Microsoft Outlook Activesync Setup (Mailcow)

Gregory Gleinig - 2024-06-25 - eMail

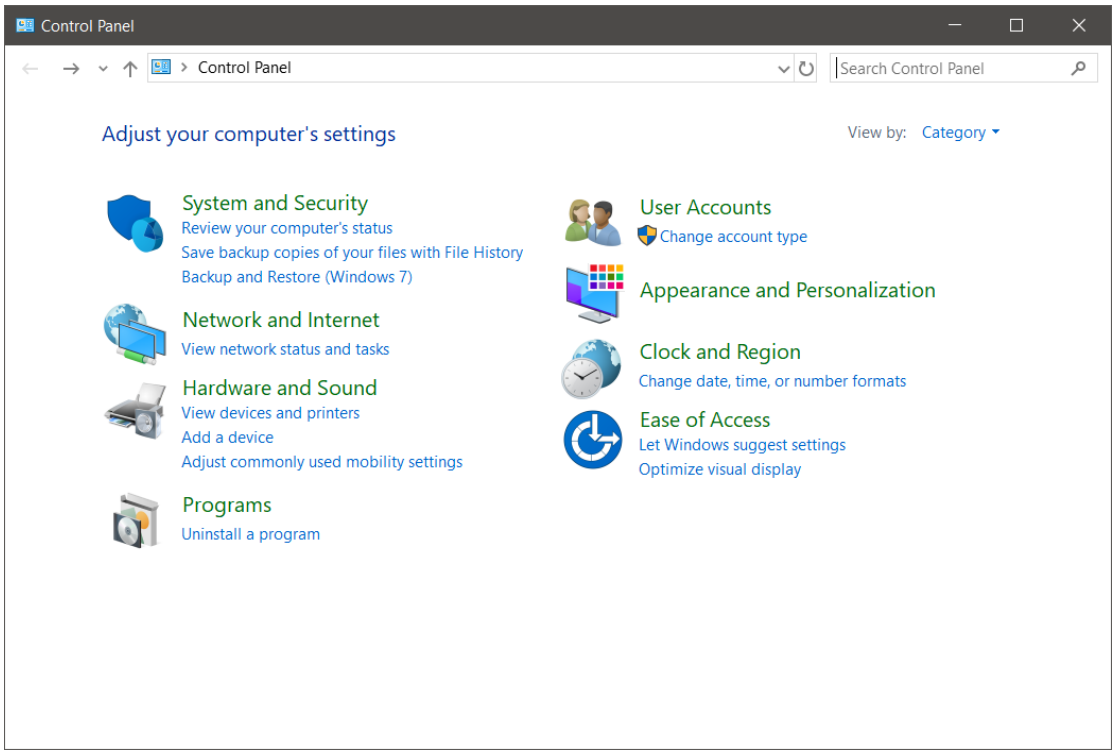
Windows 10

Office 365 Outlook Downloaded Version

Open the Control Panel in Windows 10

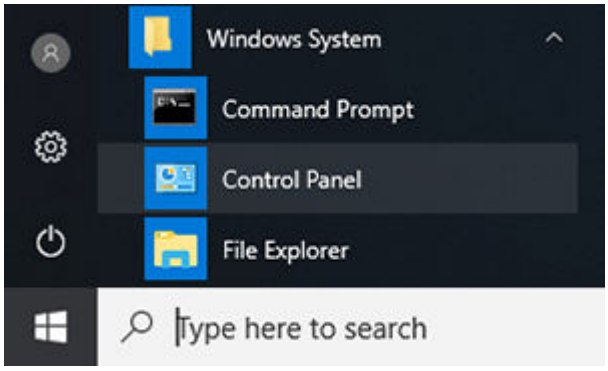
In Windows 10, the Control Panel has largely been superseded by the **Settings App**, which you can access by opening your Start Menu and clicking the gear icon ()

