Set up Gmail in Outlook 2019.
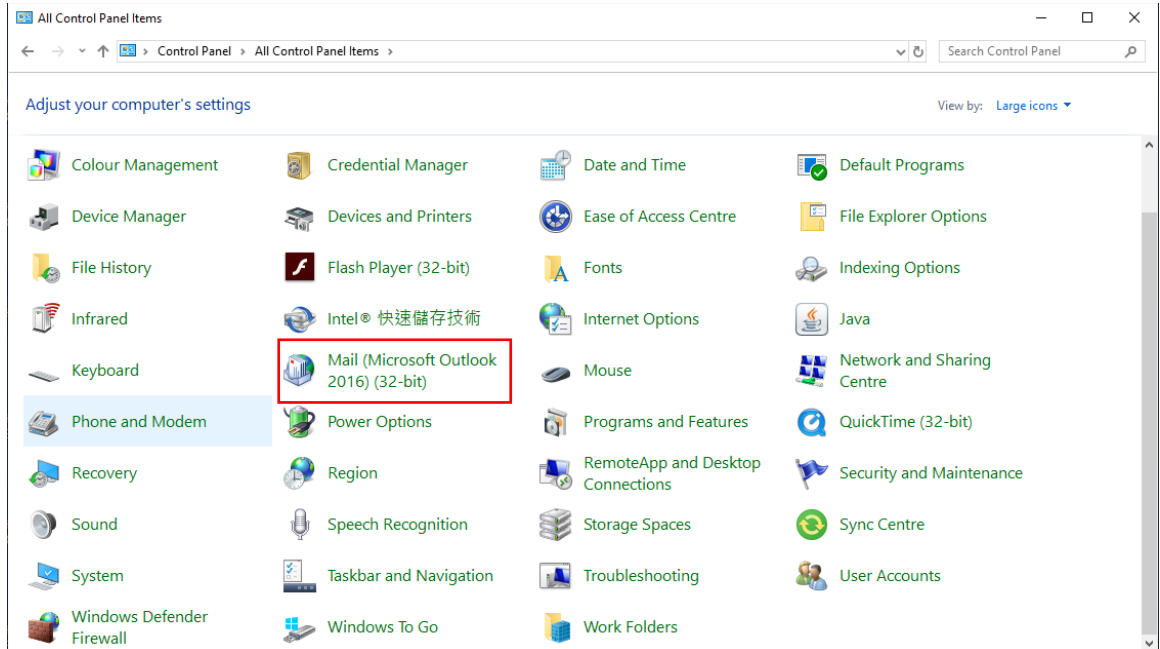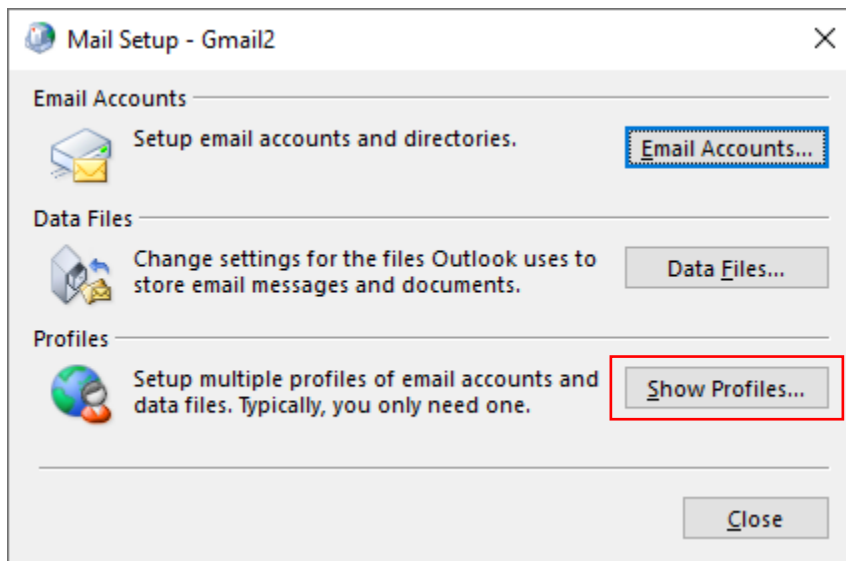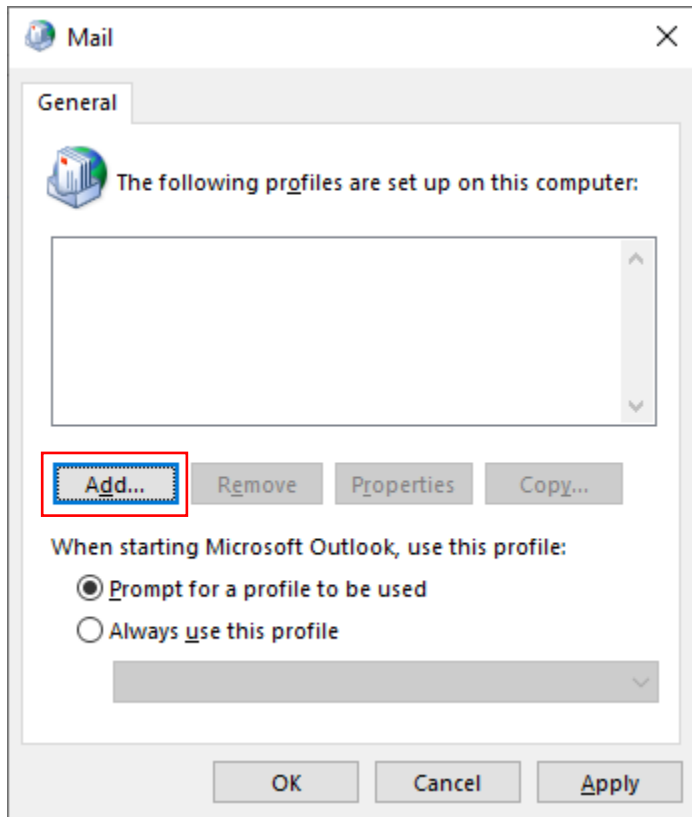
1. Get in to Control Panel. Click "Mail".

