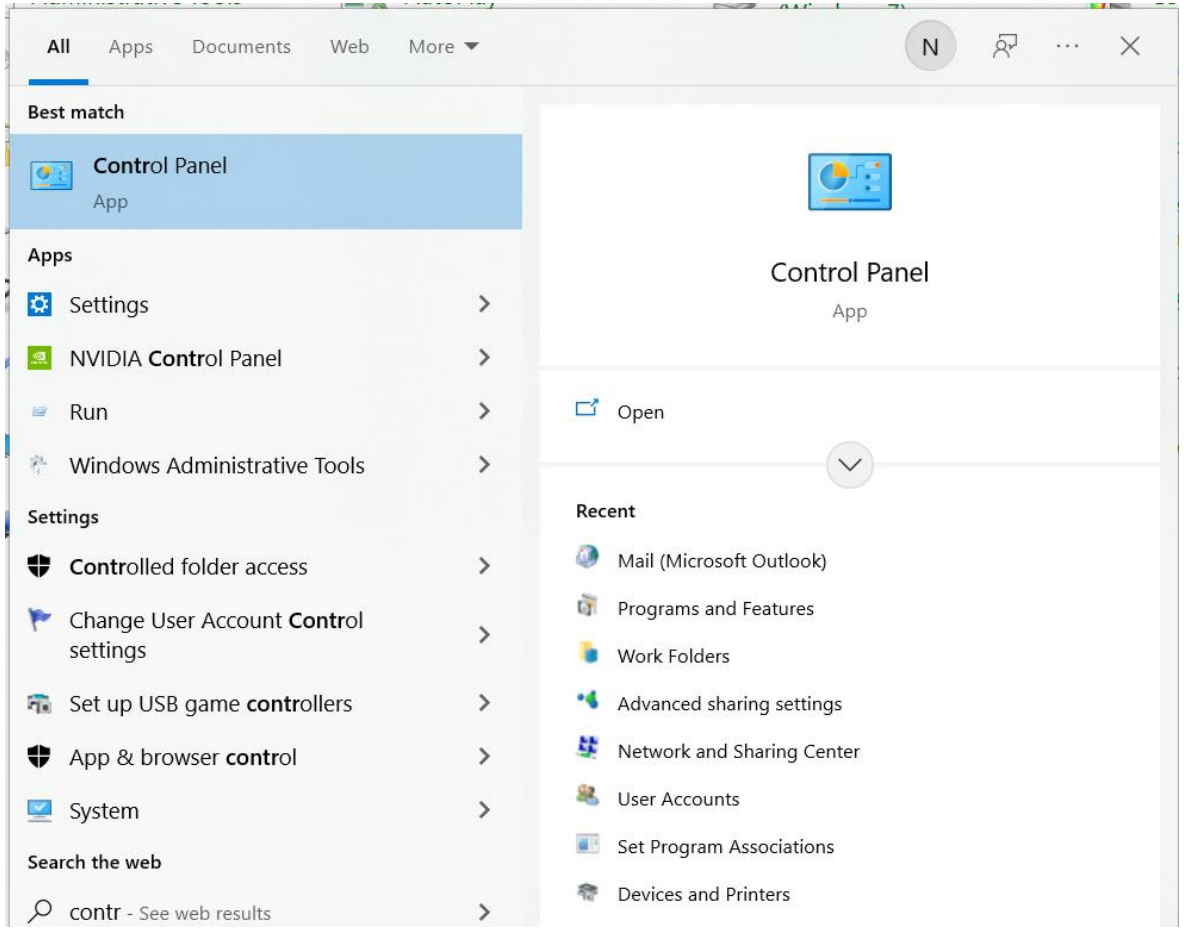
