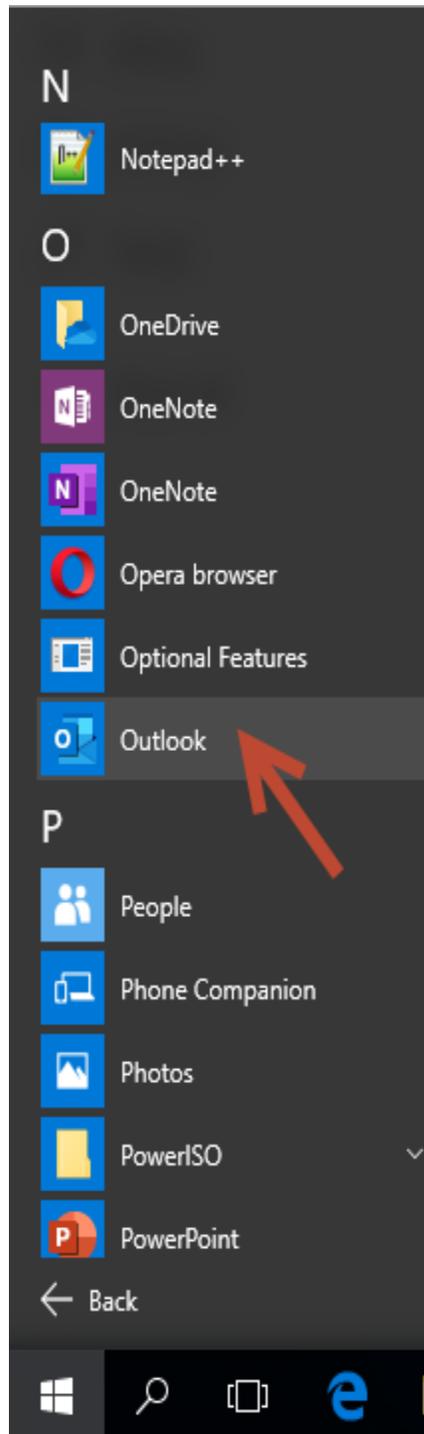# Alquds Open University

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.**

3. Its redirect you to the password wizard. Enter your password. Tap **"Sign in".**

4. Tap **"Done".**

Configure Outlook manually

