



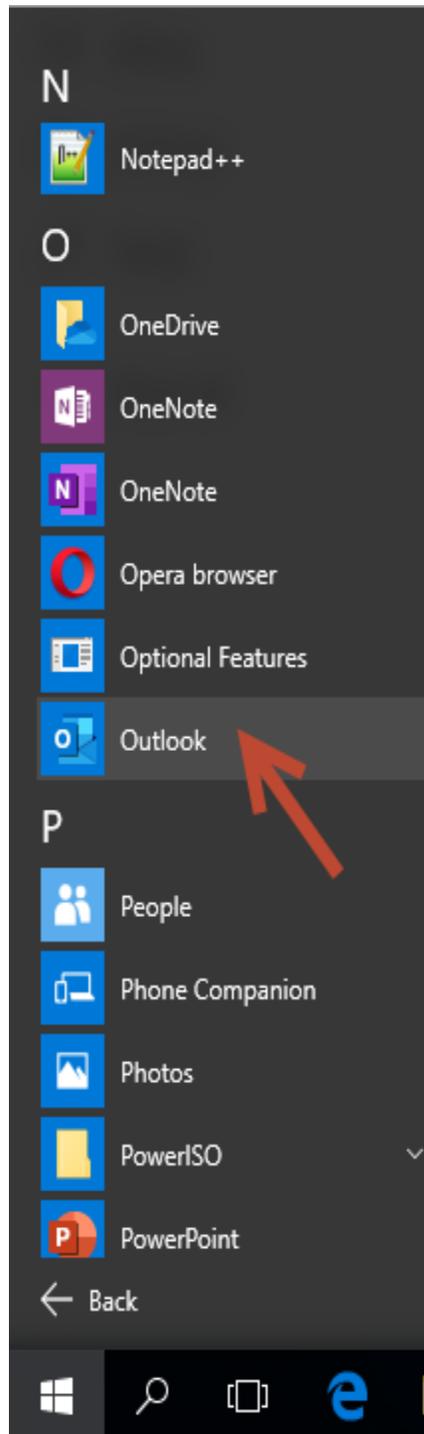
# **Alquds Open University**

**Information and Technology Center  
System and Infrastructure Engineering Section**

**Instructions to configure Outlook Application**

## Configure outlook Setting automatically

1. Open Microsoft outlook 2019.



2. To configure outlook automatically, **Enter your email. Tap Connect.**



Email address

testqou@qou.edu

Advanced options ^

Let me set up my account manually

Connect

3. Its redirect you to the password wizard. Enter your password. Tap “Sign in”.



← testqou@qou.edu

**Enter password**

.....|

[Forgot my password](#)

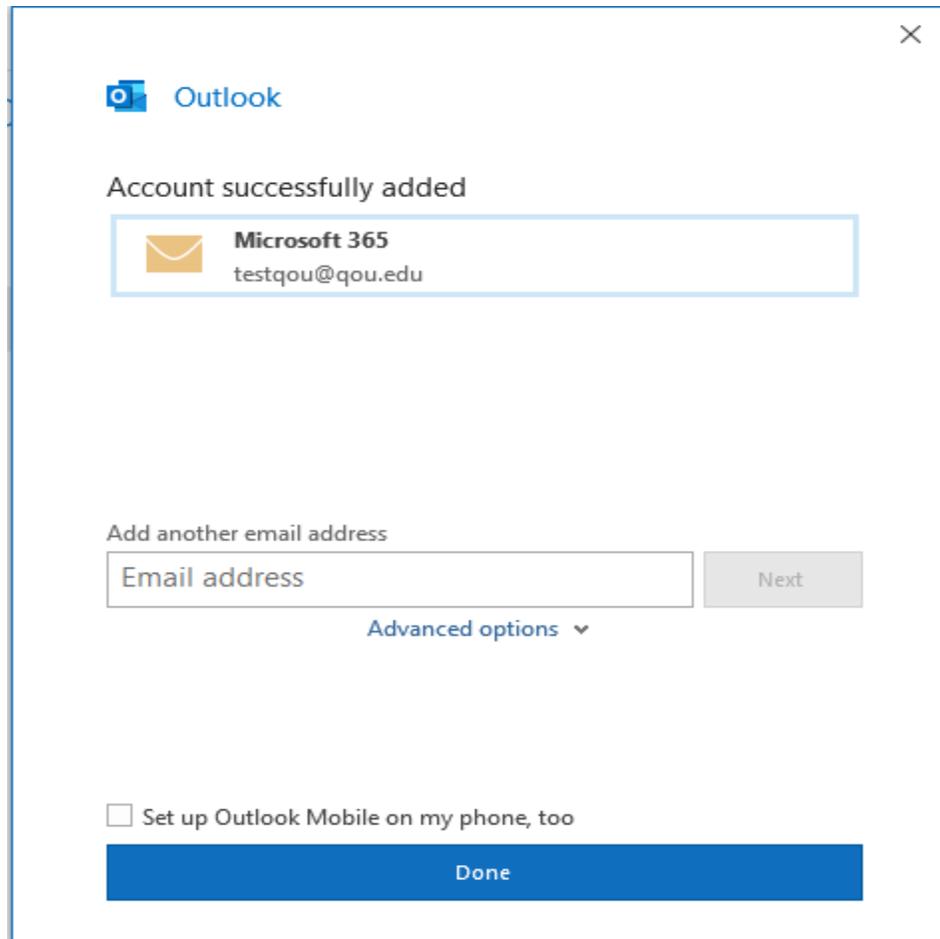
[Sign in with another account](#)

