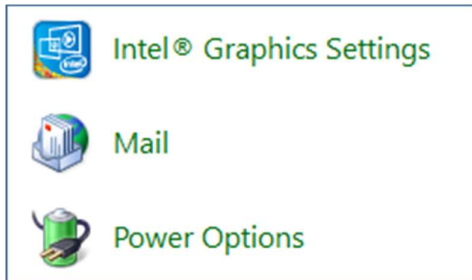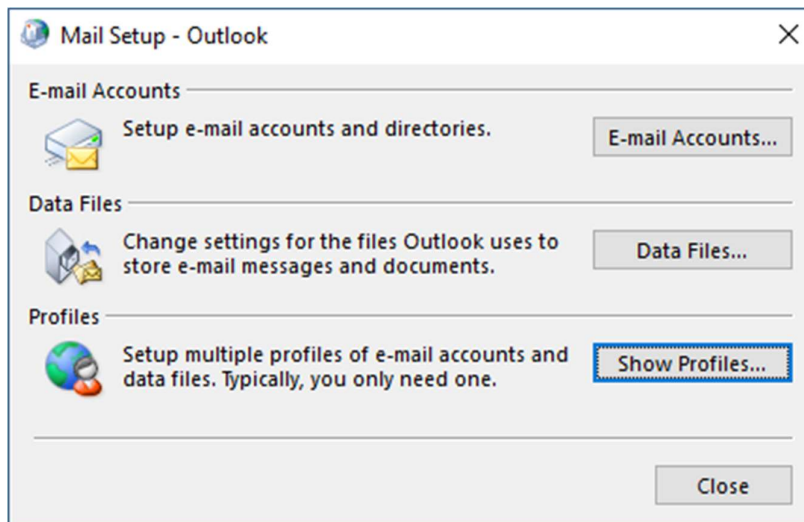# [Exchange 2019] Guide to Add Email Account on Outlook 2013, 2016, 2019 for Windows

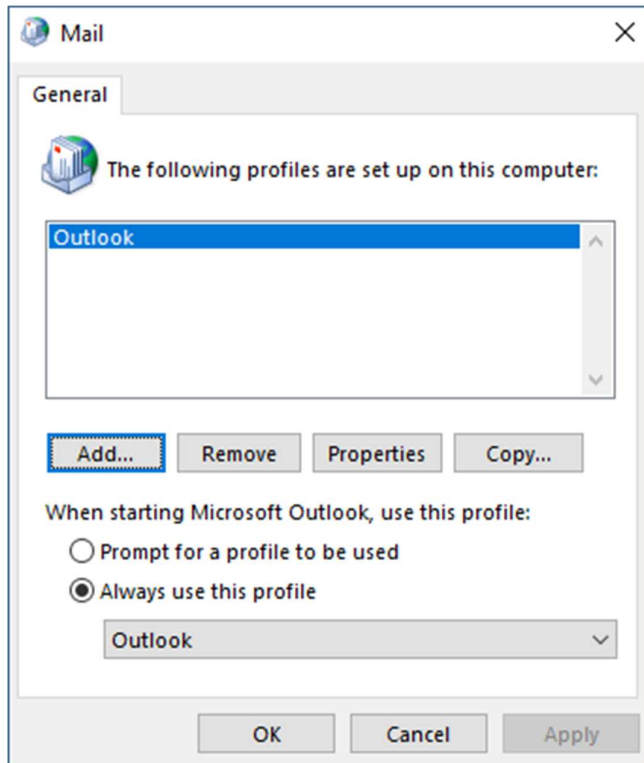**To add your email account to Outlook:**