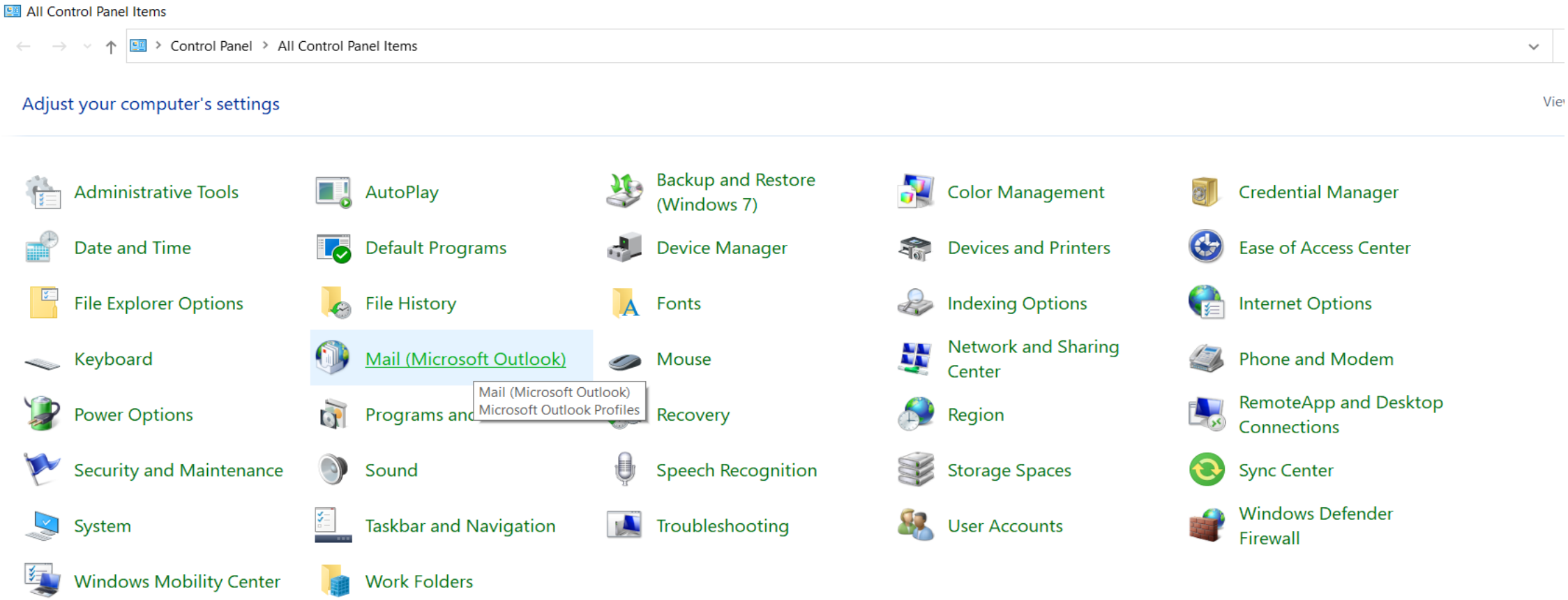
Step 1