Sign in

Sign in with your QOU credentials

[Terms of use](#) [Privacy & cookies](#) ...

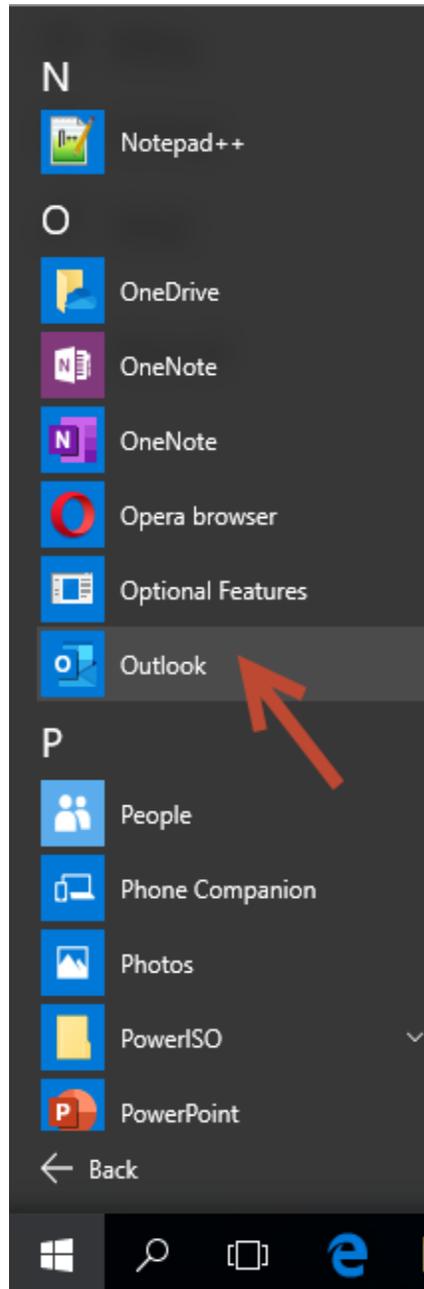
4. Tap **“Done”**.