However, the traditional Control Panel is still available



From the Start Menu

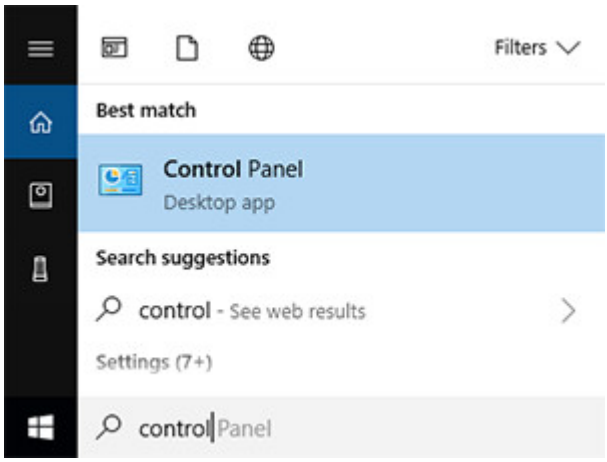
1. Open the Start Menu.
2. Scroll down to **W**, click **Windows System**, then click **Control Panel**.



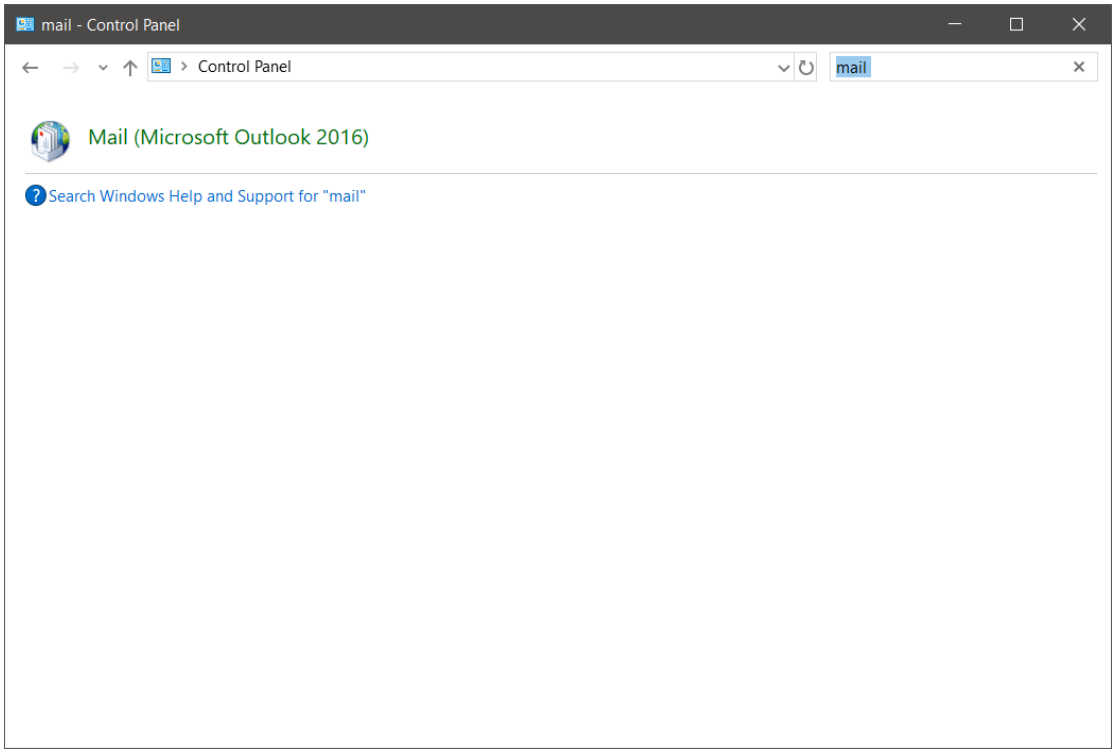
From the Cortana search bar

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.