Go to Control panel

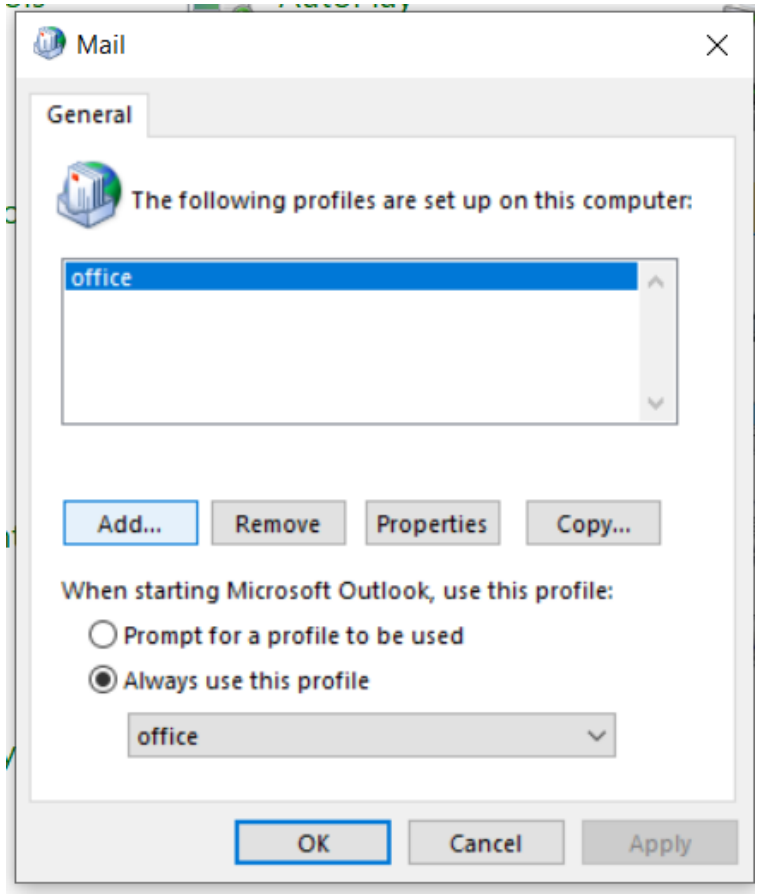


Step 2

Go to Mai(Microsoft outlook)