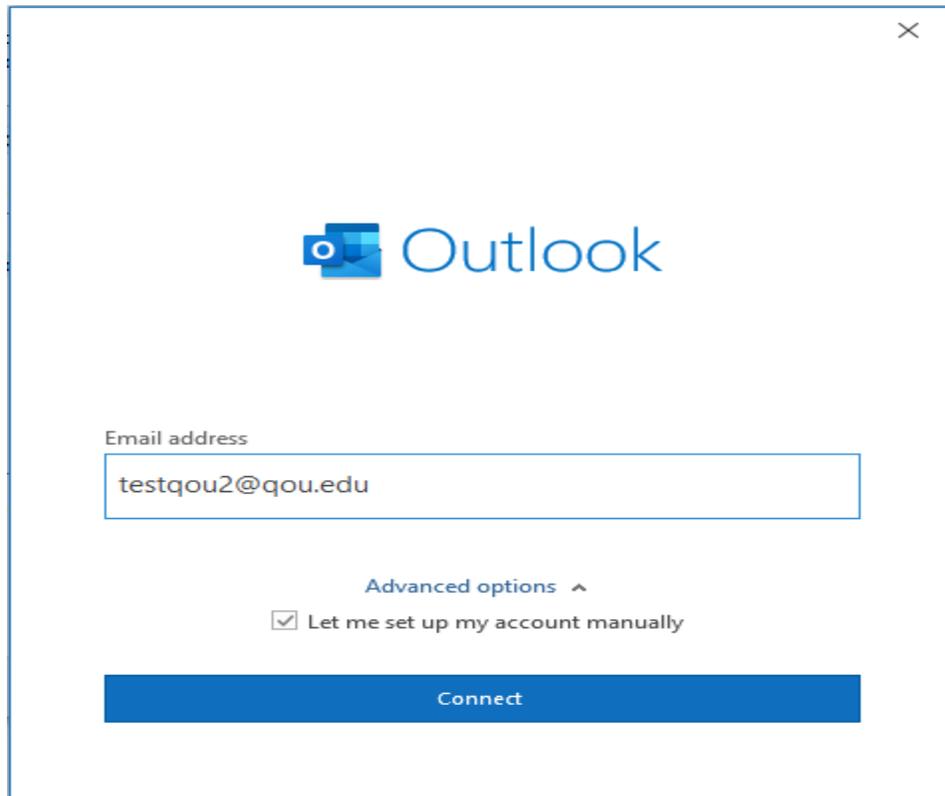
The screenshot shows the Outlook mobile app interface. At the top, there is a close button (X) and the Outlook logo. Below the logo, the text "Account successfully added" is displayed. A box highlights the account details: "Microsoft 365" and "testqou@qou.edu". Below this, there is a section titled "Add another email address" with an input field labeled "Email address" and a "Next" button. A link for "Advanced options" with a dropdown arrow is also present. At the bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too" and a large blue "Done" button.

## Configure Outlook manually

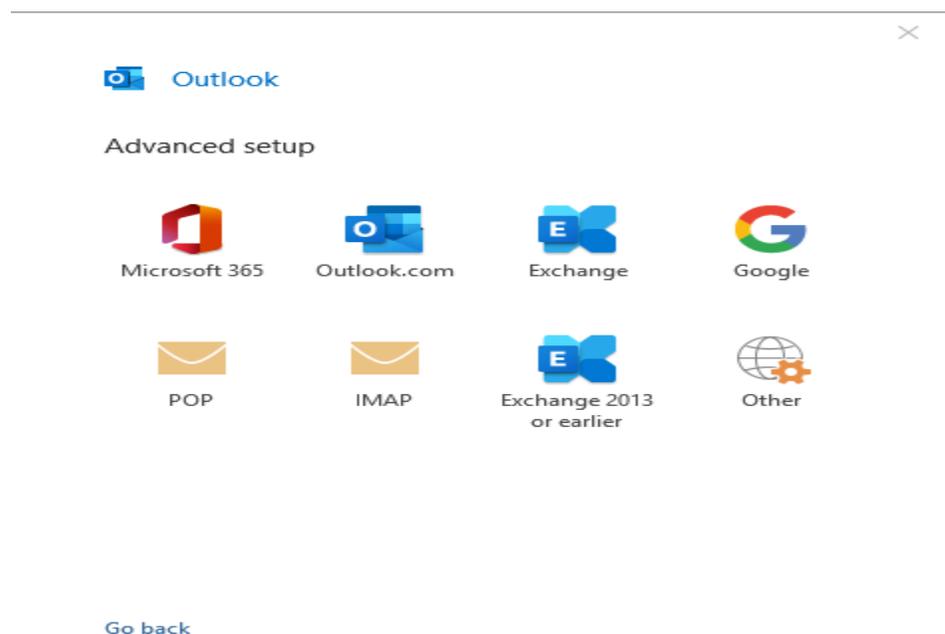
1. Open Microsoft outlook 2019.



