How to Attach a New Outlook User to Exchange

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.

Once Outlook starts, it may automatically find the Mail Server:

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@llojibwe.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.