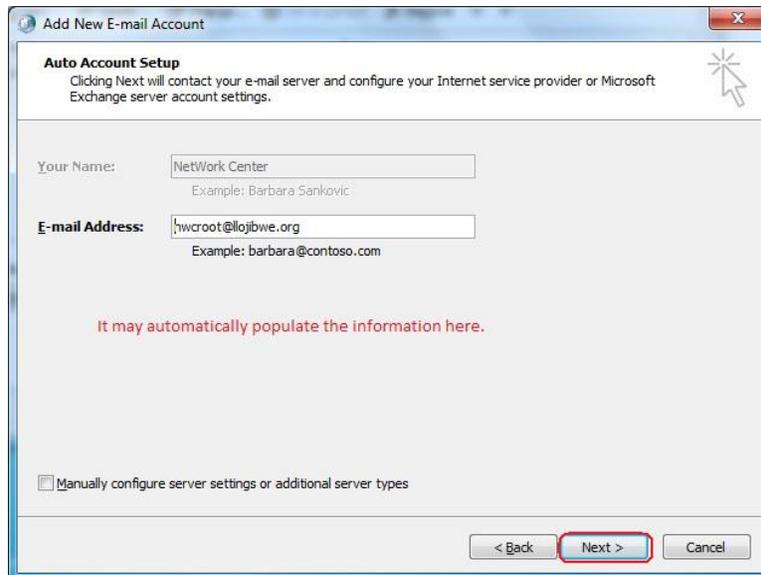


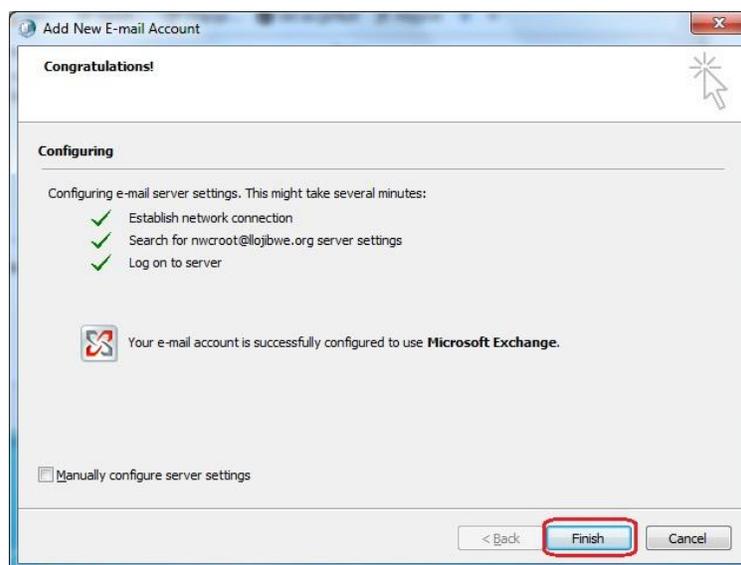
## How to Attach a New Outlook User to Exchange

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.

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** John Doe  
Example: Barbara Sankovic

**E-mail Address:** John.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.**

Manually configure server settings or additional server types

< Back   Next >   Cancel

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](mailto: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.