2. In the next wizard, check **“Let me set up my account manually”**. Tap **“Done”**.

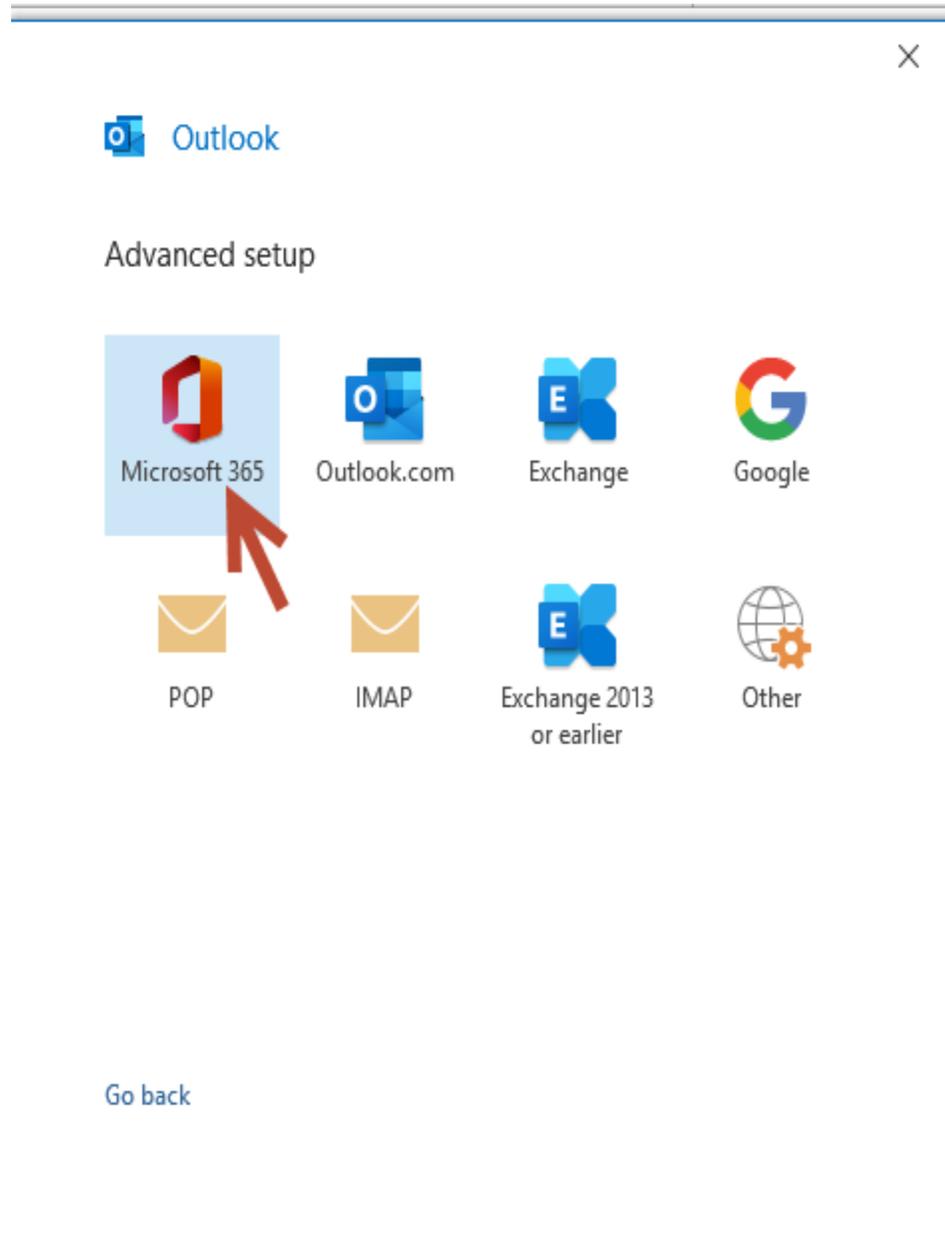


3. It's will redirect you to advance setup.



## 1. Outlook setting and configuration by “Office 365”.

1. Repeat steps (1-3) in section “Configure outlook manually”.
2. Tap “Office 365”.



3. It will redirect you to the password wizard, enter your email password. Tap “Sign in”.



← testqou2@qou.edu

## Enter password

.....|

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Sign in with your QOU credentials

[Terms of use](#) [Privacy & cookies](#) ...

