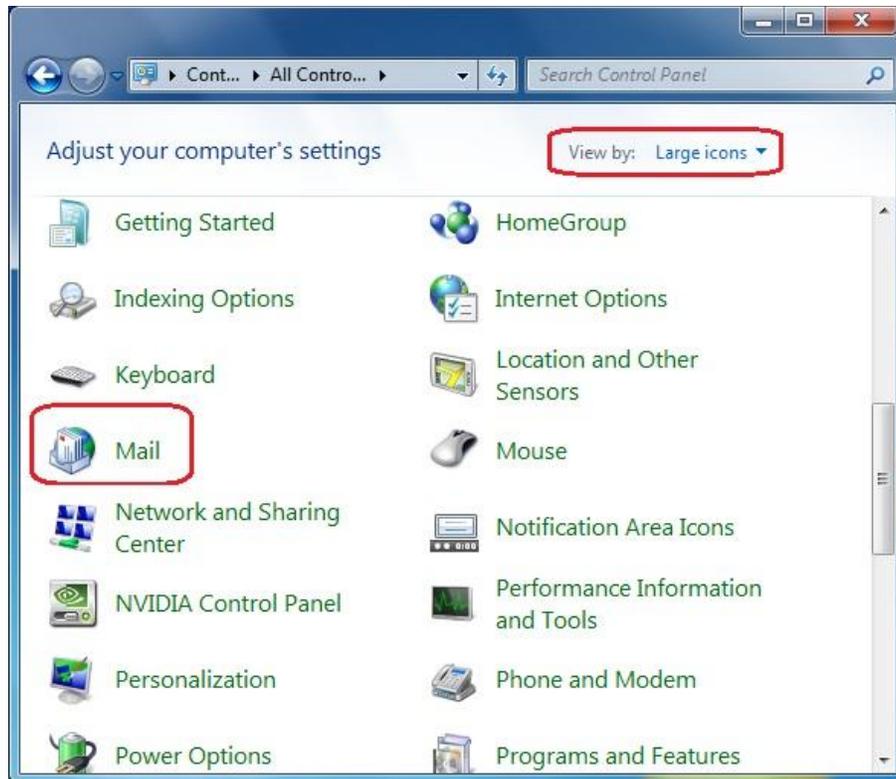


## How to Add an Exchange Mailbox to Outlook

Log in to a workstation using the network account that requires the Outlook configuration. EX: If John Doe needs to access Outlook, log onto the computer as john.doe using the correct password.

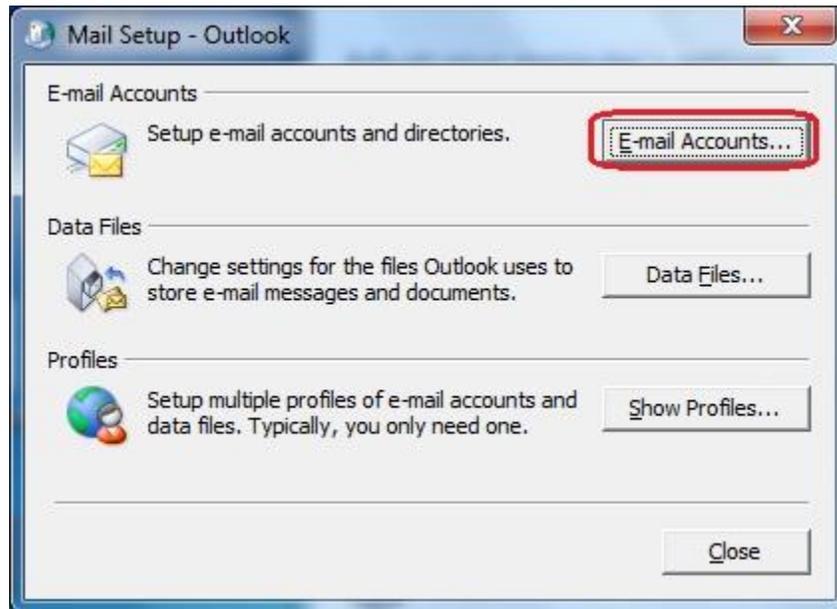
You cannot add an Exchange account while Outlook is open. First, go to the Control Panel from the Start Menu. In Control Panel, choose Mail. If you use Vista or Windows 7, you may need to do the following:



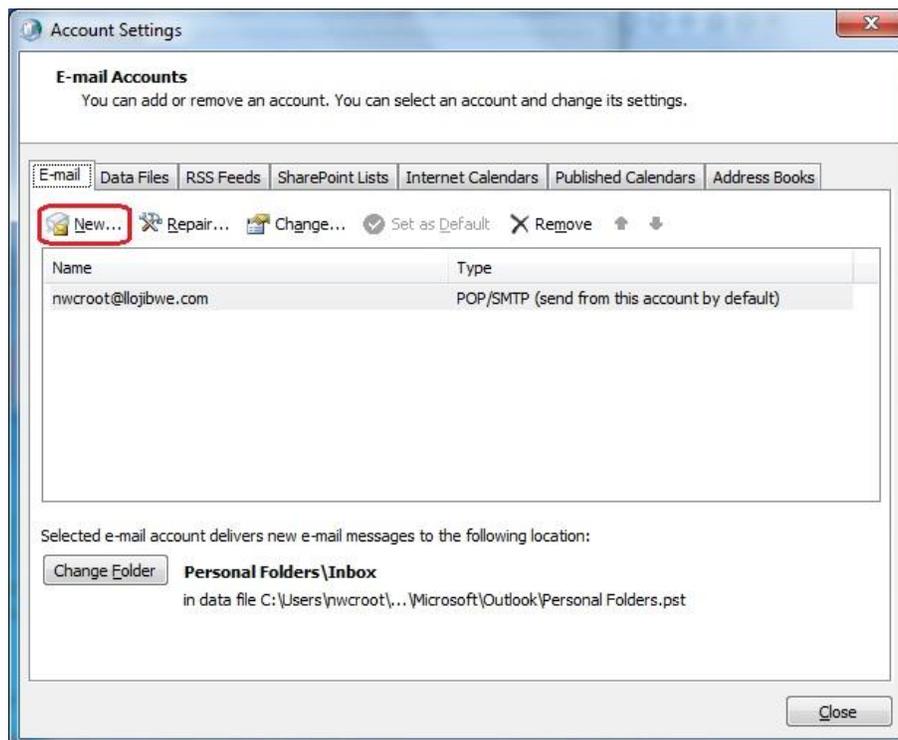
You may need to View By: Large Icons before you can see the Mail option.

Otherwise, select the Mail option.

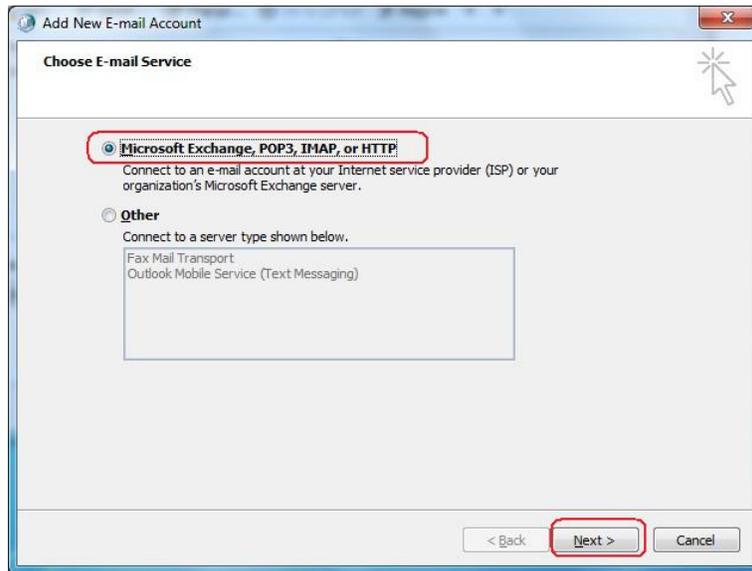
Click on E-mail Accounts:



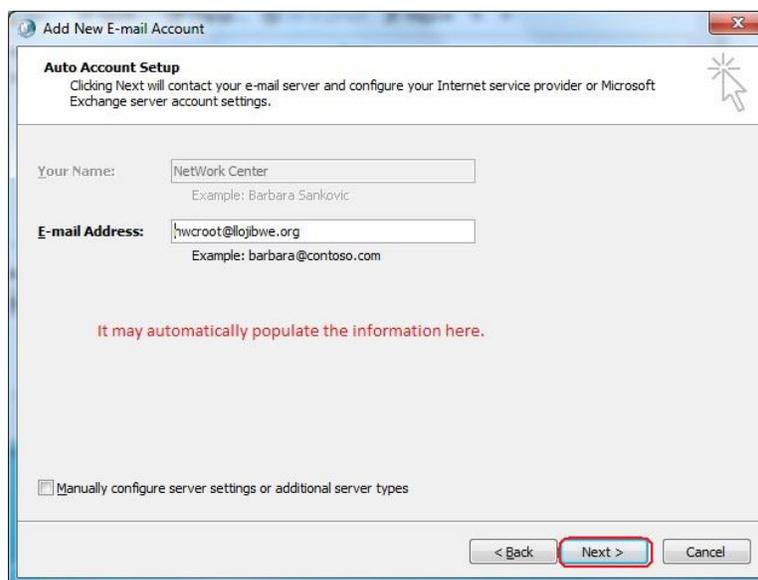
Click on New to create a new Exchange Mailbox



