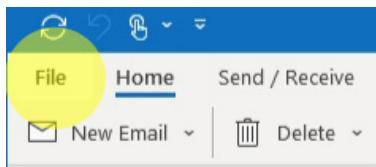


Getting Started

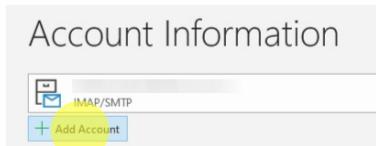
Add a New Email Account in Outlook 2016, 2019, or 365

1 Navigate to your Account Settings:

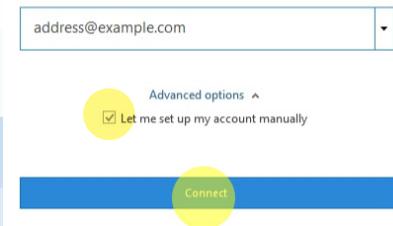
- Open **Outlook 2016, 2019 or 365**. Click the **File** menu at the top left of your screen.



- Click **+ Add Account**

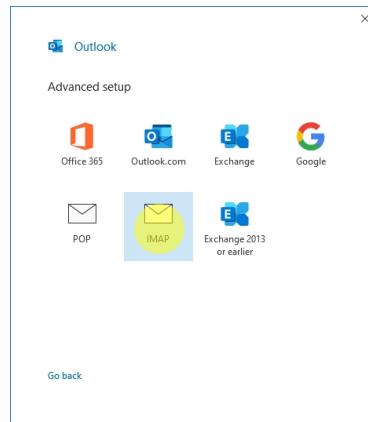


2 The **New Account** window will open. Type in your **email address** (ex: myemail@homesc.com) then select the **Let me set up my account manually** box and click **Connect**.

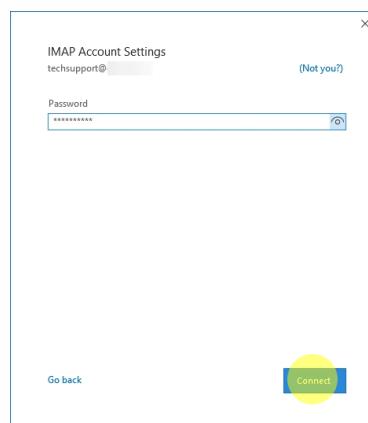


3 The **Advanced Setup** window will appear and require you to choose service:

- Select **IMAP**



- Enter your email password and click **Connect**



4 Enter your **IMAP Account Settings**:

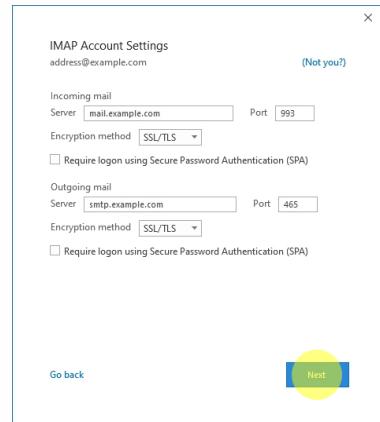
- Under Incoming mail:

- Enter **mail.homesc.com** in the **server** field
- Input **993** in the **Port** field
- Select **SSL/TLS** from the **Encryption method** dropdown menu

- Under Outgoing mail:

- Enter **smtp.homesc.com** in the **server** field
- Input **465** in the **Port** field
- Select **SSL/TLS** from the **Encryption method** dropdown menu

- Click **Next**



Congratulations, your Outlook 2016, 2019 or 365 email is now set up!