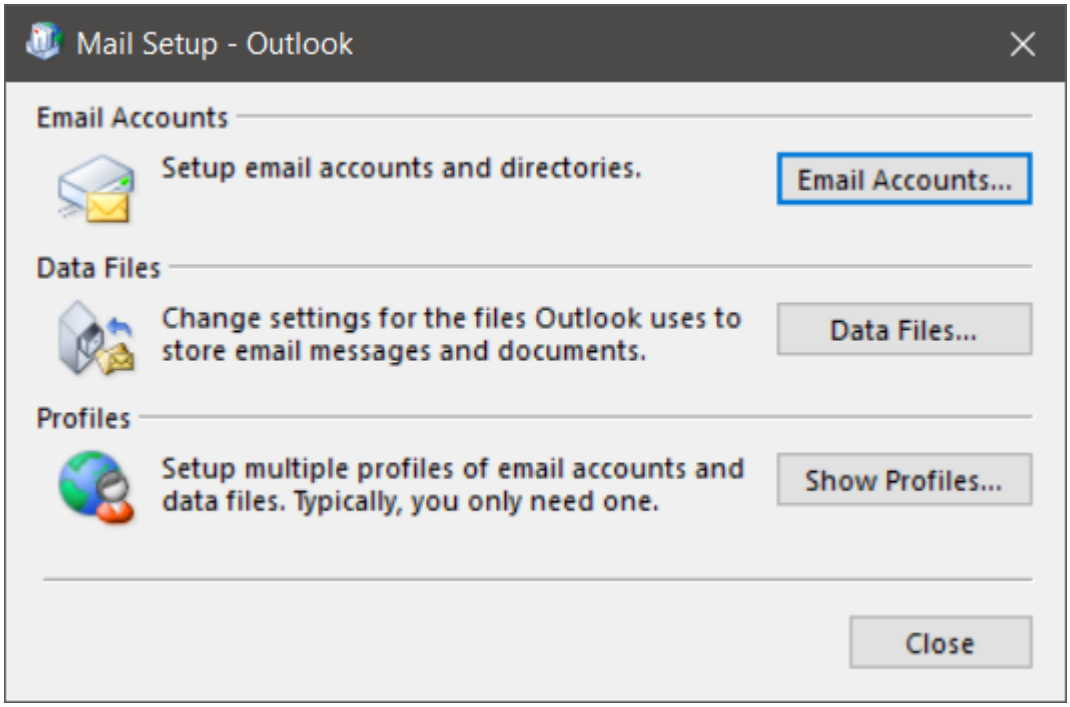
2. Type the word **control**. Cortana will list best matches above as you type. In this list, click **Control Panel**.