4. Determine the period that you will download emails. Tap “Next”.

### Exchange Account Settings

testqou2@qou.edu

#### Offline Settings

Use Cached Exchange Mode to download email to an Outlook data file

Download email for the past:

—————|————— 1 year

Next

5. Tap **“Done”**.



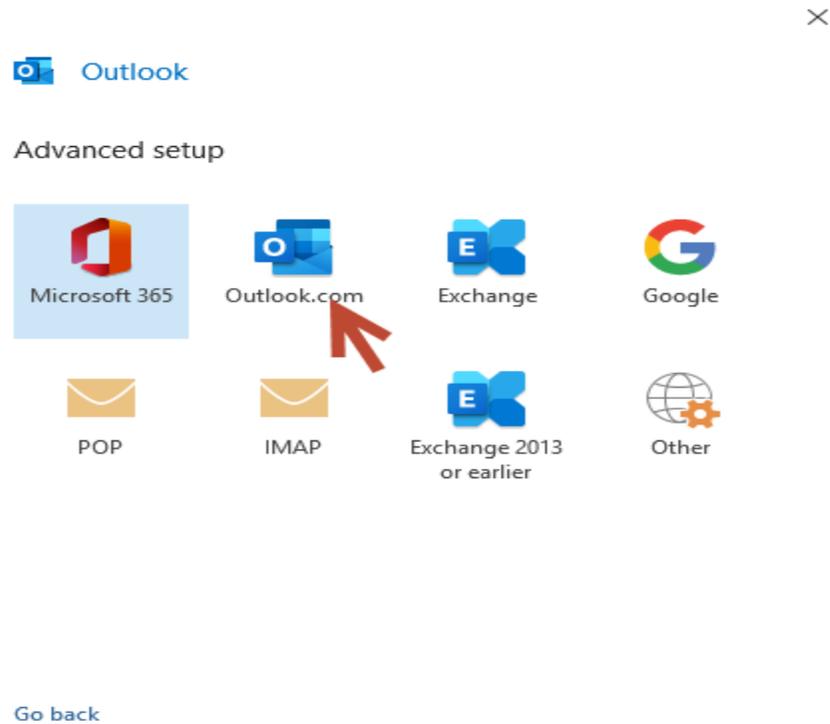
Account successfully added

You need to restart Outlook for these changes to take effect.