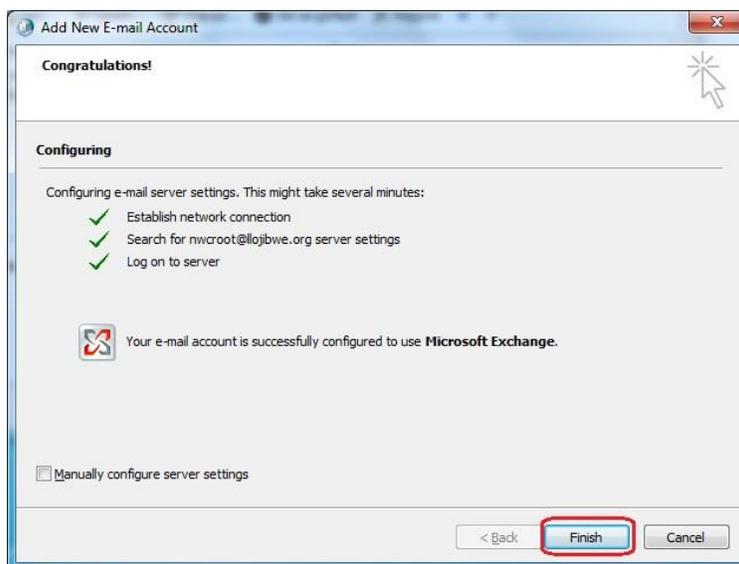
This will open another new window. Keep the dot in Microsoft Exchange, and click Next.



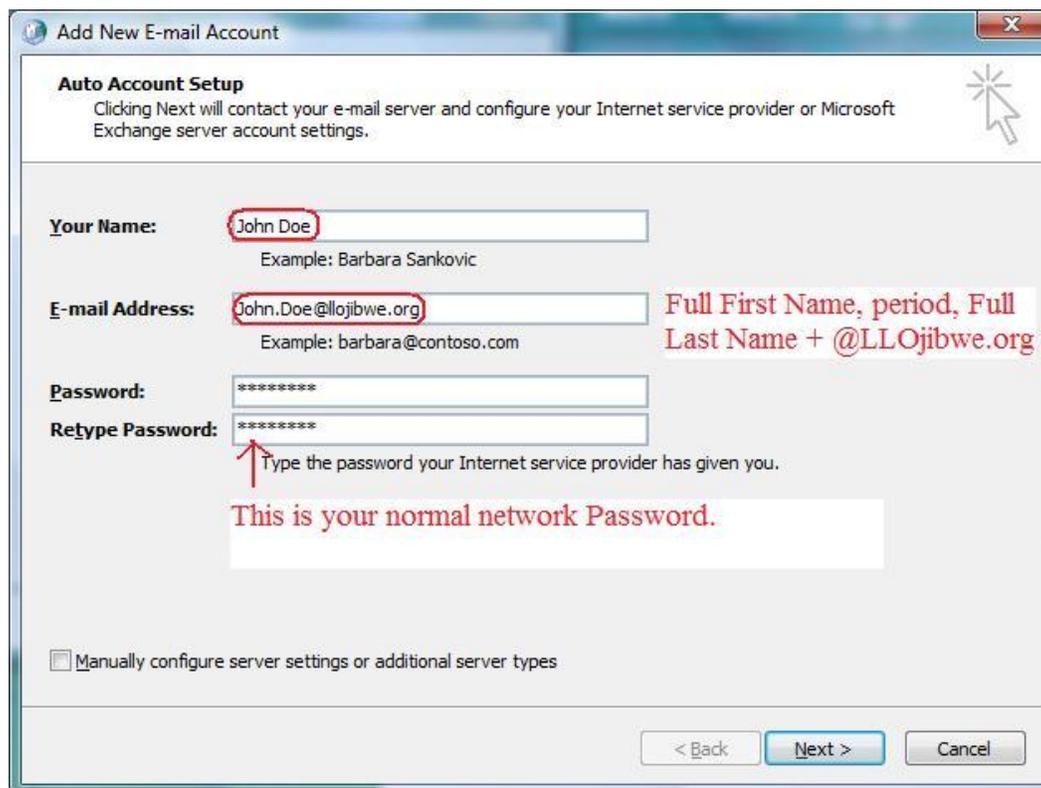
The next window may auto-fill the information. If it does, simply click Next:



If successful, this will finish the process to add Microsoft Exchange. Click Finish.