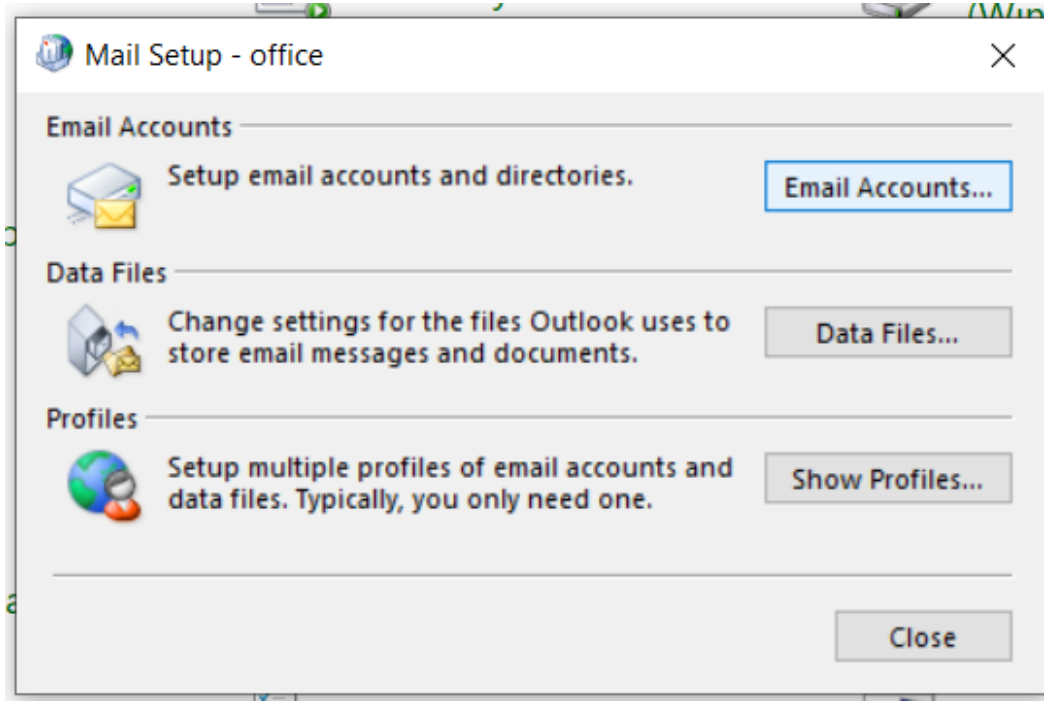
Step 3



Click ‘Add’ and Create Profile

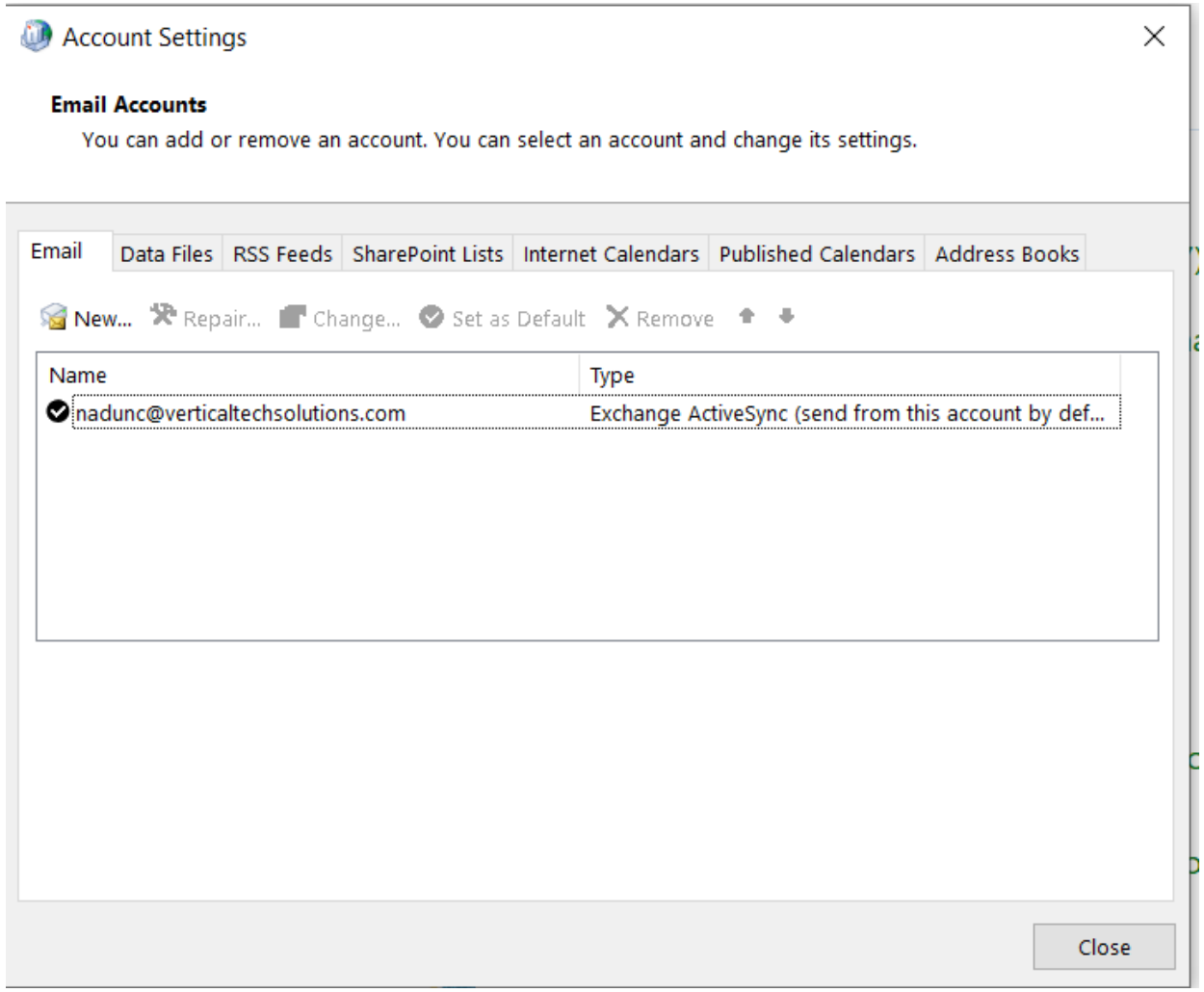
Click ‘Ok’

