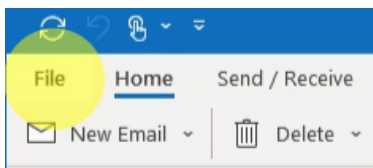


Getting Started

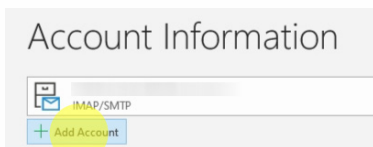
Add a New Email Account in Outlook 2016, 2019, or 365

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**.



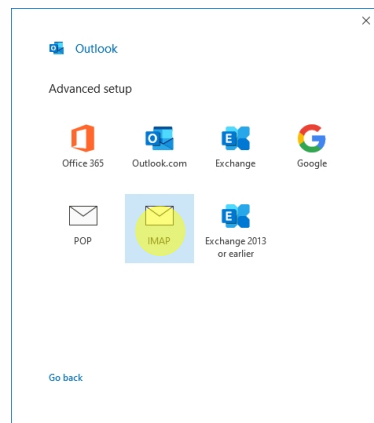
address@example.com

Advanced options ^
☒ Let me set up my account manually

Connect

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

- Select **IMAP**



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

IMAP Account Settings
techsupport@ (Not you?)

Password
[password field]

Go back 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**

IMAP Account Settings
address@example.com (Not you?)

Incoming mail
Server mail.example.com Port 993
Encryption method SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server smtp.example.com Port 465
Encryption method SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Go back Next

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