

Microsoft Outlook Activesync Setup (Mailcow)

Gregory Gleinig - 2024-06-25 - [eMail](#)

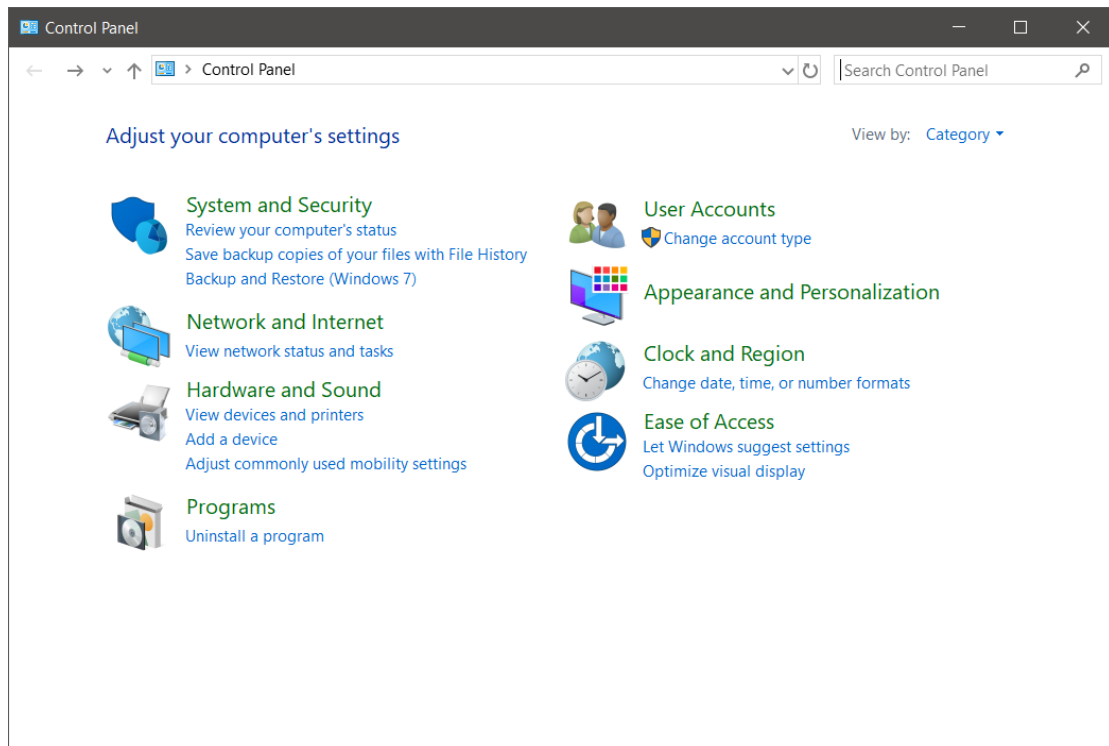
Windows 10

Office 365 Outlook Downloaded Version

Open the Control Panel in Windows 10

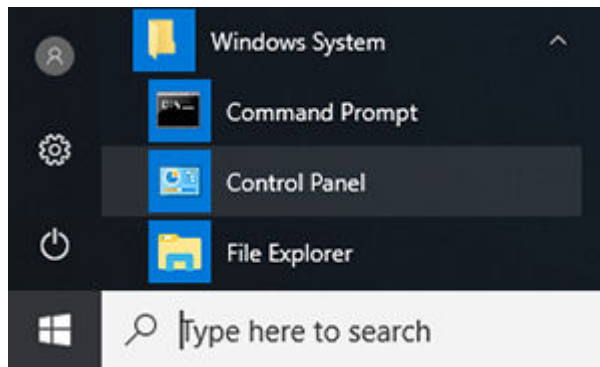
In Windows 10, the Control Panel has largely been superseded by the **Settings App**, which you can access by opening your Start Menu and clicking the gear icon (⚙️)