1. Open Microsoft outlook 2019.
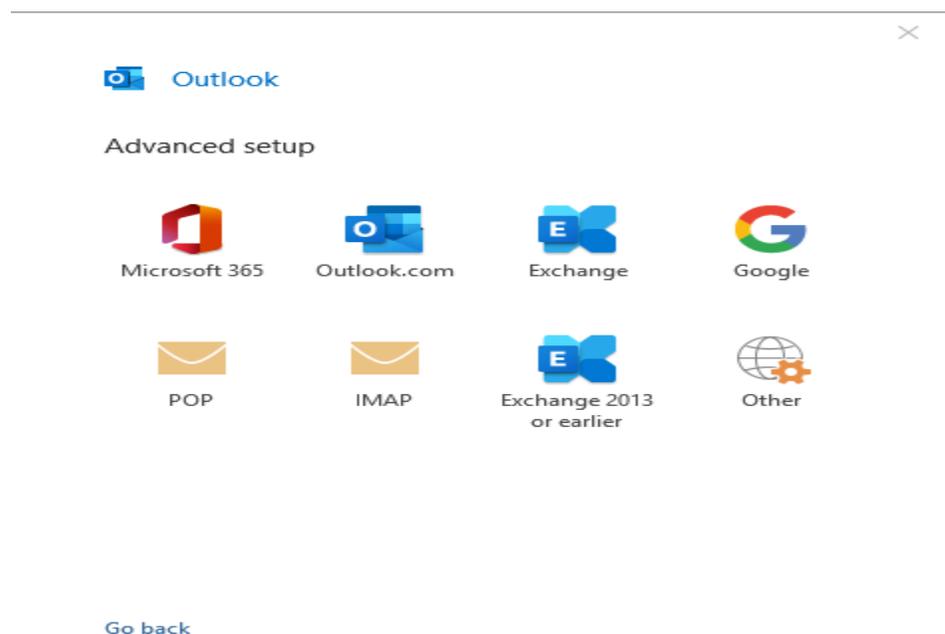

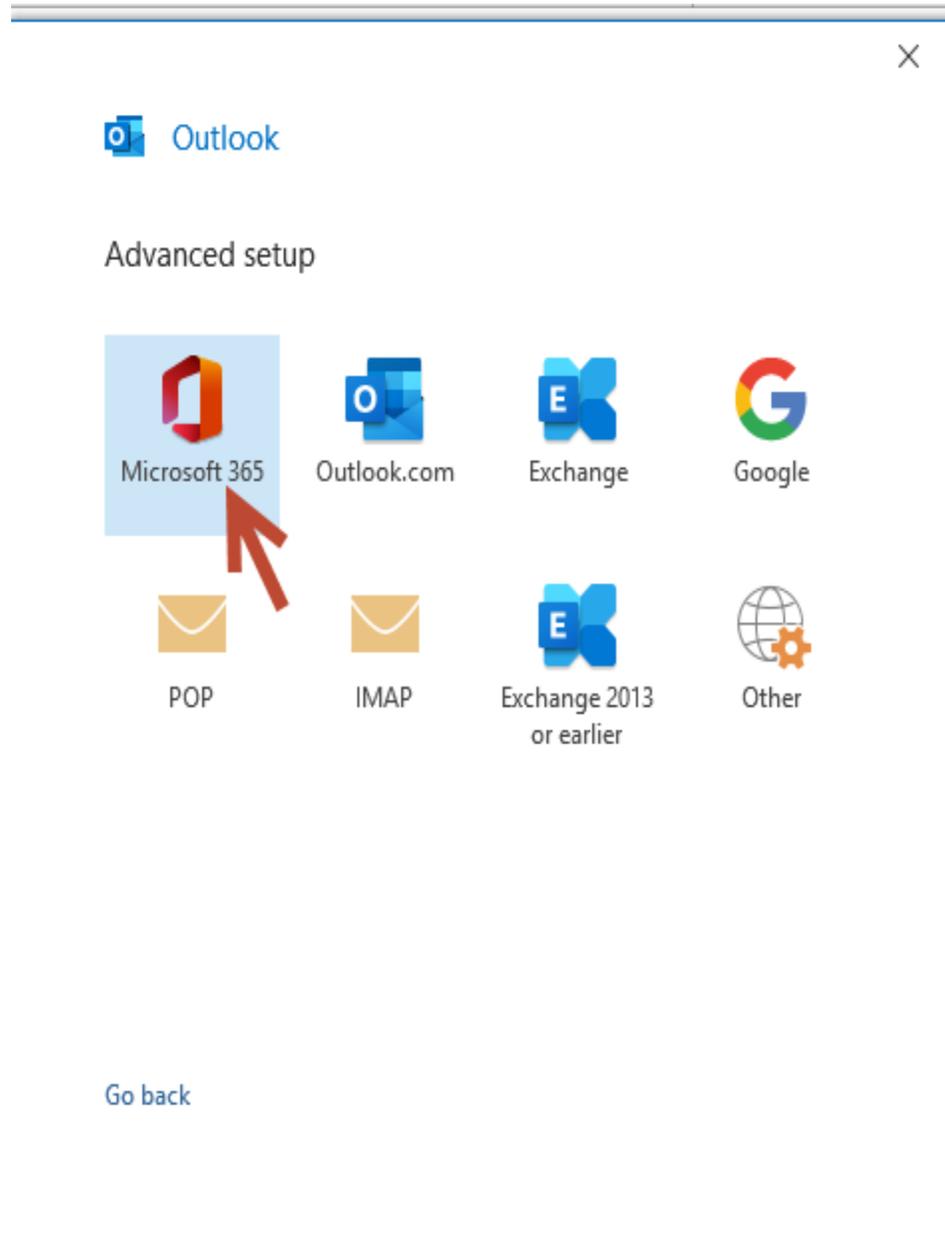2. In the next wizard, check **"Let me set up my account manually"**. Tap **"Done".**
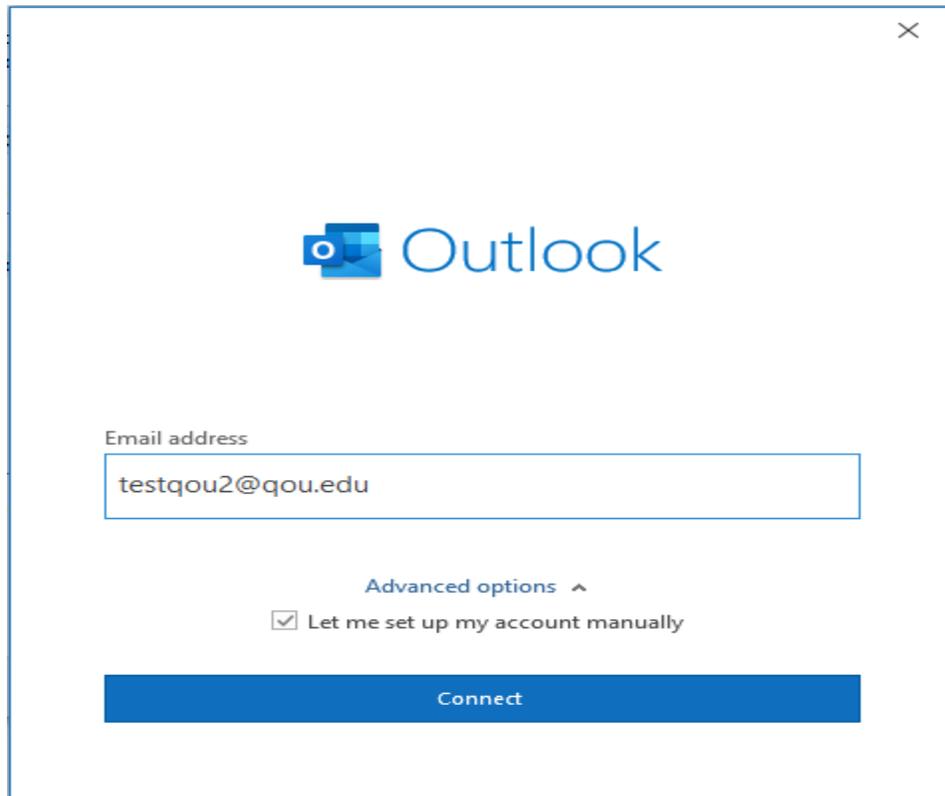
3. It's will redirect you to advance setup.