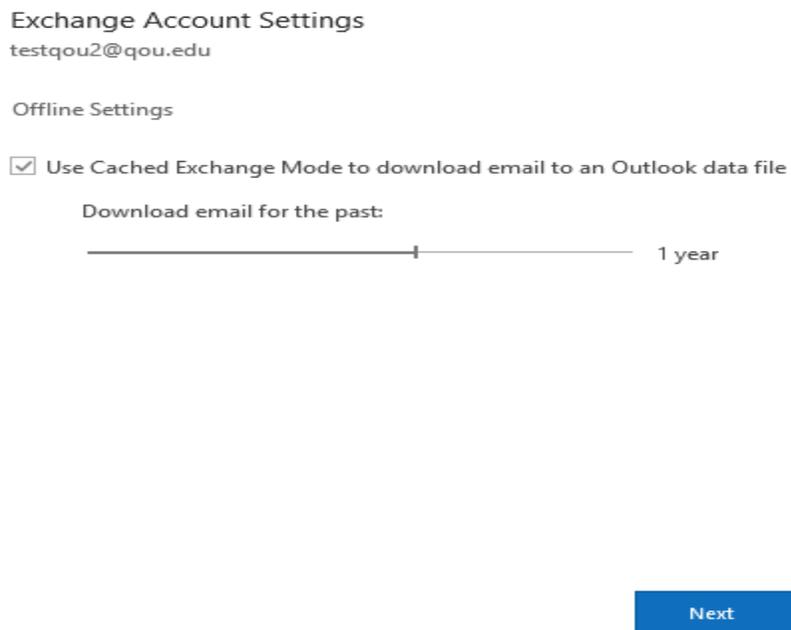
Done

2. Outlook setting and configuration by “Outlook.com”.

1. Repeat steps (1-3) in section “Configure outlook manually”.
2. Tap “Outlook.com”.



3. Determine the period that you will download emails. Tap “Next”.



4. Tap **“Done”**.



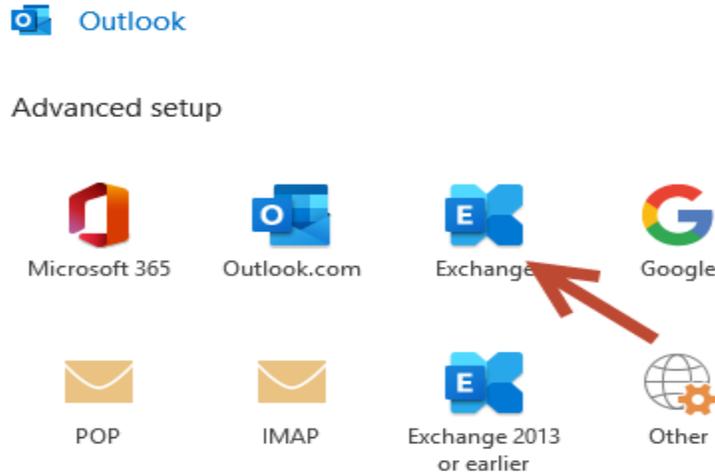
Account successfully added

You need to restart Outlook for these changes to take effect.

Done

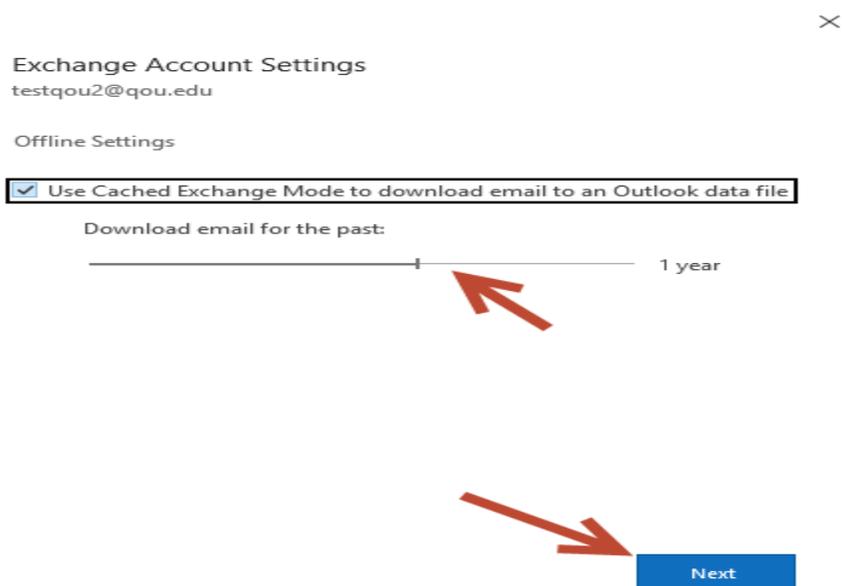
## Outlook setting and configuration by “Exchange”.

1. Repeat steps (1-3) in section “Configure outlook manually”.
2. Tap “Exchange”.



[Go back](#)