However, the traditional Control Panel is still available



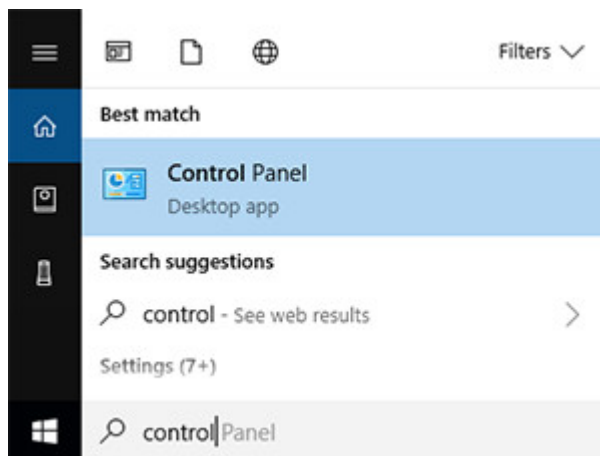
From the Start Menu

1. Open the Start Menu.
2. Scroll down to **W**, click **Windows System**, then click **Control Panel**.

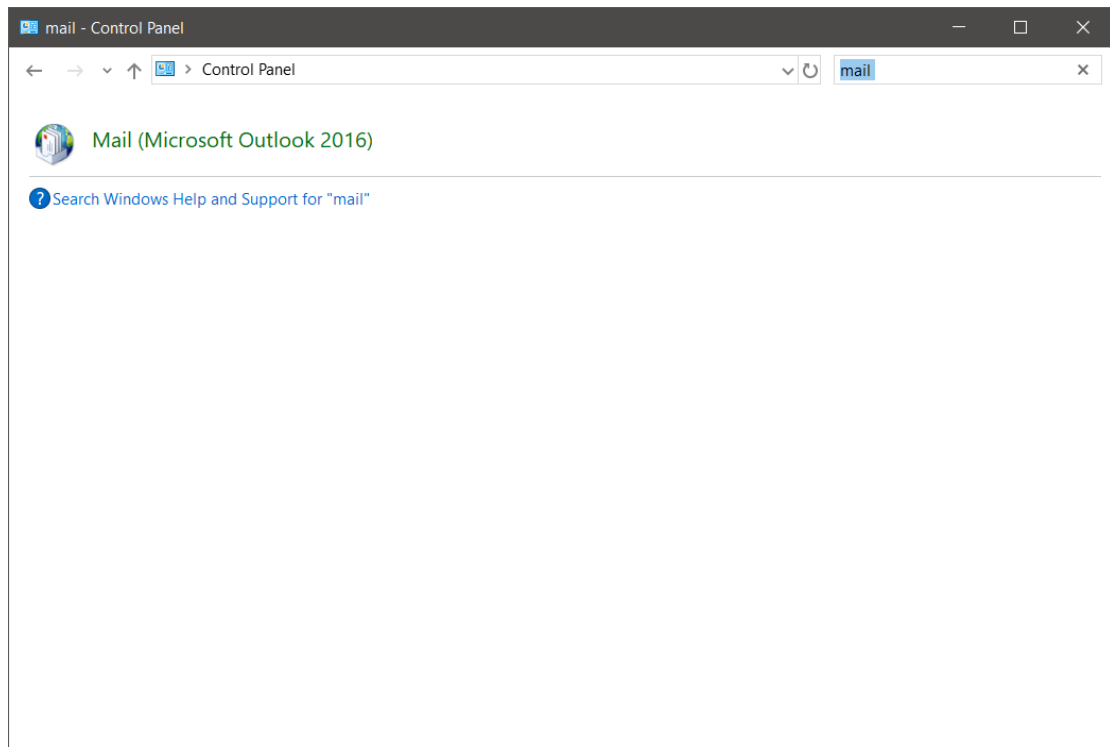


From the Cortana search bar

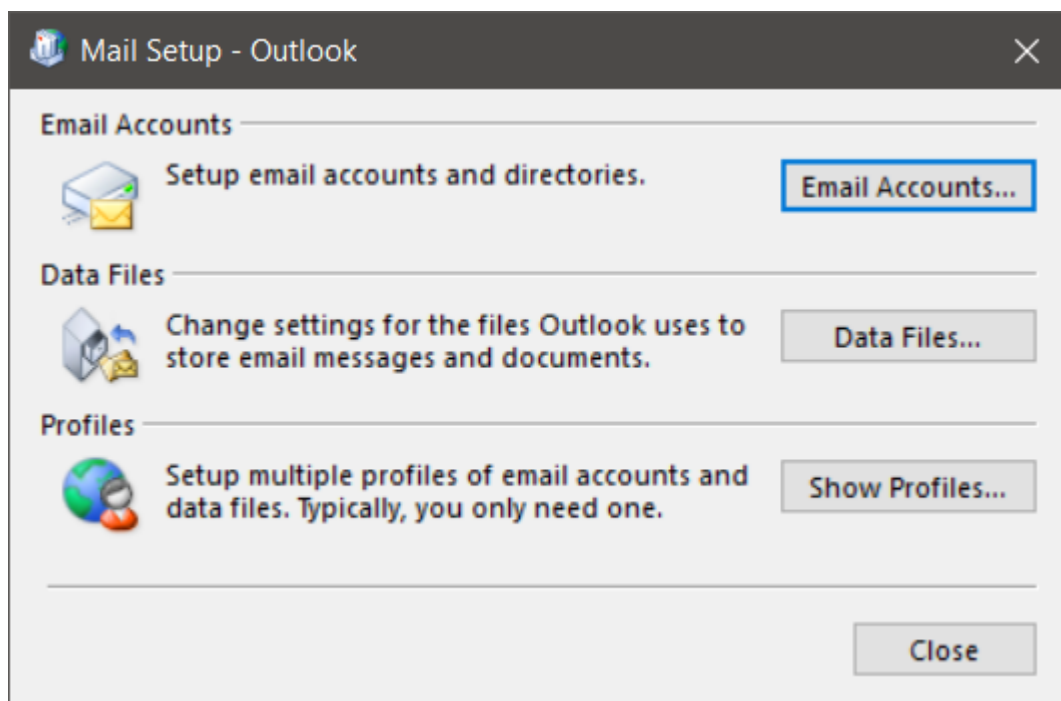
1. The Cortana search bar is located on the left side of your taskbar, next to the Start Menu button. Click the search bar to place your cursor in this box.
2. Type the word **control**. Cortana will list best matches above as you type. In this list, click **Control Panel**.



