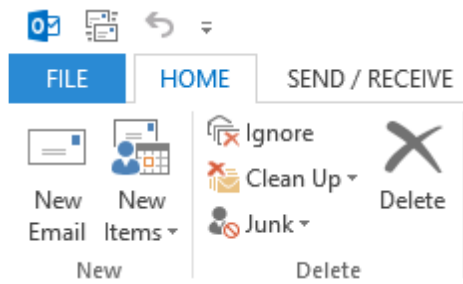
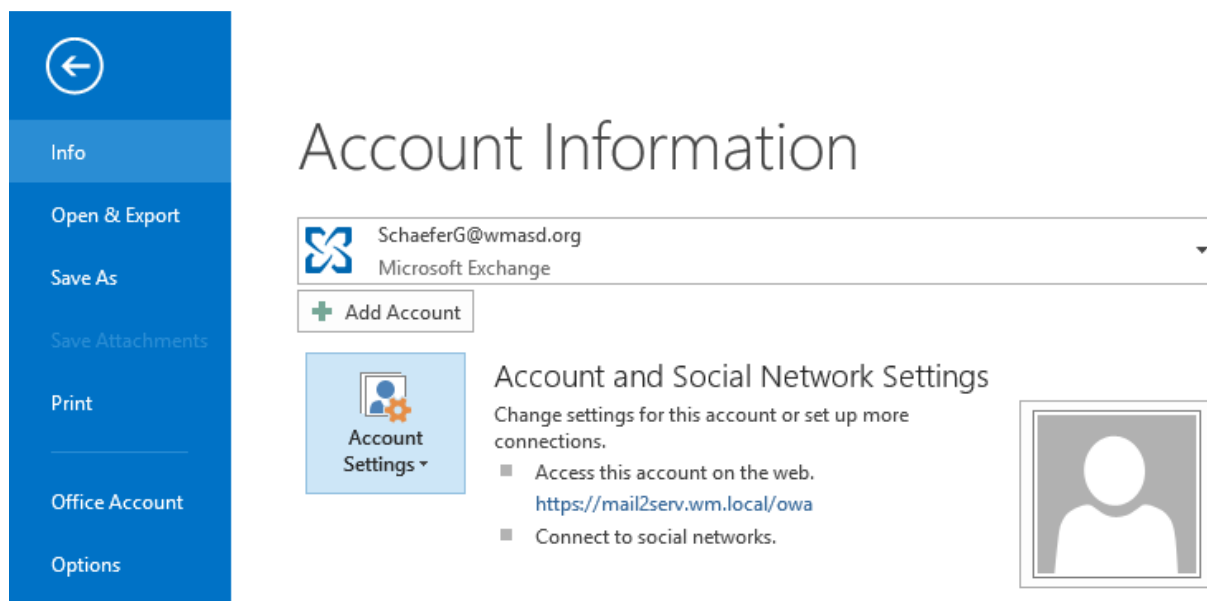


Open Outlook and click File.



Click Account Settings.



Click the Account Settings Menu.

←

Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Account Information

SchaeferG@wmasd.org
Microsoft Exchange

+ Add Account

Account and Social Network Settings

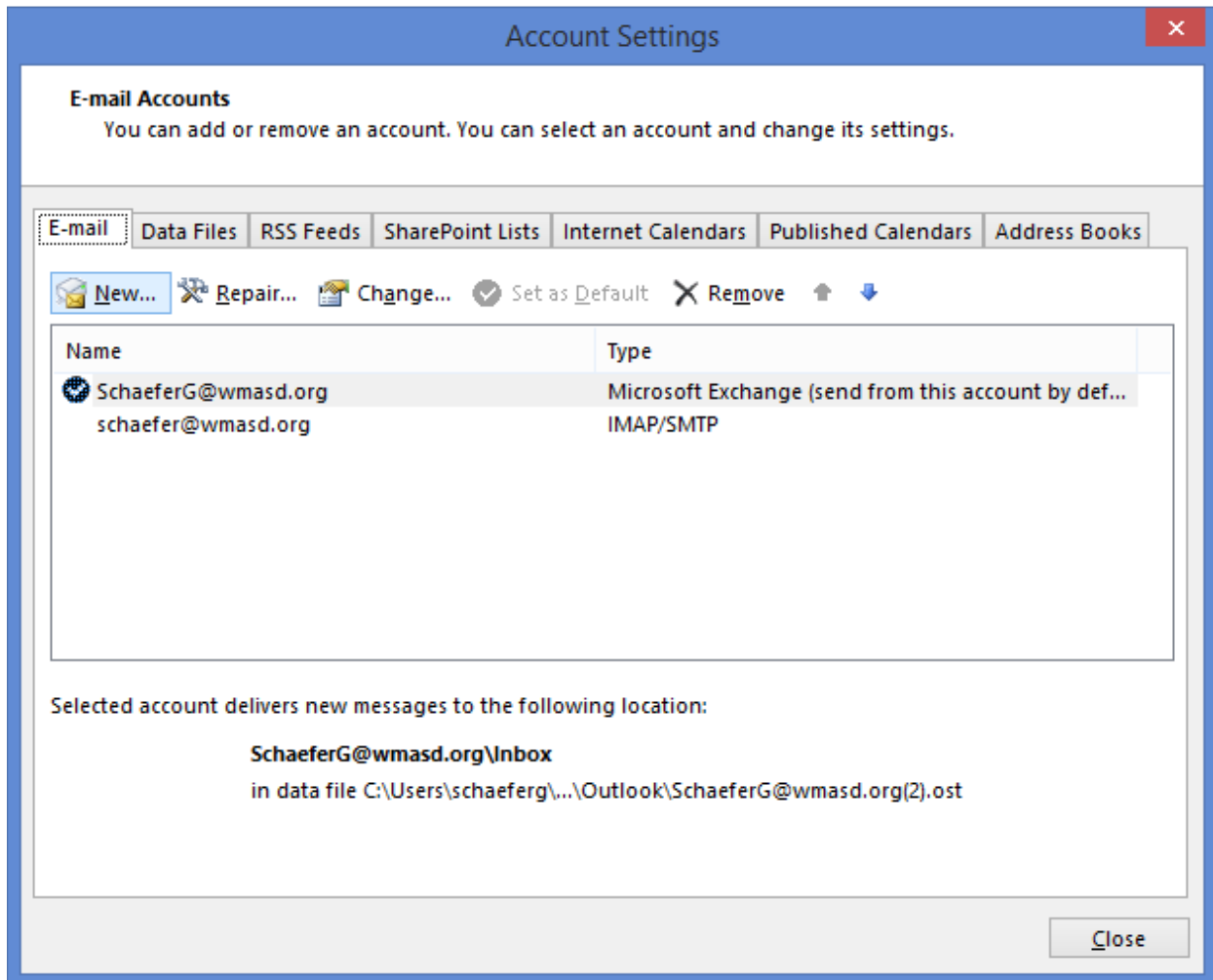
Change settings for this account or set up more connections.

- Access this account on the web.

Profile Picture

Account Settings...
Add and remove accounts or change existing connection settings.

Click New...



Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

Click the Manual setup or additional server types radio button and click next.

Add Account ✕

Auto Account Setup ✖
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

Click the POP or IMAP radio button and click next.

Add Account



Choose Service



- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

< Back

Next >

Cancel

Fill the fields in replacing the Your Name field with your own name. User Name is your extension and Password is your password for your voicemail. Once you are done click Next.

Change Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

Once the test succeeds click close.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Click Finish and your voicemail will now show up in your sidebar under your name.