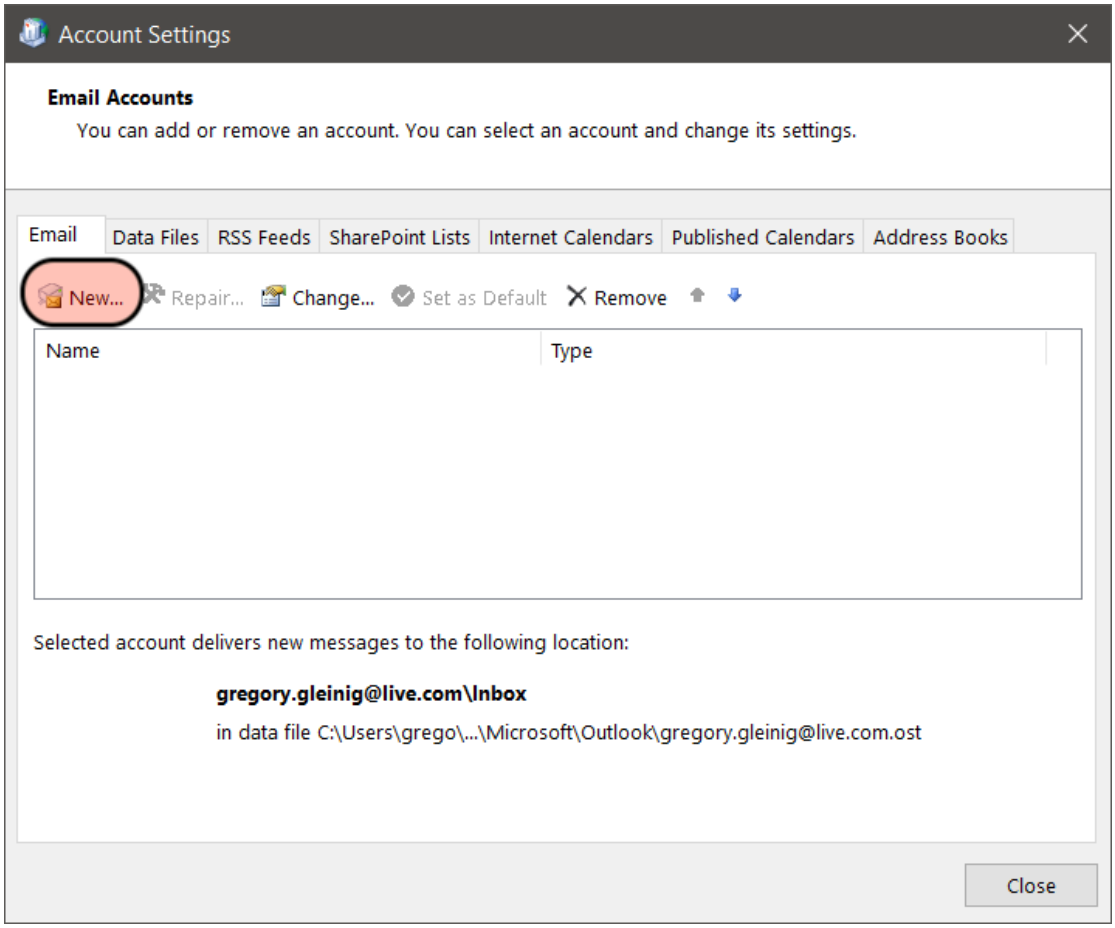
Type Mail in search bar



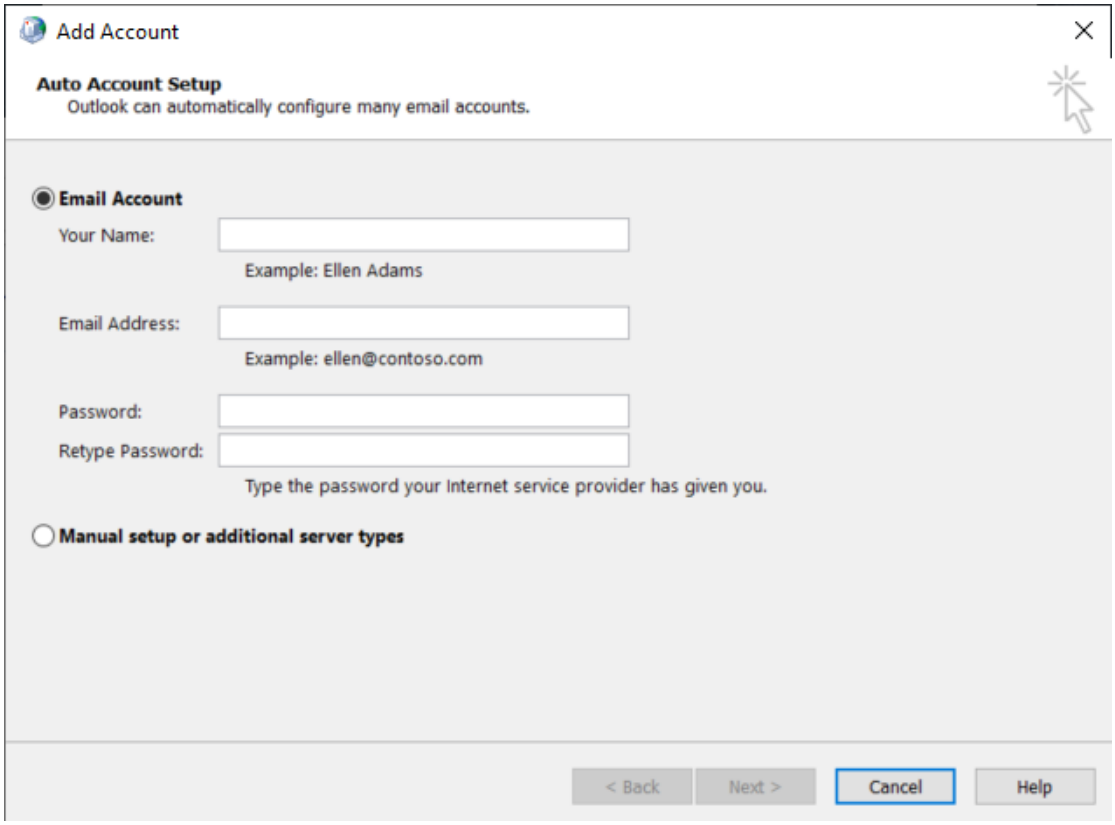
Select Email Accounts