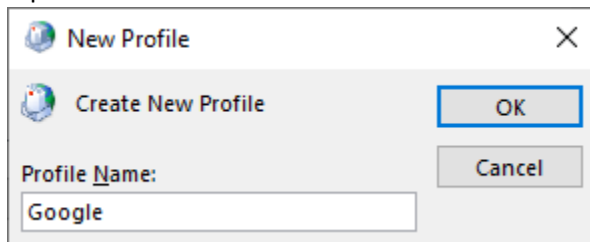2. Click "Show Profiles".
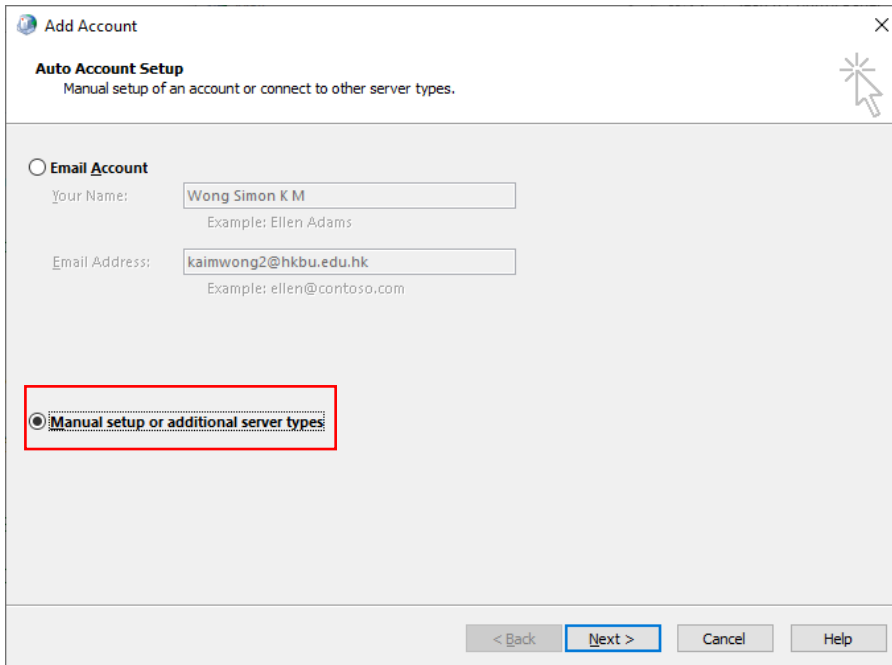
3. Click "Add".

