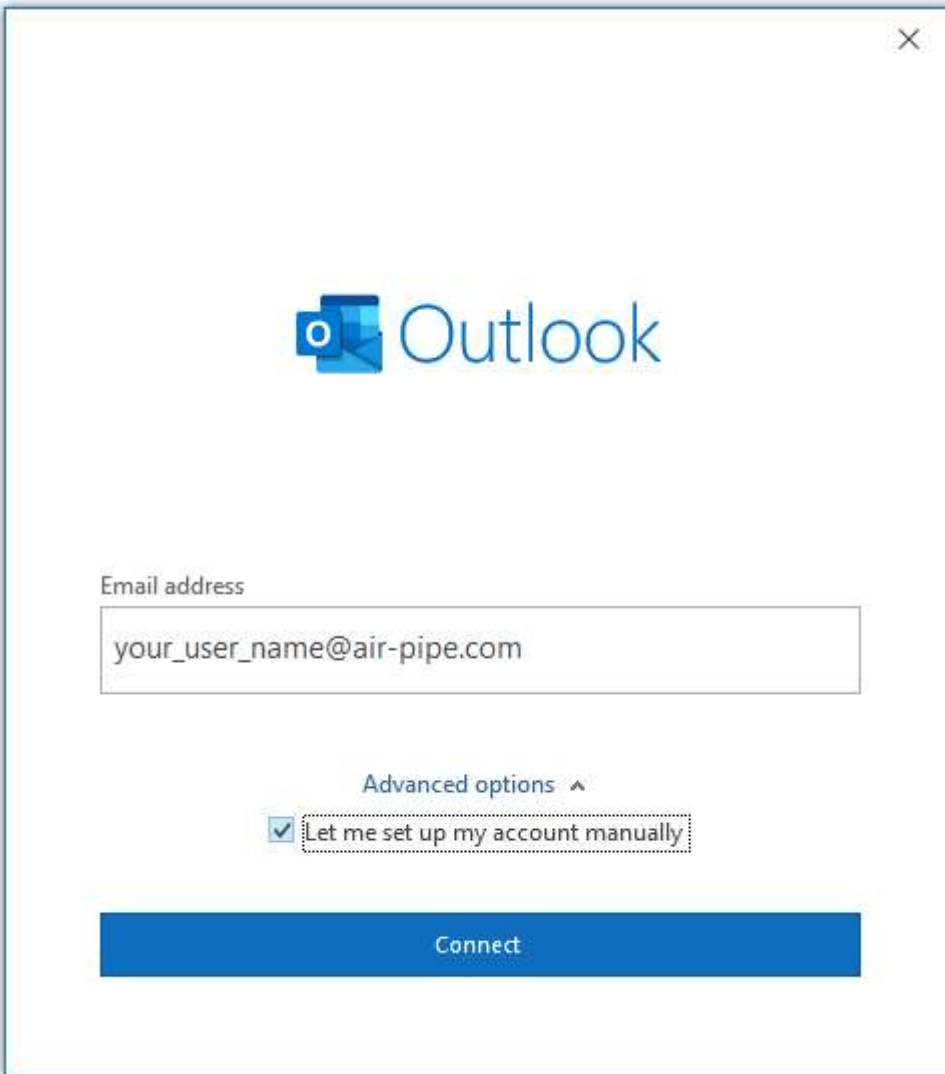


Step 1

When the Welcome to Outlook 2019 box opens, enter your email address and click **Advanced options** then select “**Let me set up my account manually**” and then click **Connect**.



The screenshot shows a window titled "Welcome to Outlook" with a close button (X) in the top right corner. The Outlook logo is centered at the top. Below the logo is an "Email address" label and a text input field containing "your_user_name@air-pipe.com". Underneath the input field is the text "Advanced options" with a downward arrow. A dropdown menu is open, showing a checked checkbox next to the option "Let me set up my account manually". At the bottom of the window is a large blue button labeled "Connect".

Step 2

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



Step 3

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

Incoming mail:

- **Server:** Enter *mail.air-pipe.com*
- **Port:** 143
- **Encryption method:** Auto or SSL/TLS
- **Require logon using Secure Password Authentication (SPA):** default/unchecked

Outgoing mail:

- **Server:** *mail.air-pipe.com*
- **Port:** 587
- **Encryption method:** Auto or STARTTLS
- **Require logon using Secure Password Authentication (SPA):** default/unchecked



IMAP Account Settings

your_user_name@air-pipe.com

(Not you?)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#)

[Next](#)

Step 4 Enter your mailbox password, then click **Connect**.

IMAP Account Settings

your_user_name@air-pipe.com [\(Not you?\)](#)

Password

[Go back](#) [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.