Step 4



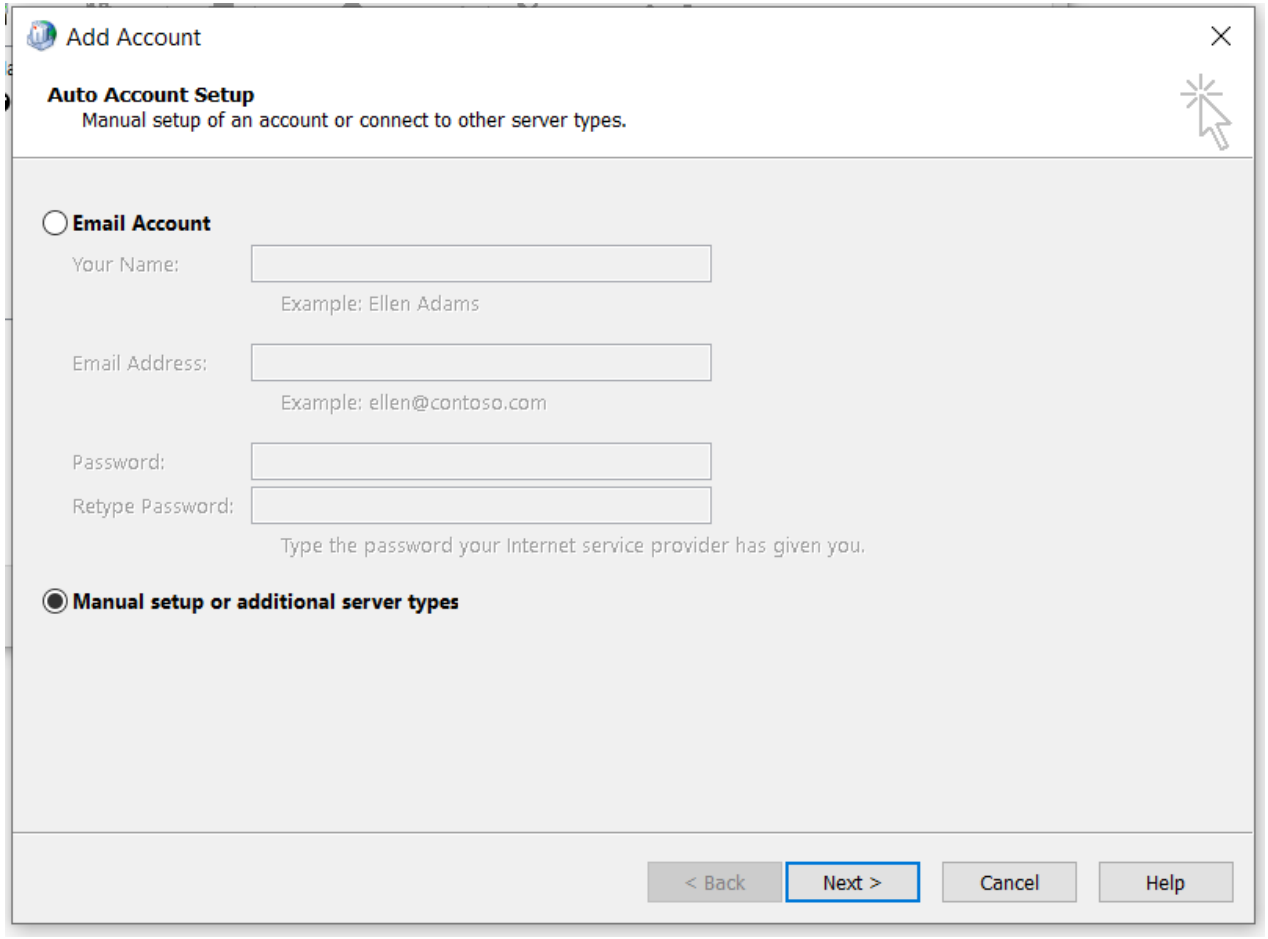
Go back to Control panel and
Go to Mail (Microsoft Outlook)
Click ‘Email Accounts’

