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:

🧿 Mail S	etup - Outlook	×
E-mail Ac	counts Setup e-mail accounts and directories.	E-mail Accounts
Data File:	s Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles
Profiles -	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Glose

Click on New to create a new Exchange Mailbox

ail Data File	RSS Feeds	SharePoint Lists	Set as Default X R	Published Calendars	Address Books
ame	1200 F 10		Туре		
vcroot@llojibw	e.com		POP/SMTP (s	send from this account	by default)
ected e-mail ac	count delivers	new e-mail messag	ges to the following lo	cation:	

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

Add Ne	w E-mail Account	-X
Choose	E-mail Service	芯
(Microsoft Exchange, POP3, IMAP, or HTTP	
	organization's Microsoft Exchange server.	
	Other Connect to a server type shown below.	
	Fax Mail Transport Outlook Mobile Service (Text Messaging)	
	< Dack	Cancer

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

Clicking Next will Exchange server	contact your e-mail server and configure your Internet service provider or Microsoft r account settings.	- A
Your Name:	NetWork Center	
	Example: Barbara Sankovic	
<u>E-mail Address:</u>	hwcroot@llojibwe.org	
lt may au	tomatically populate the information here.	
Manually configure	server settings or additional server types	

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

Congratula	tions!
Configuring	v
Configuring	e-mail server settings. This might take several minutes:
\checkmark	Establish network connection
~	Search for nwcroot@llojibwe.org server settings
\checkmark	Log on to server
8	Your e-mail account is successfully configured to use Microsoft Exchange.
<u>Manually</u> co	onfigure server settings
	< Back Finish Cancel

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

Exchange serve	r account settings.	
Your Name:	(John Doe)	
	Example: Barbara Sankovic	
E-mail Address:	John.Doe@llojibwe.org	Full First Name, period, Full
	Example: barbara@contoso.com	Last Name + @LLOjibwe.or
Password:	*****	
Retype Password:	******	
	Type the password your Internet service	provider has given you.
	This is your normal network	Password.
Non Marine Harrison Comme	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: 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.

Click OK on the following message if you receive it:

🔵 Mail D	Delivery Location
1	By adding a Microsoft Exchange account you have changed where some of your new e-mail messages and calendar information is saved. These changes will take effect the next time you start Outlook. Show Help >>
	ОК

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

New	Files RSS F	eeds SharePoint Lists	Internet Calendars	Published Calendars	Address Books
ame	<u> </u>	•	Type		
wcroot@l	ojibwe.com		POP/SMTP (s	end from this account	by default)
	4				
ected em	Mailb	ov - NetWork Center	Vinbox	200011	

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"

Eile	Edit	<u>View Go T</u> ools <u>A</u> ctions	<u>H</u> elp	
	17	Undo Ctrl+Z	A <u>l</u> I	🗟 For <u>w</u> ard 🔡 🧡 🔊 📑 S
Mail	x	Cu <u>t</u> Ctrl+X		
Favori	•	<u>C</u> opy Ctrl+C	-	0 • ×
Drag		Office Clip <u>b</u> oard		Nuustaataa 🦷
Mail F	8	Paste Ctrl+V	Date	Newest on top
		Select A <u>l</u> l Ctrl+A		
E 24	×	Delete Ctrl+D	and	10:44 AM
	1	<u>M</u> ove to Folder Ctrl+Shift+V Cop <u>y</u> to Folder	and	10:35 AM 🗍 Ϋ
		Mar <u>k</u> as Read Ctrl+Q		
		Mark as U <u>n</u> read Ctrl+U		
		Mark All as R <u>e</u> ad		
•		Categor <u>i</u> ze	•	

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.

Mail	« 🖾 Inbox	
Favorite Folders	Search Inbox	∗ + م
Drag Your Favorite Folders H	ere Arranged By: Date	Newest on top 🛛 🚽 📥
Mail Folders	* 🖃 Today	
② All Mail Items 囸 안ም Mailbox - NetWork Cent	Kyle Riveland test 2	10:44 AM 🗆 🏹
Deleted Items	Kyle Riveland test	10:35 AM 🛛 🏹
🧑 Junk E-mail		
RSS Feeds		
E Co Search Folders		
🖻 🎒 Personal Folders		
🗟 Deleted Items		
Drafts		
Inbox		
Outhox		
BSS Feeds		
Sent Items		
🗄 🧔 Search Folders		

Move Contacts from POP Account to Exchange

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

	Mail
	Calendar
8	Contacts
2	Tasks

You should see 2 contact listings as in the following:

闷 Con	tacts in	Person	nal Fol	ders - M	
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>G</u> o	Tools	
8 N	ew 🔻		\times	96	
Con	tacts			~	
D All	Contac	t Items	1	÷	
My C	ontacts			Â	
8 Co	ontacts ontacts	in Perso	nal Fo	olders	
Curre	nt View			*	
0	Busines	s Cards			
0	Addres	s Cards			
0	Detailed Address Cards				
0	Phone List				
۲	By Category				
0	By Com	pany			
0	By Loca	tion			
0	Outloo	k Data E	ilac		

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".

<u>Eile Edit View Go</u> Too	ols <u>A</u> ctions <u>H</u> elp			
💁 <u>N</u> ew 🔸 🚔 🎽 🗙 🚰	🗞 📲 🥙 🔝 🔛 Sea	arch address books	- 0 -	
Contacts	« Se Contacts		Search Co	ntacts P 🗸 😵
All Contact Items	← 🗋 🖉 Full Name	Company	File As 🔺	Categories 🔺 🔺
My Contacts	Click here to add a r	new		
S Contacts Contacts in Personal Folders	🗐 Categories: (none) (3 it	ems)		
Current View	😞 🧕 Contact 4		4, Contact	
Business Cards	S Contact 5		5, Contact	
Address Cards	See Contact 6		6, Contact	

Change the Default Delivery Location

In Outlook, click on Tools, then Account Settings.



Click on Change Folder.

nail Data F	les RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
<u>N</u> ew	Repair 🏫	Change 🚫 🤅	5et as <u>D</u> efault 🗙 R	.e <u>m</u> ove 👚 🏺	
ame			Туре		
vcroot@llojil	we.com		POP/SMTP (s	end from this account	by default)
wcroot@lloji	owe.org		Exchange		
wcroot@lloji	owe.org		Exchange		
ected e-mail	account delivers	new e-mail messag	exchange	cation:	

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

🖃 🧐 Mailbox - NetWork Center	New <u>F</u> older
Personal Folders	New Outlook <u>D</u> ata File

Finally Click Close.

New	ta Files	RSS Feeds	Change	Internet Calendars	Published Calendars	Address Books
ame	9.5X	_,		Туре	-	
wcroot@	Mojibwe	e.com		POP/SMTP (s	send from this account	by default)

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.

)	ail Account (ou can add o	t s or remove an	account. You can	select an account and	d change its settings.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
<u> N</u>	ew 🔀 🛚	epair 😭	Ch <u>a</u> nge 🕑 :	Set as <u>D</u> efault 🗙 R	te <u>m</u> ove	
Name	2			Type	and th	
nwa	oot@llojibwe	.com		POP/SMTP (s	send from this account	by default)
electe Char	ed e-mail acco	ount delivers Mailbox - I	new e-mail messag NetWork Center	ges to the following lo \Inbox	cation:	st

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