

<u>Knowledgebase</u> > <u>eMail</u> > <u>Microsoft Outlook Activesync Setup (Mailcow)</u>

Microsoft Outlook Activesync Setup (Mailcow)

Gregory Gleinig - 2024-06-25 - eMail

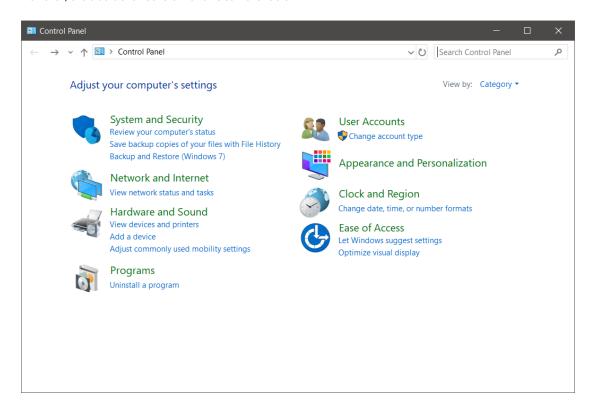
Windows 10

Office 365 Outlook Downloaded Version

Open the Control Panel in Windows 10

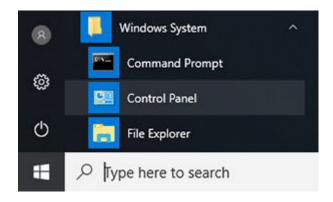
In Windows 10, the Control Panel has largely been superseded by the **Settings App**, which you can access by opening your Start Menu and clicking the gear icon ([])

However, the traditional Control Panel is still available



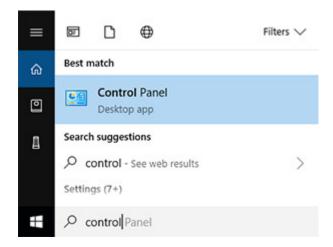
From the Start Menu

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

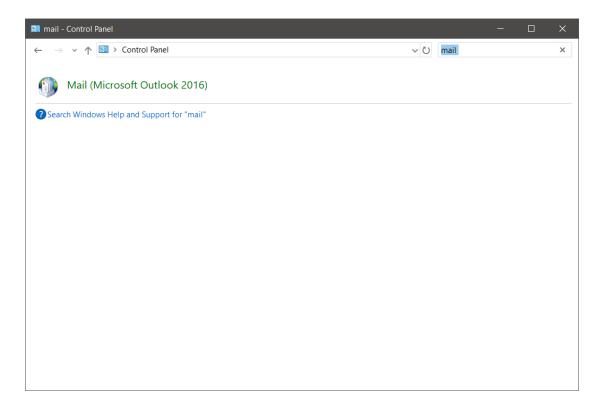


From the Cortana search bar

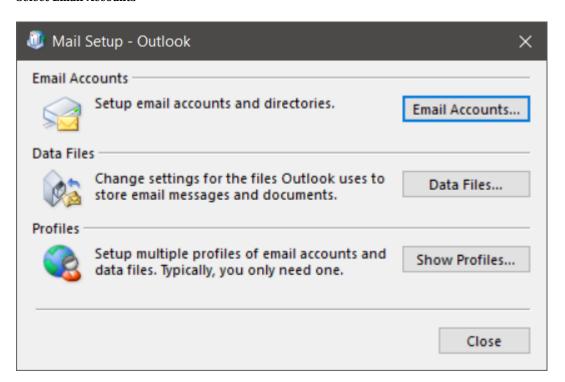
- 1. The Cortana search bar is located on the left side of your taskbar, next to the Start Menu button. Click the search bar to place your cursor in this box.
- 2. Type the word **control**. Cortana will list best matches above as you type. In this list, click **Control Panel**.



