Access from Microsoft Office Outlook 2019

Summary: How to add a DSE email account in Microsoft Outlook 2019.

To set up Microsoft Office Outlook 2019 manually:

1. Open Microsoft Office Outlook 2019. If you have no account in Microsoft Outlook 2019, go to step 3. If you already have set up an account and want to add another one, go to the next step.

2. Go to **File** > **Add Account**.

3. Specify your email address.

4. Click "Advanced options", select the "Let me set up my account manually" checkbox, and then

   click **Connect**.

5. Choose your account type:

   o   If you want to keep copies of messages on the server, click **IMAP**.

6. Microsoft Office Outlook automatically detects the email address settings. Change the setting (if necessary) and click **Next**.

7. Specify the email address password and click **Connect**.

8. Wait a while until Microsoft Office Outlook finishes the setup and click **OK** when the setup is complete.

Your account is set up. Microsoft Office Outlook will now send you a test email.

DSE Server Reference For Manual Setup:

DSE Mail Server: Incoming = imap.dse-inc.net (Port 993).
DSE Mail Server: Outgoing = smtp.dse-inc.net (Port 465).