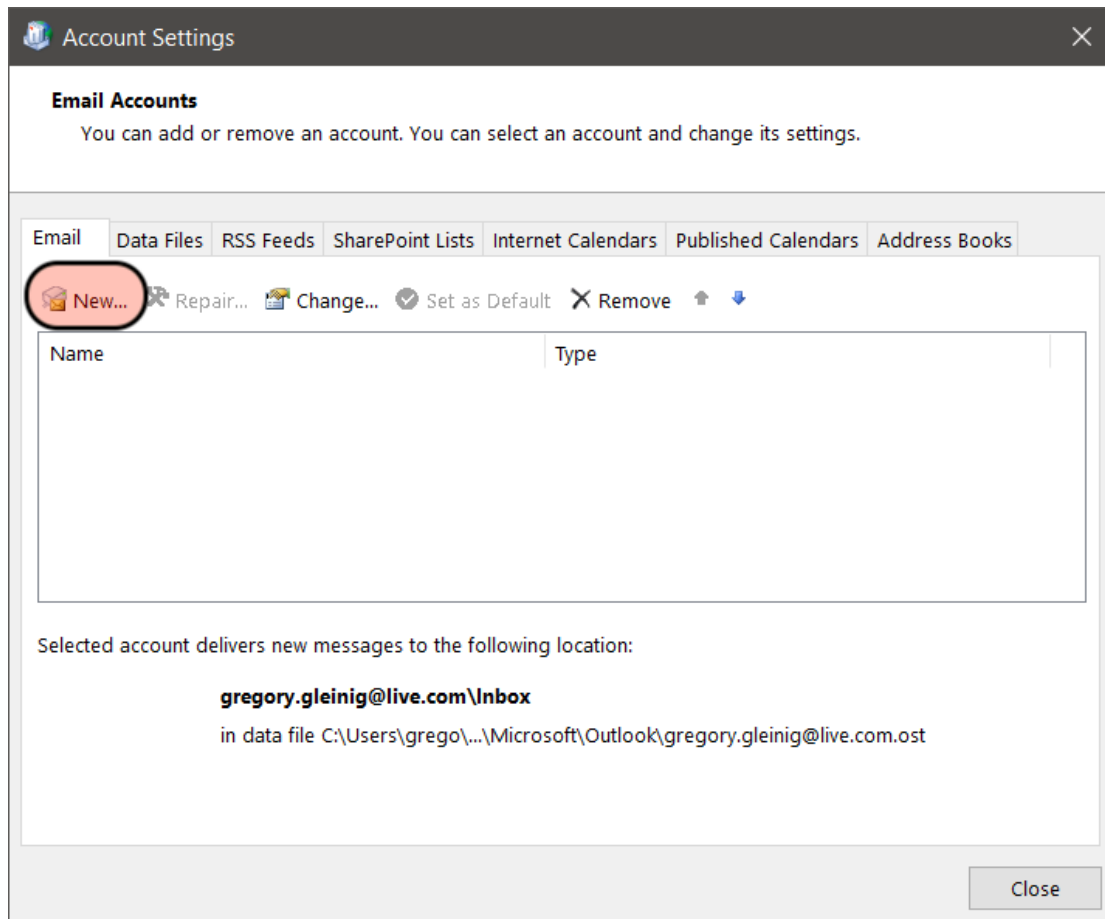
Type Mail in search bar



Select Email Accounts



Select New



Select Email Account

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back Next > Cancel Help

Enter the following information:

1. Your Name
2. Full email address (alias@domain.com)
3. Password to email account

Click next and it should auto setup the account.

- If account creates, congrats your email.
- If Error continue to section labeled "Select Manual setup or additional server types"

Select Manual setup or additional server types

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

☐ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ **Manual setup or additional server types**

< Back **Next >** Cancel Help

Select Exchange ActiveSync

Add Account

×

Choose Your Account Type

☐ Office 365

Automatic setup for Office 365 accounts

Email Address:

Example: ellen@contoso.com

☐ POP or IMAP

Advanced setup for POP or IMAP email accounts

☒ Exchange ActiveSync

Advanced setup for services that use Exchange ActiveSync

< Back

Next >

Cancel

Help

Add Account

Mail Server: mail.yourserver.com

Add Account

×

Server Settings

Enter the information that is required to connect to an Exchange ActiveSync service.

User Information

Your Name:

Email Address:

Server Information

Mail server:

Logon Information

User Name:

Password:

☒ Remember password

Offline Settings

Mail to keep offline: All

< Back

Next >

Cancel

Help

Test Account Settings

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks

Errors

Tasks

Status

✓ Log onto Exchange ActiveSync mail s...

Completed