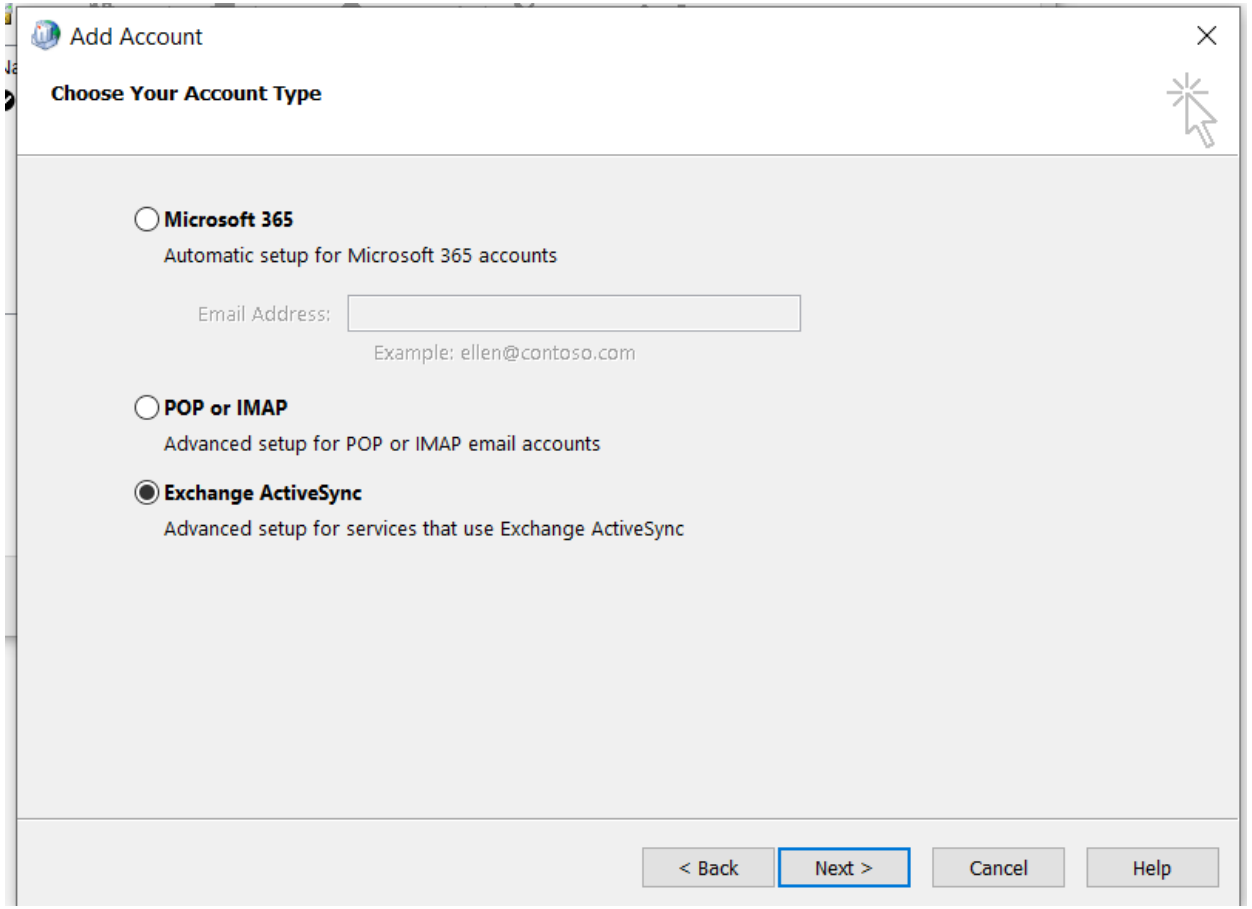
Step 5



Click ‘New’