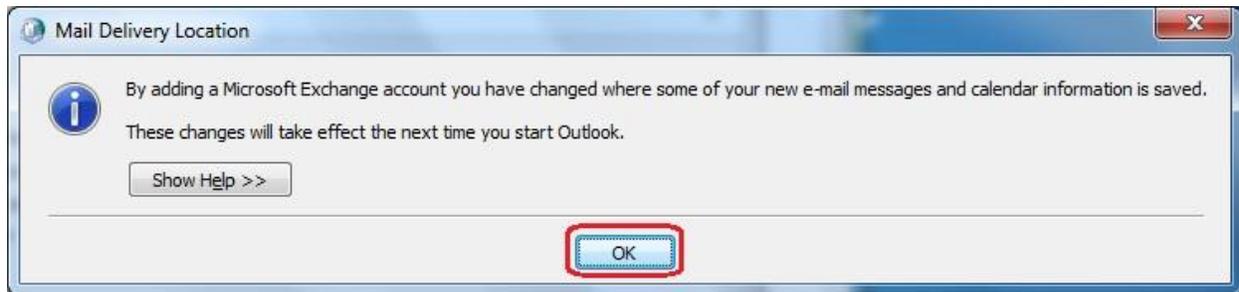
If this process did not work, you may need to manually enter some information.



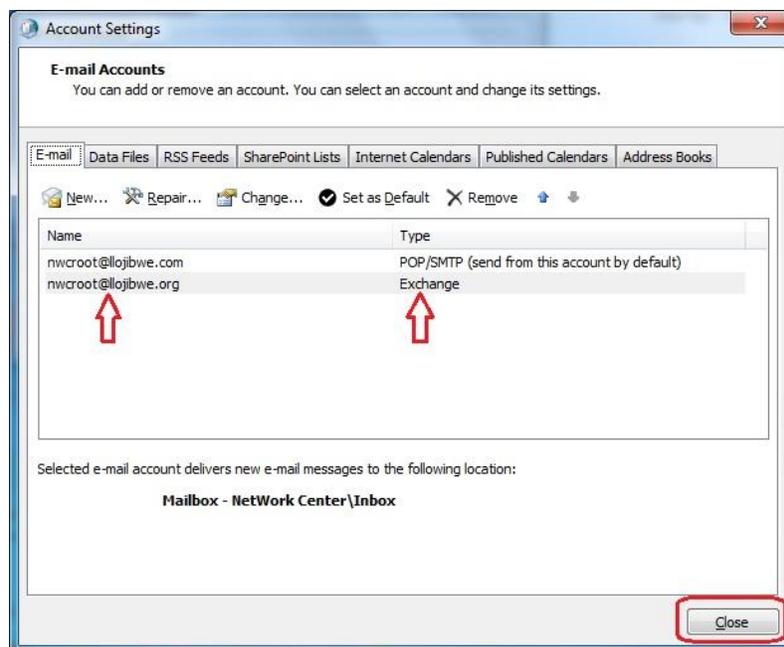
Type the first and last name in the first box. Type in the full email address in the second box (ex: [john.doe@llojbwe.org](mailto:john.doe@llojbwe.org)). Type the user's password, then retype it to confirm.

If successful, this should create the Outlook account and allow the user access to their mailbox.

Click OK on the following message if you receive it:



You should now see 2 E-Mail accounts. Click the Close button.

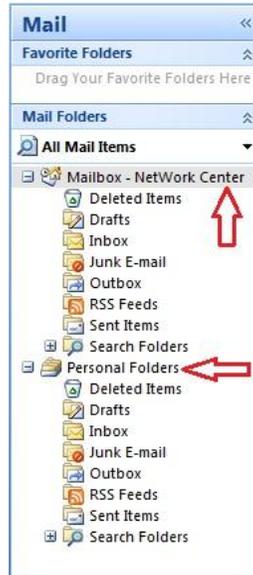


Finally...click close on the following Window:

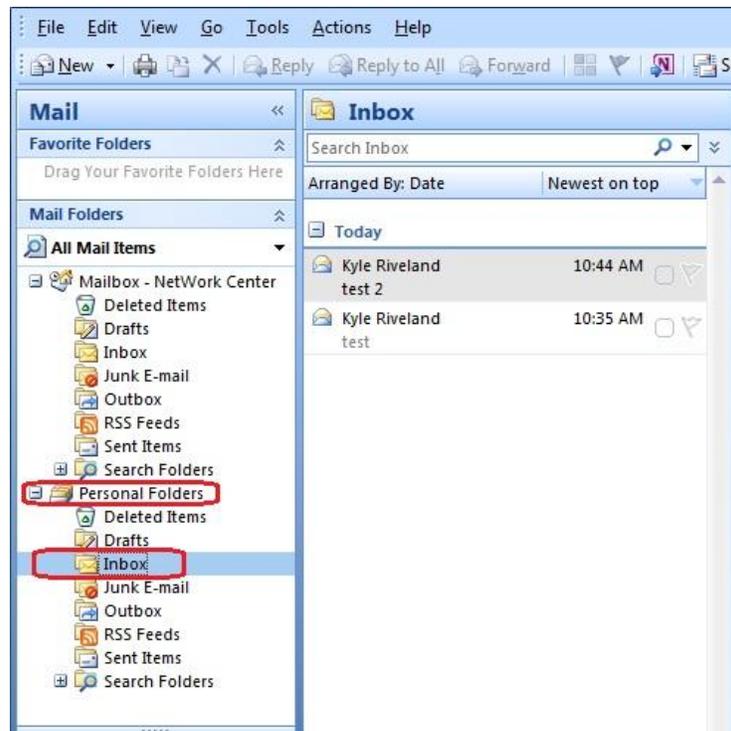


# Move E-Mail from POP Account to Exchange Mailbox

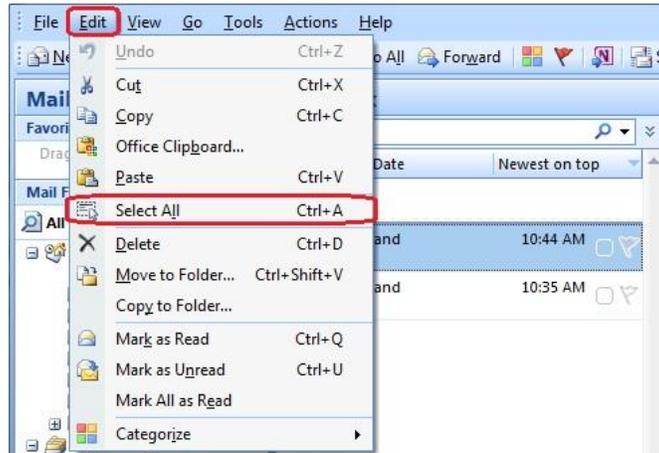
Open Outlook. You should now see multiple inboxes as in the following.



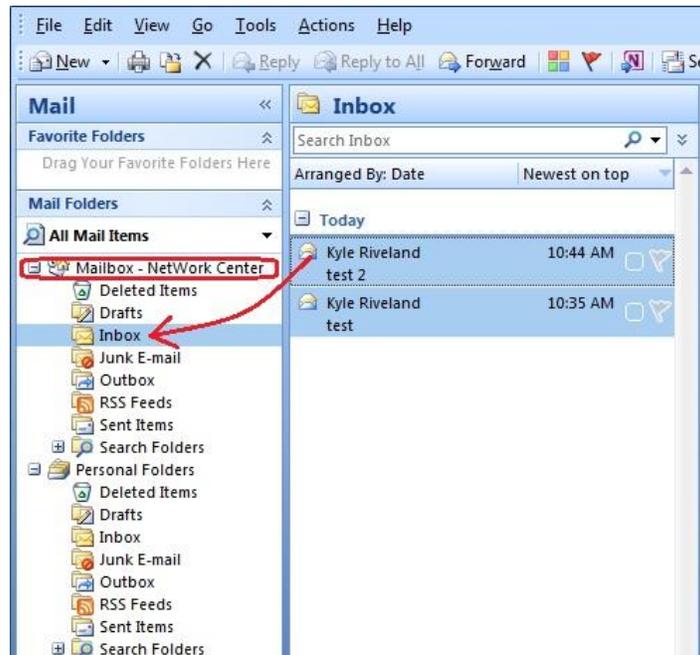
Within Personal Folders, click on the Inbox. You should see all your old emails to the right.



Click Edit, then click "Select All"

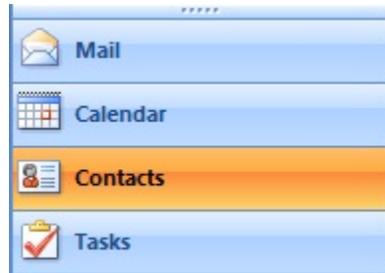


All of your emails should be highlighted. Left-Click and hold while you drag your emails from the right to the Inbox under the "Mailbox" heading. This will move your email from the old location to the new location. If you have other folders, you can do the same. Just make sure you drag them into the "Mailbox" section, and do not drag them into the Personal Folders.