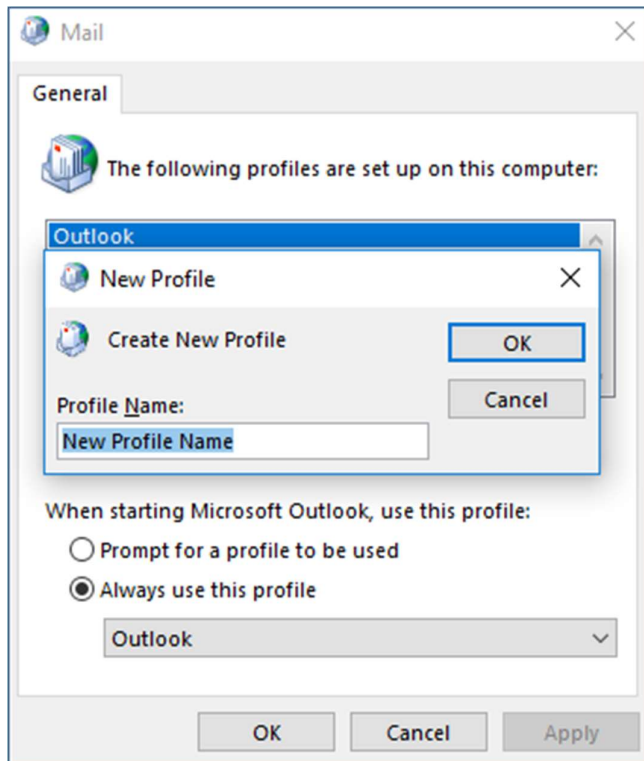1. Open your **Windows Control Panel** and select the **Mail** icon.
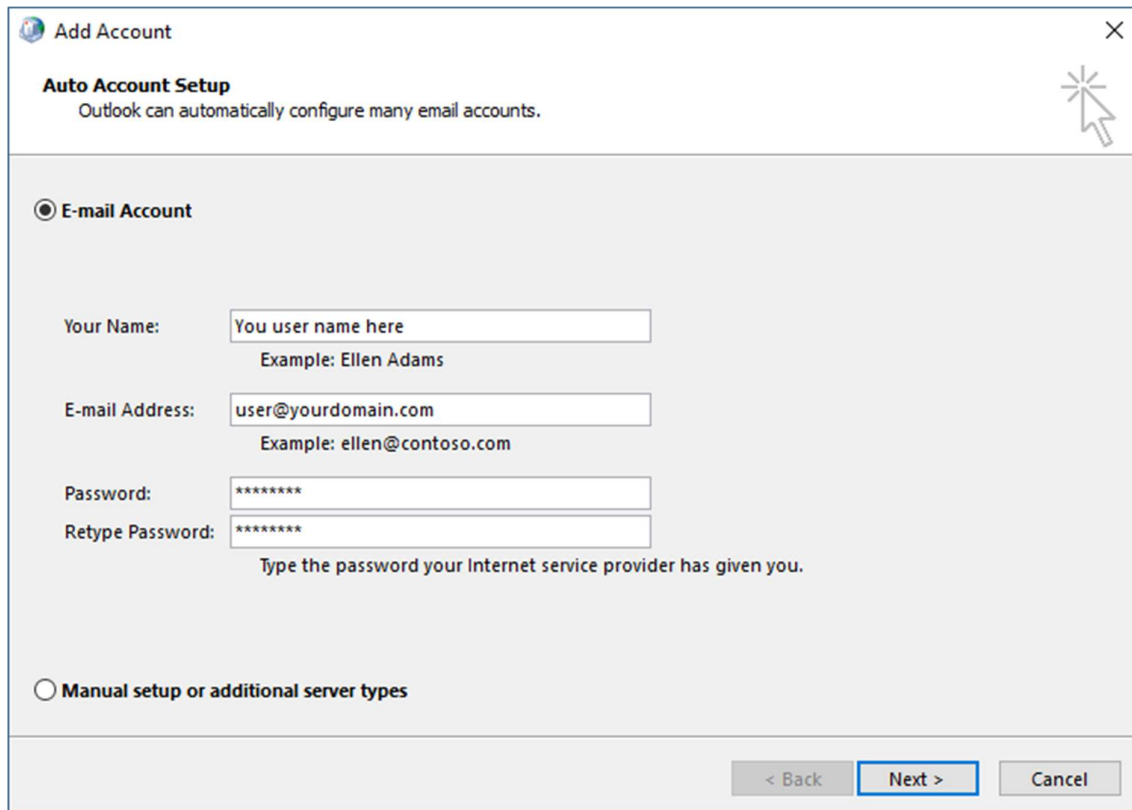


2. Select **Show Profiles**

3. Click **Add**



4. Enter a name for your new profile in the **Profile Name** box. Click **OK**.

5. Click the **E-mail Account** radio button, and fill in the **Your Name**, **E-mail Address**, **Password** and **Retype Password** fields. Click **Next**.



6. Outlook will connect to **Autodiscover**, and configure your settings automatically. When you see three green checkmarks, click **Finish**.

## Add Account

**Congratulations!**

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

✓ Establishing network connection

✓ Searching for ▓▓▓▓▓▓▓▓▓▓ settings

✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings

Add another account...

< Back    Finish    Cancel