3. Determine the period that you will download emails. Tap “Next”.



4. Tap **“Done”**.



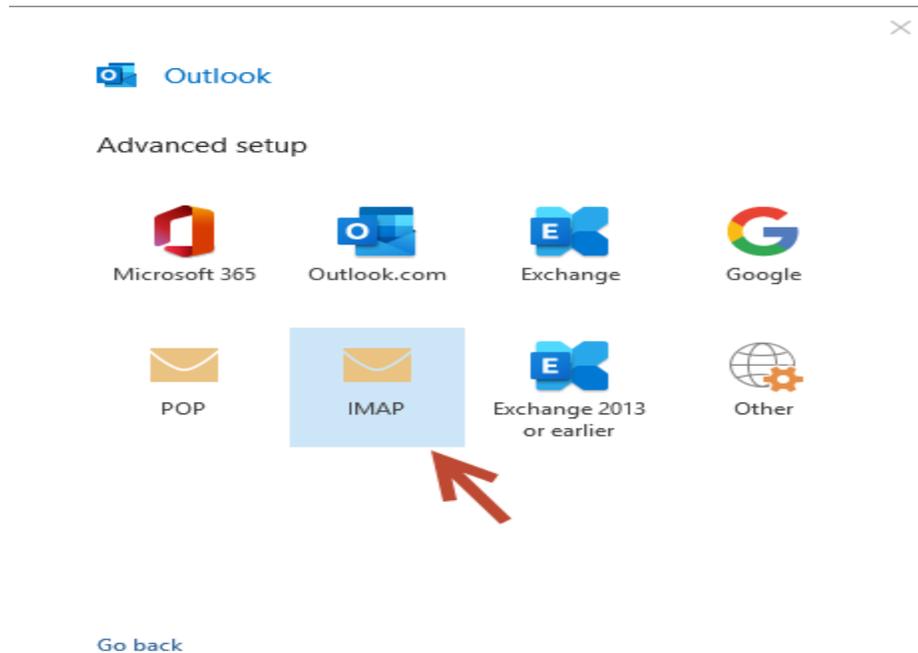
Account successfully added

You need to restart Outlook for these changes to take effect.



## Outlook setting and configuration by “IMAP”.

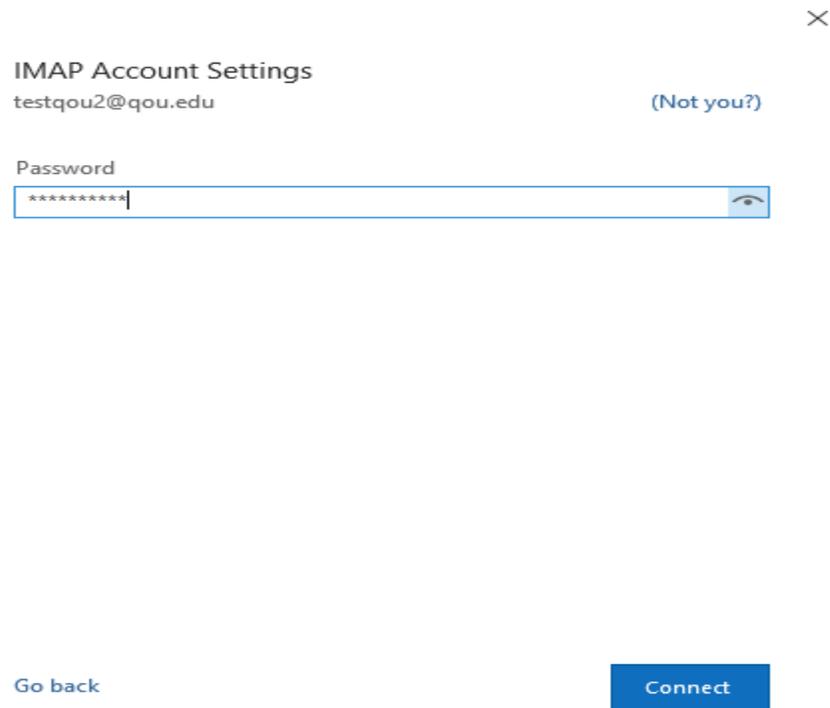
1. Repeat steps (1-3) in section “Configure outlook manually”.
2. Tap “IMAP”.



3. It will redirect you to the “IMAP Account Setting”. Submit “Incoming mail” and “Outgoing mail”.

The screenshot shows the 'IMAP Account Settings' form for the email address testqou2@qou.edu. There is a '(Not you?)' link at the top right. The form is divided into 'Incoming mail' and 'Outgoing mail' sections. Red arrows point to the following fields: 'Server' (outlook.office365.com), 'Port' (993), 'Encryption method' (SSL/TLS), 'Server' (smtp.office365.com), 'Port' (587), and 'Encryption method' (STARTTLS). There are also checkboxes for 'Require logon using Secure Password Authentication (SPA)' in both sections. At the bottom, there are 'Go back' and 'Next' buttons.

- It will redirect you to password wizard. Enter your email password. Tap **“Connect”**.



The screenshot shows the 'IMAP Account Settings' screen for the email address 'testqou2@qou.edu'. There is a close button (X) in the top right corner. Below the email address is a '(Not you?)' link. A 'Password' field is present, containing eight asterisks and a cursor. To the right of the password field is an eye icon for toggling visibility. At the bottom, there are two buttons: 'Go back' on the left and a blue 'Connect' button on the right.

- Account successfully added. Tap **“Done”**.



Account successfully added

	<b>IMAP</b> testqou2@qou.edu
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Add another email address

Next

[Advanced options](#) ^

Let me set up my account manually

Set up Outlook Mobile on my phone, too

Done