## Move Contacts from POP Account to Exchange

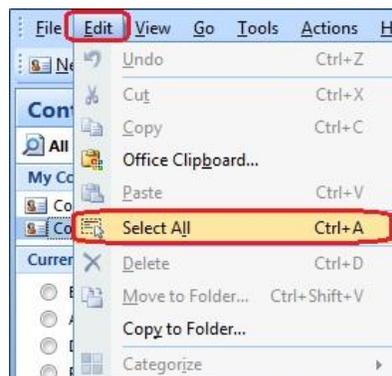
Now click on the Contacts button in the lower left corner of Outlook:



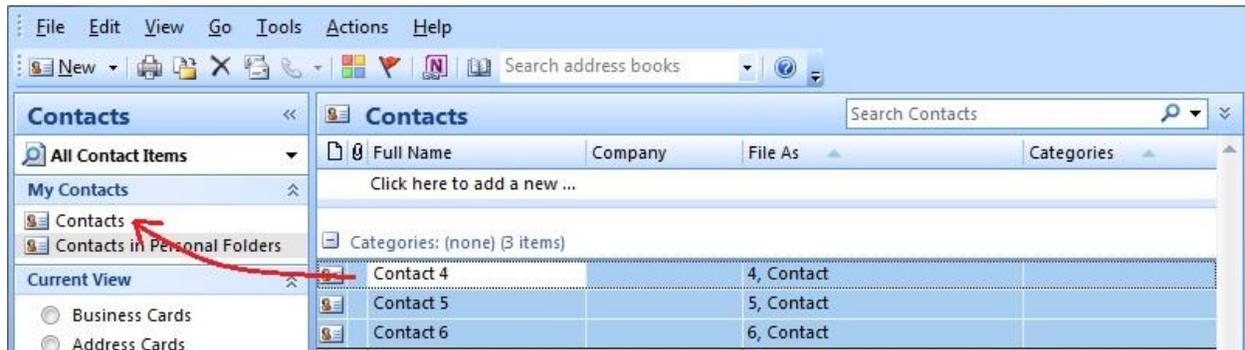
You should see 2 contact listings as in the following:



Click on the option labeled "Contacts in Personal Folders". Click Edit, then choose "Select All"

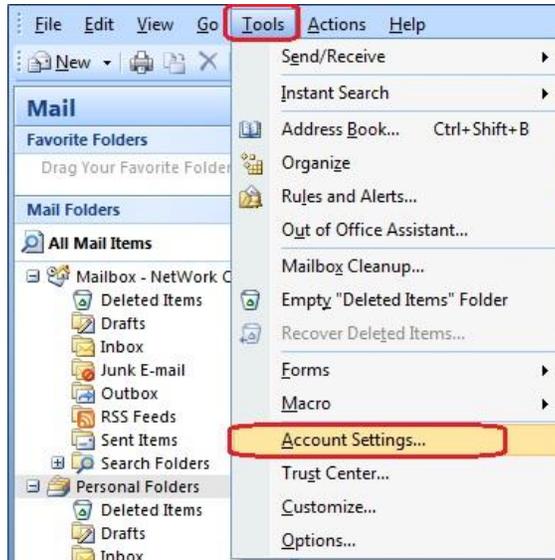


Left-click and hold on the highlighted contacts from the right. Drag them into the folder labeled "Contacts".

