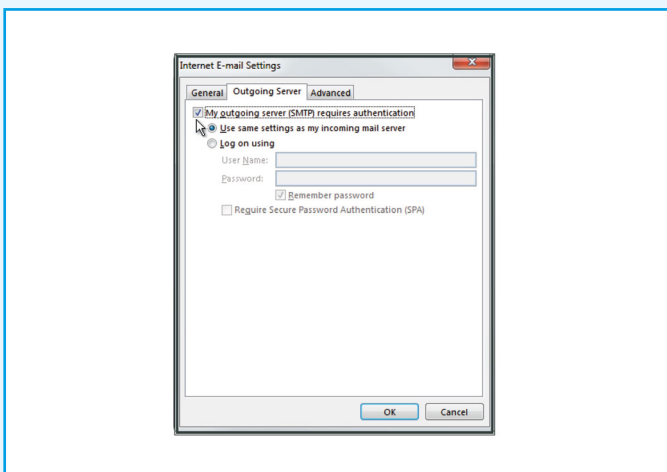
3. Choose 'Manual setup or additional server types'  
and click 'Next'.



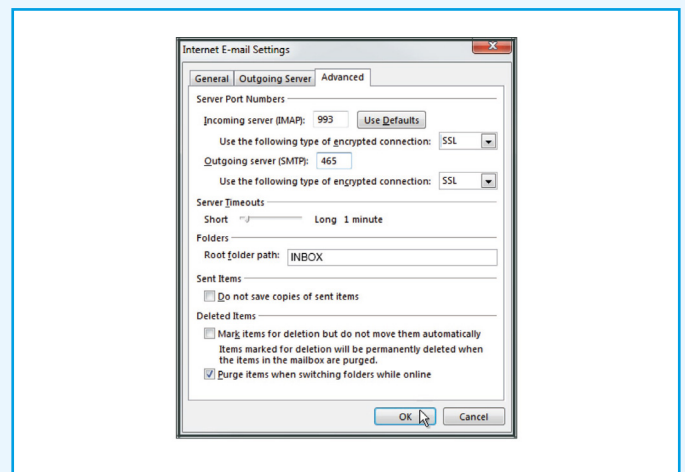
4. Select 'POP or IMAP' and click 'Next'



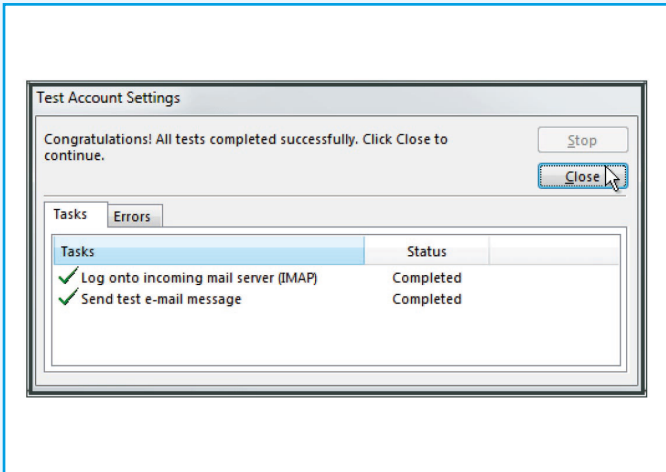
5. Enter Your Name and E-mail Address.  
Select 'IMAP' as your account type.  
For Incoming mail server (IMAP), enter [mail.pdghosting.co.uk](http://mail.pdghosting.co.uk)  
For Outgoing mail server (SMTP), enter [mail.pdghosting.co.uk](http://mail.pdghosting.co.uk)  
In Logon Information enter the e-mail address and password that you created in the control panel.  
Click 'More Settings'.



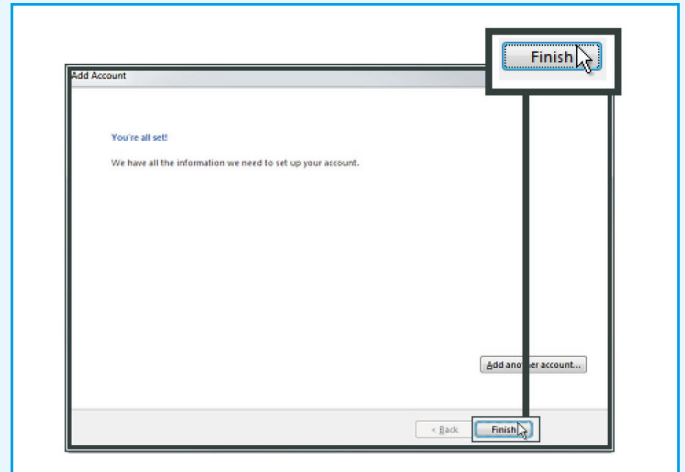
6. Select 'Outgoing Server'  
Check 'My outgoing server (SMTP) requires authentication'.



7. Select 'Advanced'.  
For Incoming server (IMAP) enter 993 and select 'SSL'.  
For Outgoing server (SMTP) enter 465 and select 'SSL'.  
Click 'OK' and then 'Next'.



8. Click 'Close'.



9. You have now set up your account in Microsoft Outlook  
Click 'Finish'.