Select New



Select Email Account



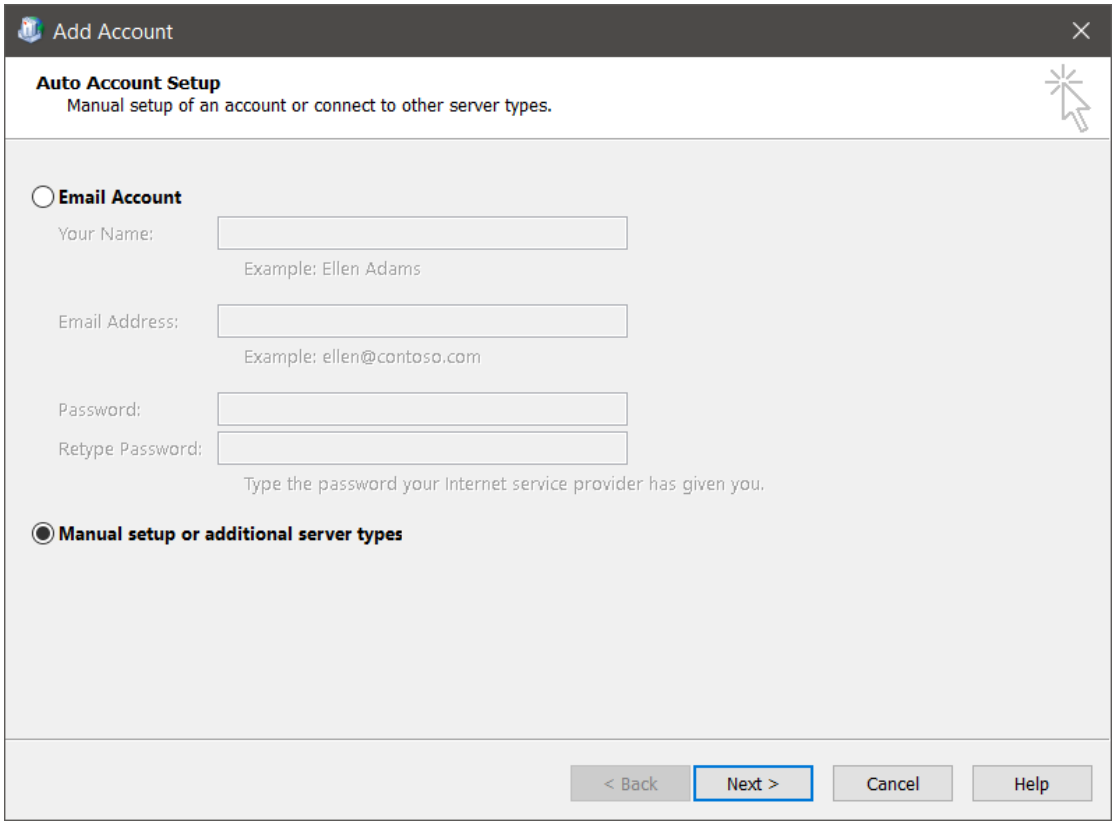
Enter the following information:

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

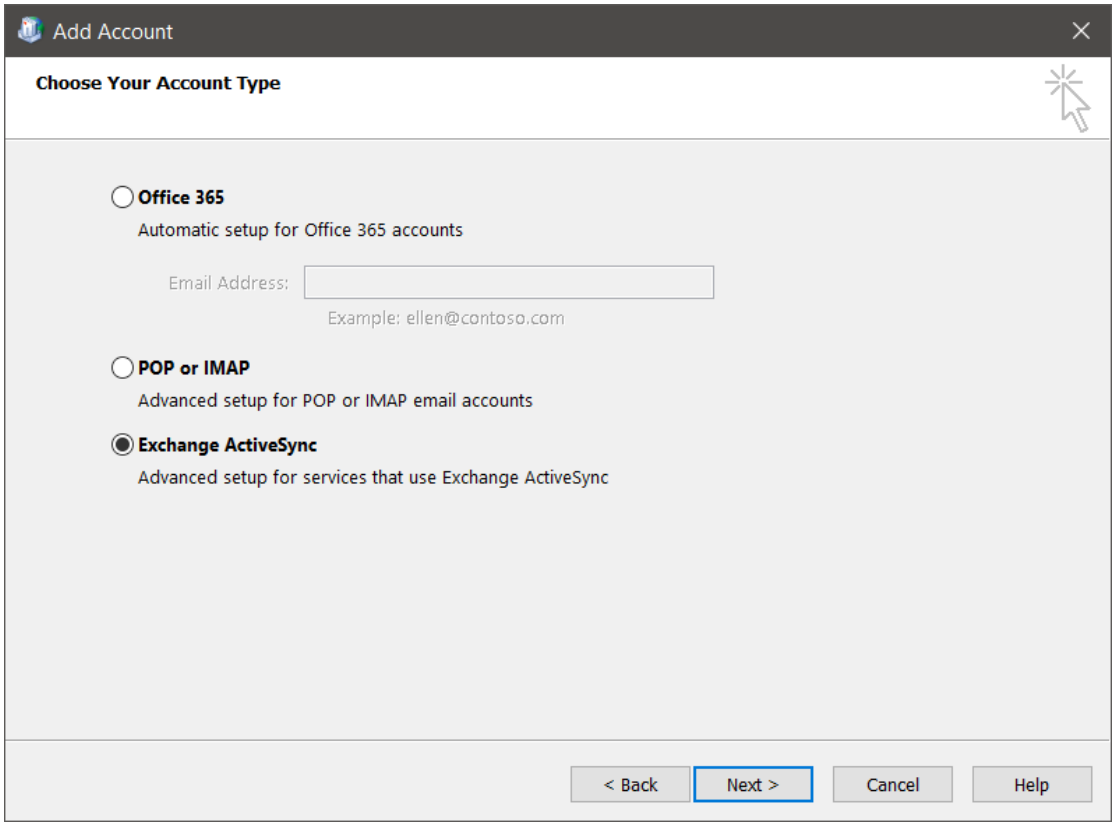
Click next and it should auto setup the account.