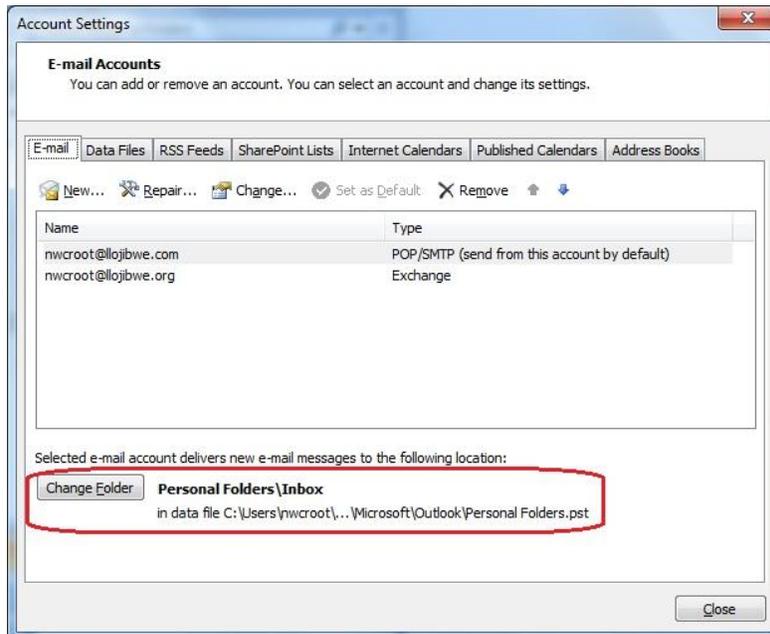


# Change the Default Delivery Location

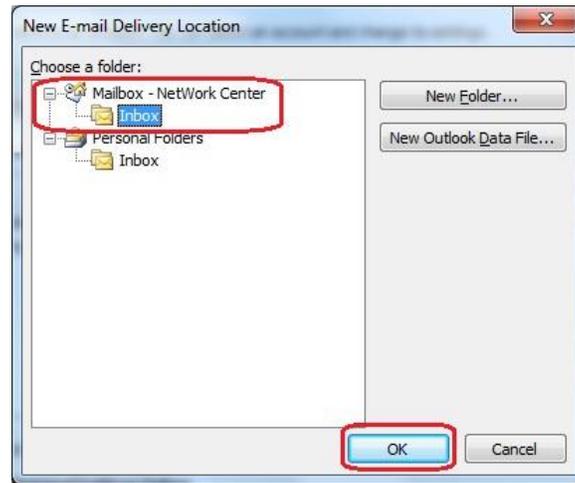
In Outlook, click on Tools, then Account Settings.



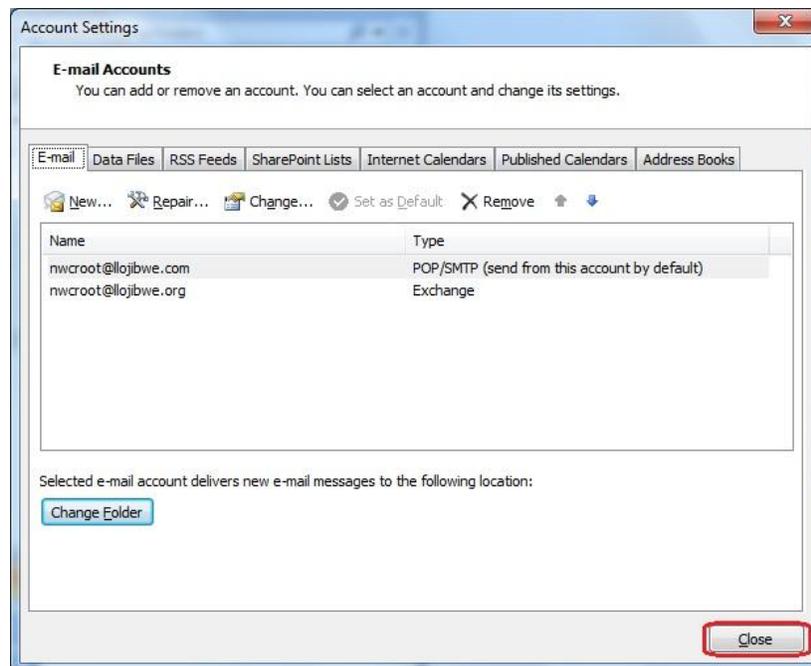
Click on Change Folder.



Select the Inbox under “Mailbox”. Do not choose anything under “Personal Folders”. Click OK when done.



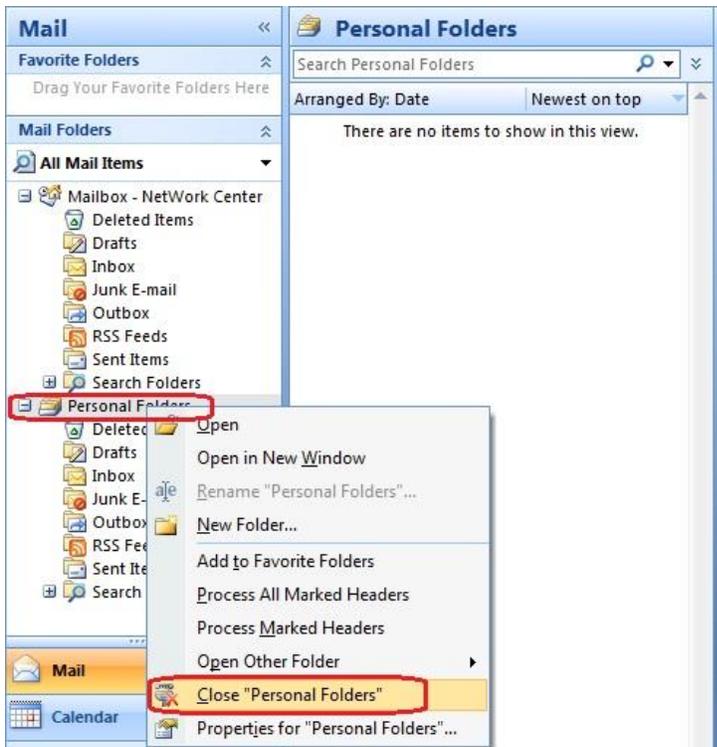
Finally Click Close.