Step 6

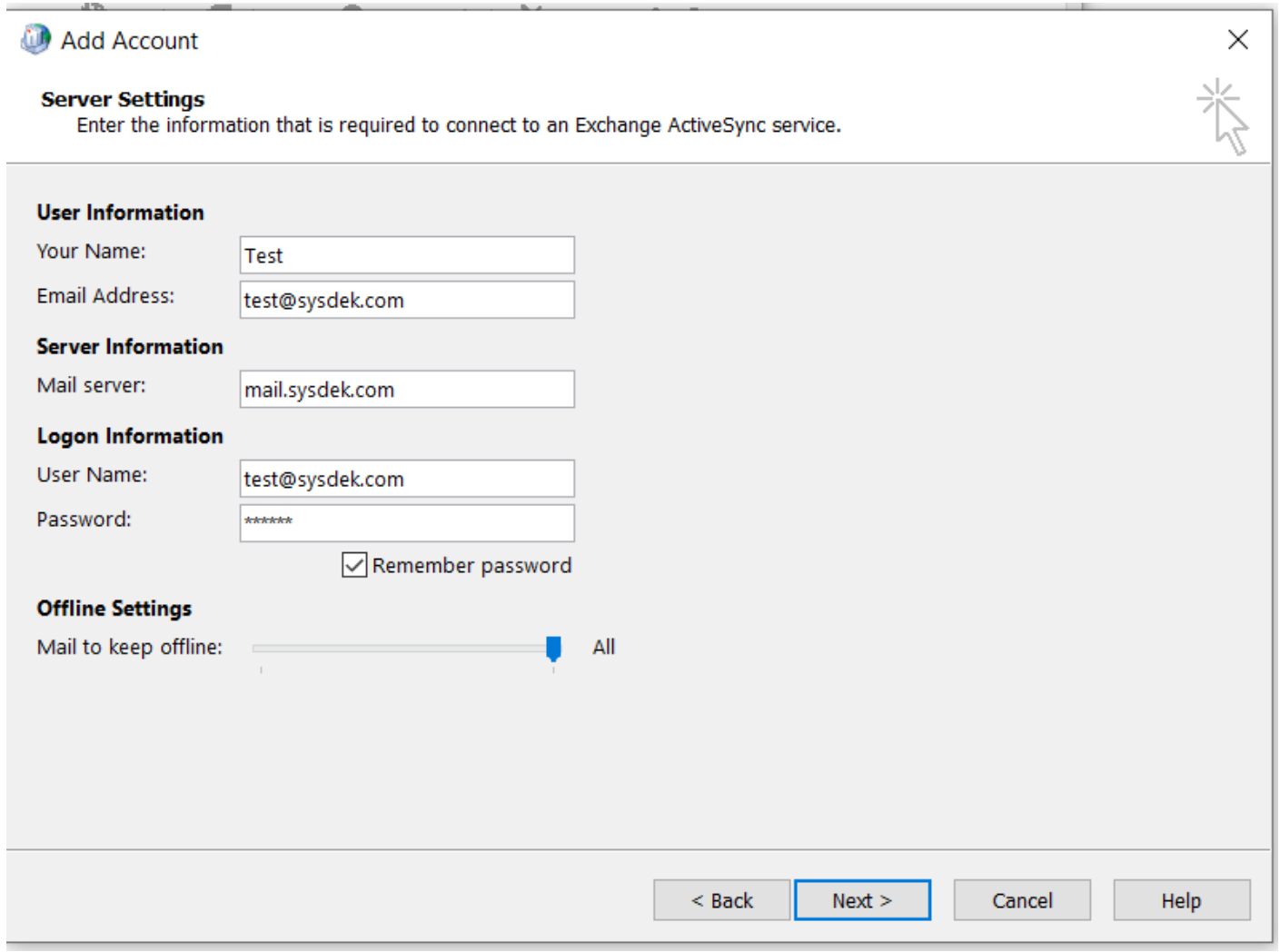




Go to Manual setup and ‘Next’