4. Input the Profile Name.

5. Select "Manual Setup", then click "Next".

6. Select "POP or IMAP".

7. Input the information, the click "Next".

8. Input the email in popup screen.
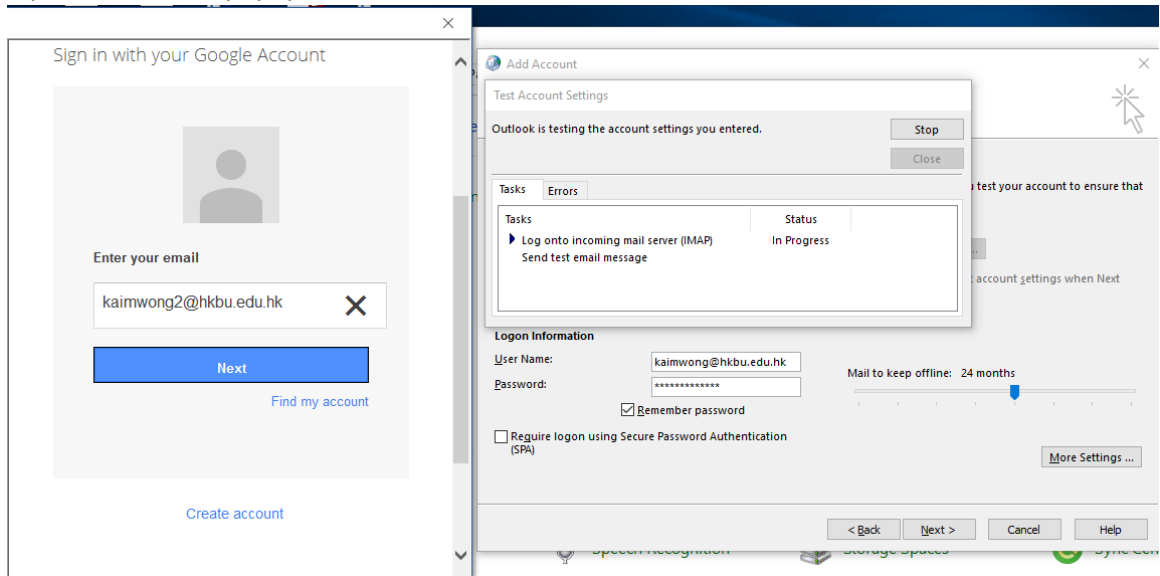
9. Login DUO.

10. Click "Allow" to accept the login.
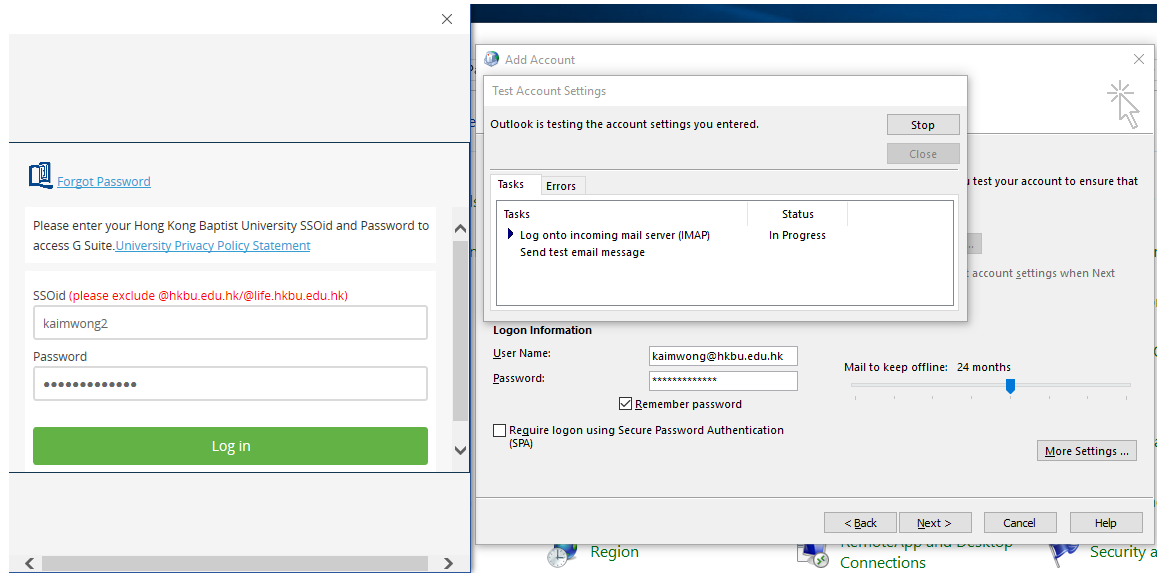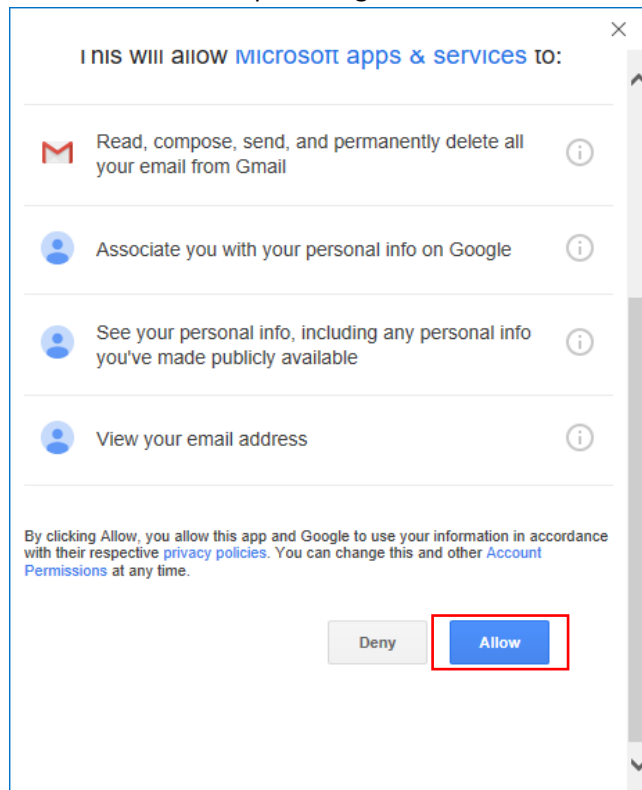
Adding kaimwong2@hkbu.edu.hk

Account setup is complete

OK

☐ Set up Outlook Mobile on my phone, too

Setting for Mass Mail

1. Change to "smtps.hkbu.edu.hk" in Outgoing mail server, then click "More Settings".

2. Change Outgoing server port to "587", "STARTTLS" and uncheck "Do not save copies of sent items".