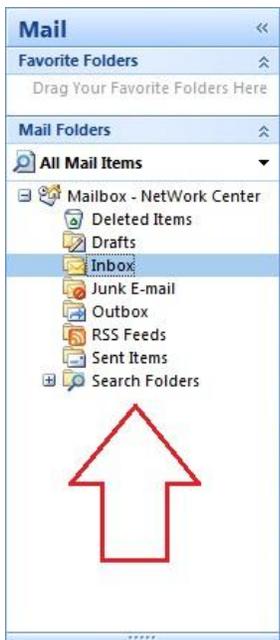
Close Outlook, then re-open Outlook. This will complete the change.

## Close Personal Folders

Right-Click the Personal Folders on the left. Select Close "Personal Folders" option in the sub-menu.

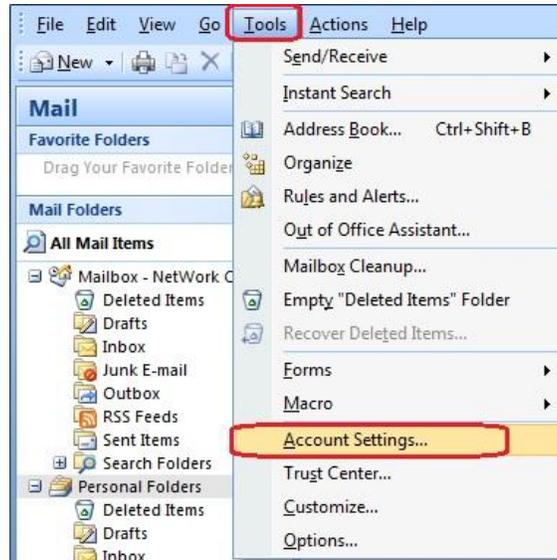


If everything worked, you will no longer see Personal Folders, and will only have the Exchange Mailbox as in the following:

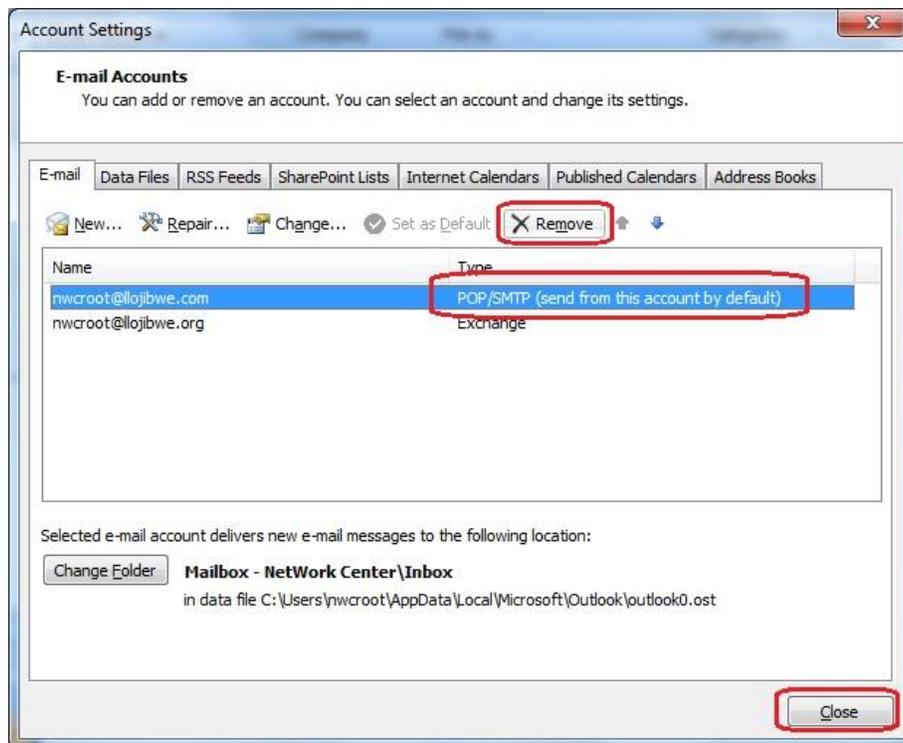


## Remove a POP E-Mail Account from Outlook

Once again, in Outlook, click Tools, then select Account Settings.



Select the POP/SMTP account. Click on the Remove button and accept any warnings. Once done, click Close.



This will complete the conversion from a Pop account to Exchange.