## 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 :

Clicking Next w Exchange serv	tup ill contact your e-mail server and configure your Internet service provider or Microsoft er account settings.	Ť
(our Name:	NetWork Center	
	Example: Barbara Sankovic	
E-mail Address:	hwcroot@llojibwe.org	
It may a	utomatically populate the information here.	

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.

Your Name:       John Doe         Example: Barbara Sankovic         E-mail Address:       John.Doe@llojibwe.org         Example: barbara@contoso.com       Full First Name, period, Fill Sit Name + @LLOjibwe.         Password:       ************************************	Clicking Next will Exchange server	contact your e-mail server and configure your r account settings.	r Internet service provider or Microsoft
E-mail Address: Dohn.Doe@llojibwe.org Example: barbara@contoso.com Password: Retype Password Type the password your Internet service provider has given you. This is your normal network Password.	<u>Y</u> our Name:	John Doe Example: Barbara Sankovic	
Password:       ********         Retype Password:       ********         Type the password your Internet service provider has given you.         This is your normal network Password.	<u>E</u> -mail Address:	John.Doe@llojibwe.org	Full First Name, period, Full Last Name + @LLOiibwe.or
Type the password your Internet service provider has given you. This is your normal network Password.	<u>P</u> assword: Retype Password:	*******	
		Type the password your Internet service This is your normal network	provider has given you. Password.
Manually configure server settings or additional server types	Manually configure	server settings or additional server types	

Type the first and last name in the first box. Type in the full email address in the second box (ex: <u>john.doe@llojibwe.org</u>). 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.