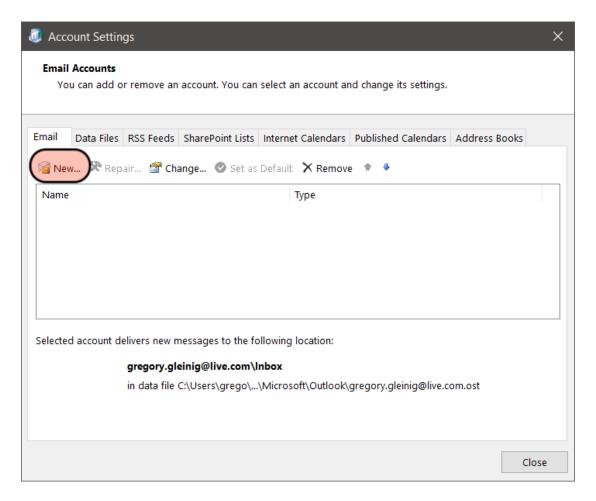
Type Mail in search bar



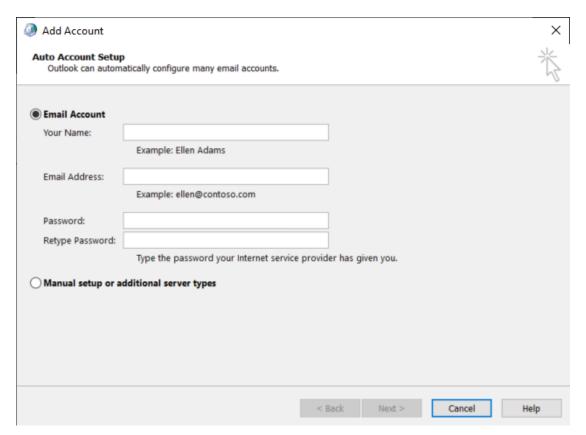
Select Email Accounts



Select New



Select Email Account



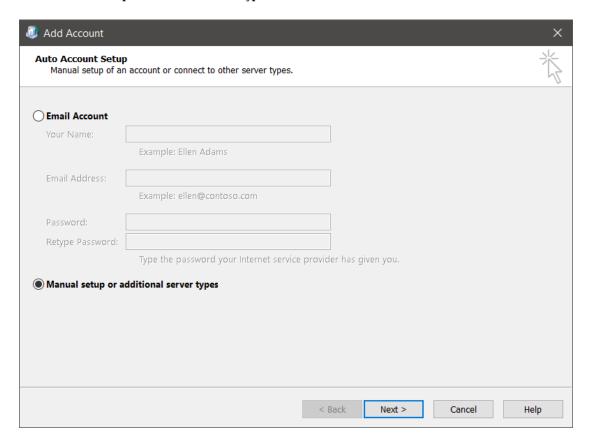
Enter the following information:

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

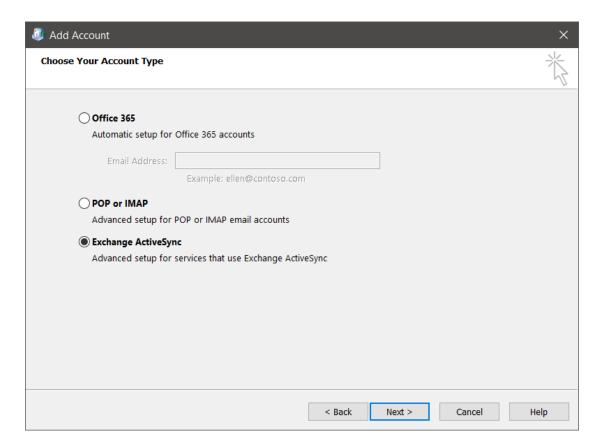
Click next and it should auto setup the account.

- 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

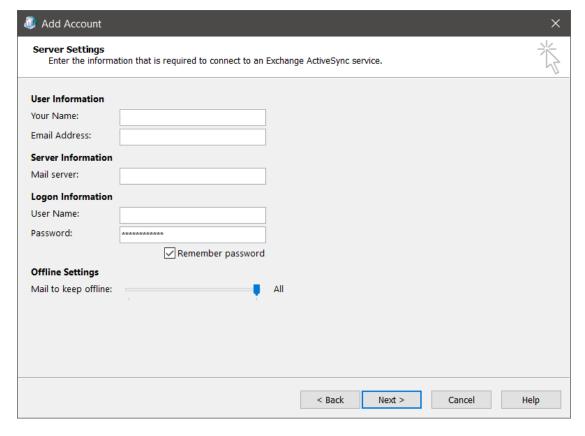


Select Exchange ActiveSync



Add Account

Mail Server: mail.yourserver.com



Test Account Settings