- 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

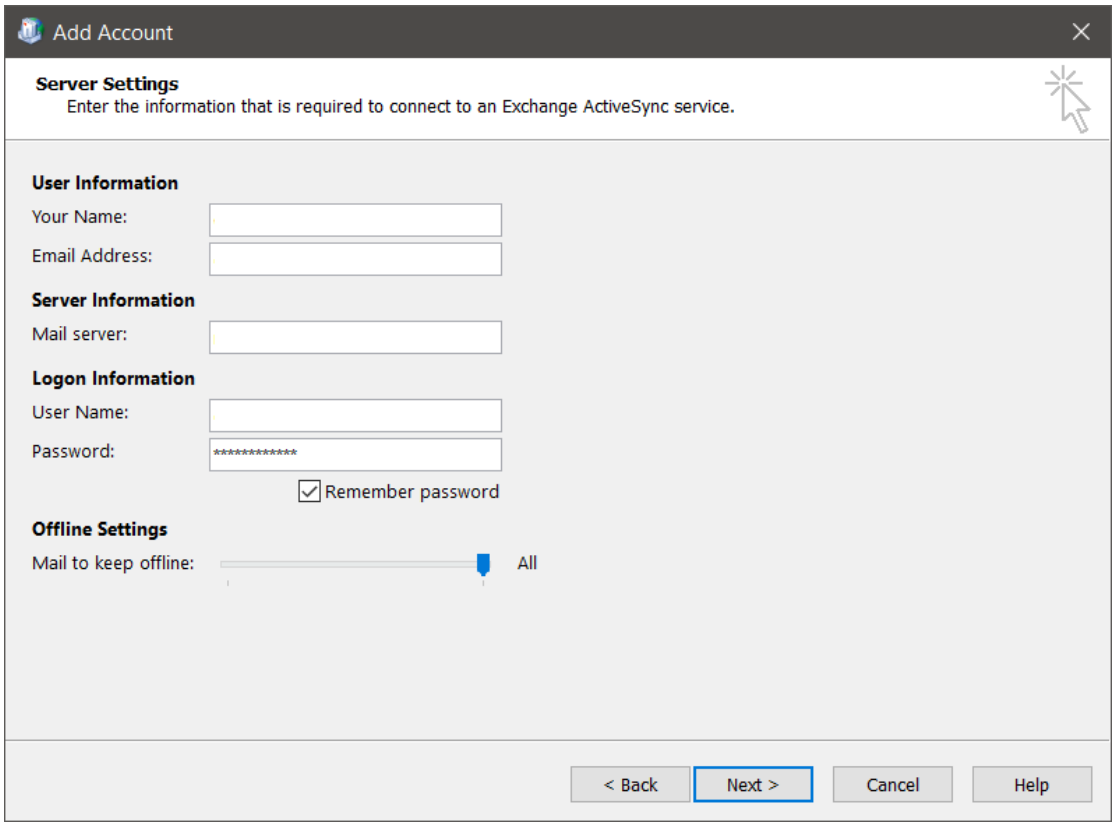


Select Exchange ActiveSync

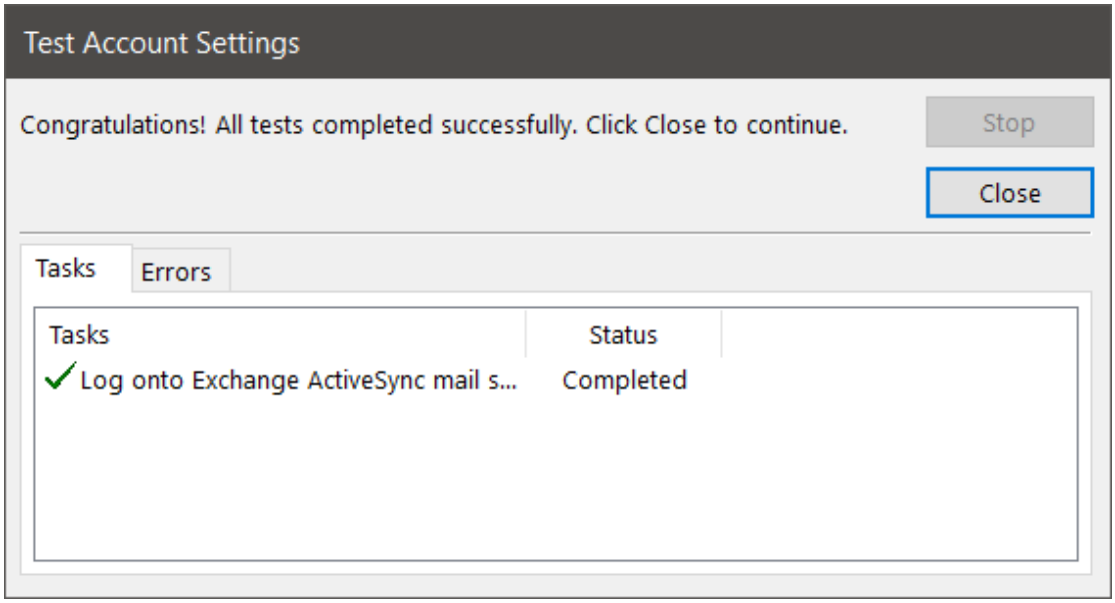


Add Account

Mail Server: **mail.yourserver.com**



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