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How to set up your e-mail in Outlook 2016 and 2019

Outlook, Phones & Apps

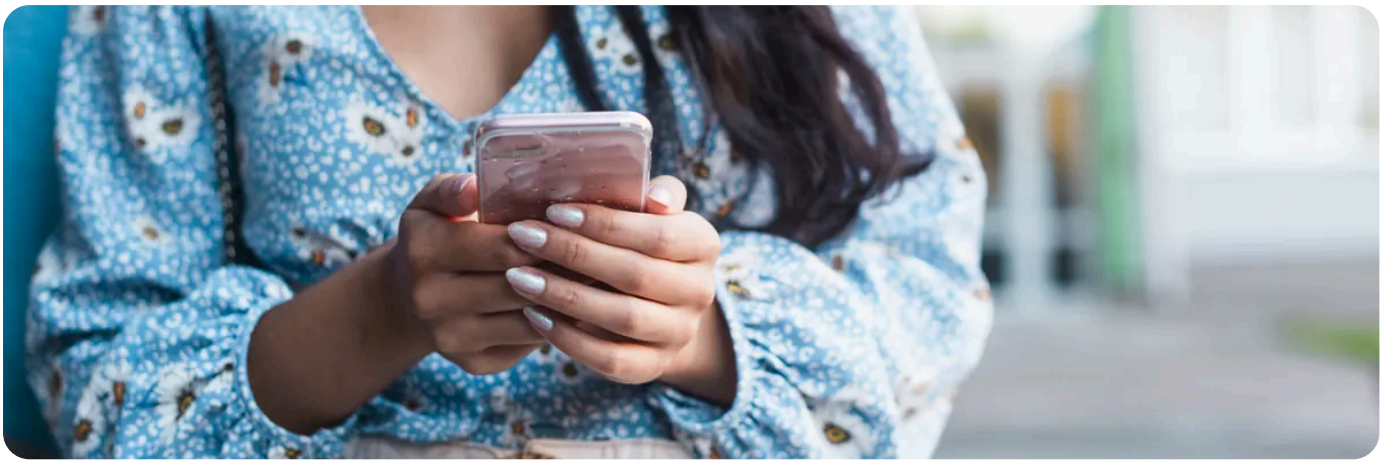
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How to set up your e-mail in Outlook 2016 and 2019

Outlook, Phones & Apps Created on **August 14, 2026** Updated on **October 4, 2026** 1 min read



Outlook 2016 and 2019 share the same account wizard. It may configure itself automatically; if not, switch to manual setup.

Setting it up

1. Open Outlook and, on the first screen (or via **File** → **Add Account**), type your e-mail address.
2. Click **Advanced options** and tick **Let me set up my account manually**, then **Connect**.
3. Choose **IMAP** as the account type.
4. Fill in the incoming and outgoing server settings:

Setting	Incoming (IMAP)	Outgoing (SMTP)
Server	**mail.yourdomain.com** - replace with your own domain	
Port	**993**	**465**
Security	SSL/TLS	SSL/TLS

If port 465 does not work:
Use **587** with **STARTTLS** for the outgoing server. Some mobile carriers and corporate networks block 465, and Outlook reports `0x80042109`. Port 587 does the same job and usually gets through.

Username: your full e-mail address - **Password:** the mailbox password you set in cPanel (not your portal or cPanel password).

5 Enter your password when asked, then finish. Outlook tests the connection automatically before completing setup.

Choosing IMAP vs POP is permanent.
Once the account is created you can't switch the protocol - you would need to remove it and set it up again.

NEED A HAND?

Connection test failing? Send us the exact error and we'll help.

Open a support ticket →

SEE ALSO

If an error code shows up:
Common Outlook errors: 0x800CCC0E, password prompts and more

Receiving but not sending?
Why your e-mail is not sending or receiving

PROFESSIONAL E-MAIL

Your e-mail should carry your company name.

Mailboxes on your own domain, with webmail, antispam and automatic setup on phone and desktop.

See e-mail plans →

Works in Outlook, on your phone and in the browser

Mozout

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