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".**

4. Determine the period that you will download emails. Tap **"Next".**

5. Tap **"Done".**

×

Outlook

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".**

×

 Outlook
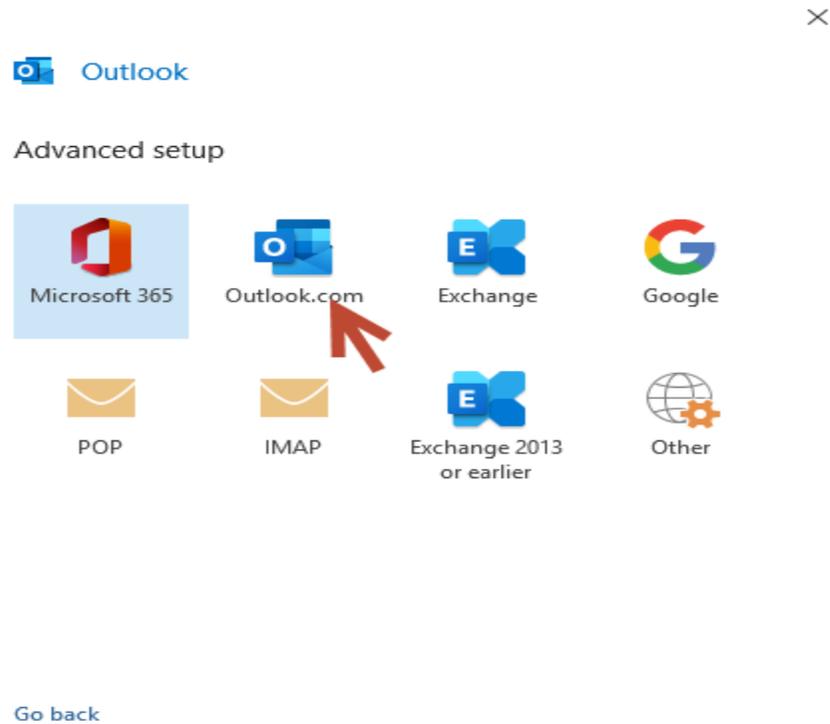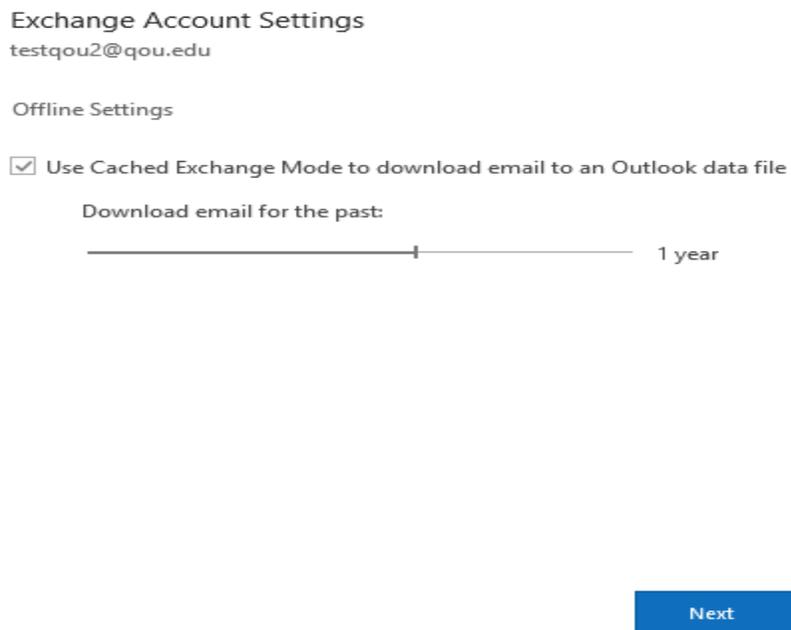
Account successfully added
You need to restart Outlook for these changes to take effect.

Done

Outlook setting and configuration by "Exchange".

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

3. Determine the period that you will download emails. Tap **"Next".**
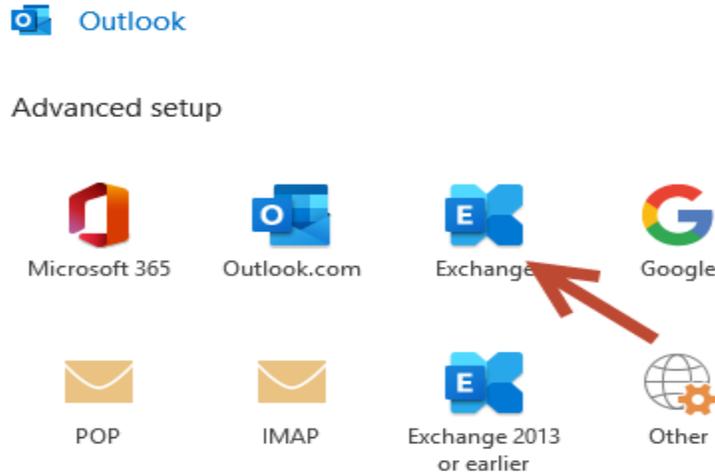
4. Tap **"Done".**

Outlook

Account successfully added

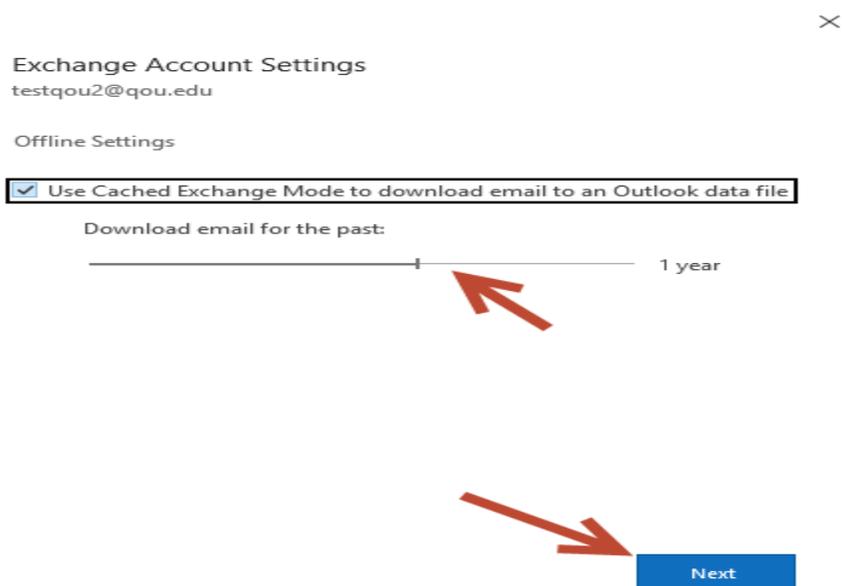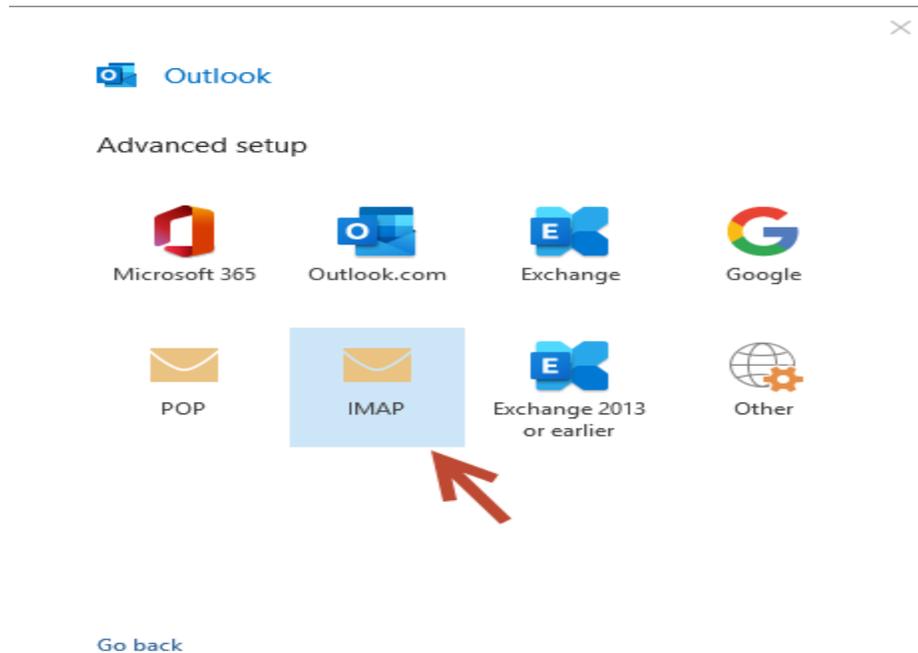You need to restart Outlook for these changes to take effect.

Done

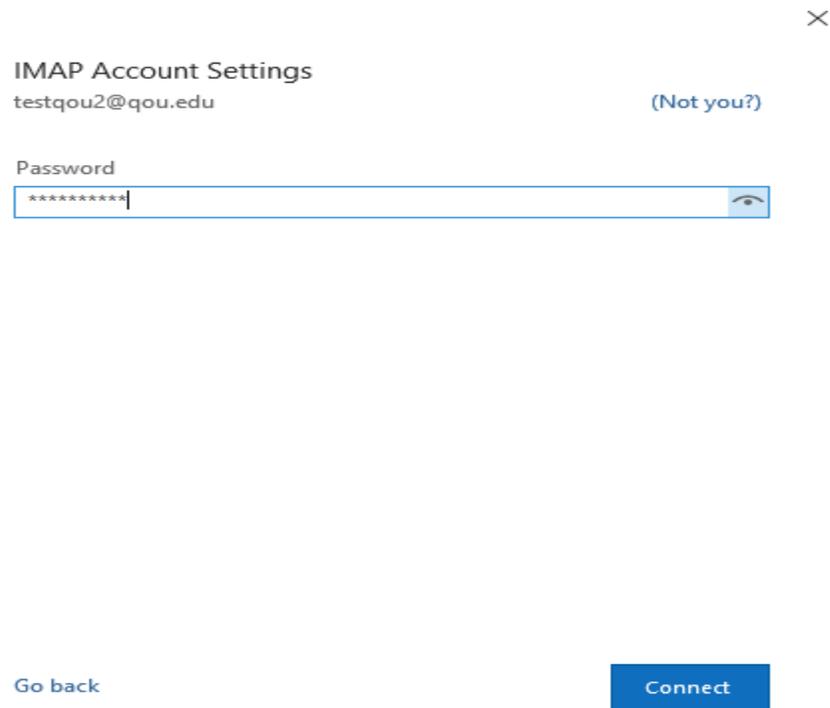**Outlook setting and configuration by "IMAP".**

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".

4. It will redirect you to password wizard. Enter your email password. Tap **"Connect".**

×

IMAP Account Settings
testqou2@qou.edu   (Not you?)

Password
**********| 👁

Go back   Connect

5. Account successfully added. Tap "Done".

Outlook

Account successfully added

| ✉ | **IMAP** |
| | testqou2@qou.edu |

Add another email address

Email address | Next

Advanced options ⌃

☑ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

Done