Go to ‘Exchange ActiveSync’ and ‘Next’

Step 7

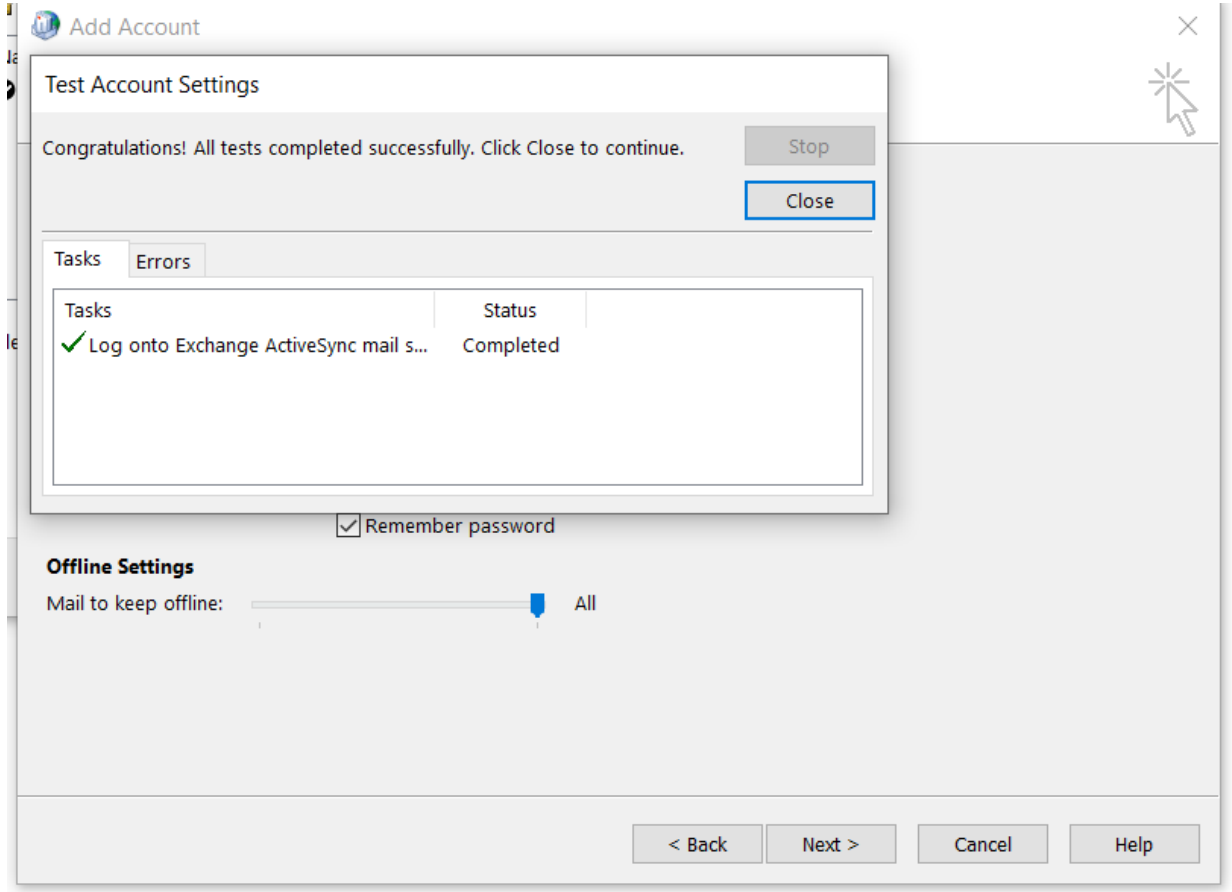


Fill ‘Your name’
‘Email address’
‘Mail server’
‘User name’
‘ Password’

and

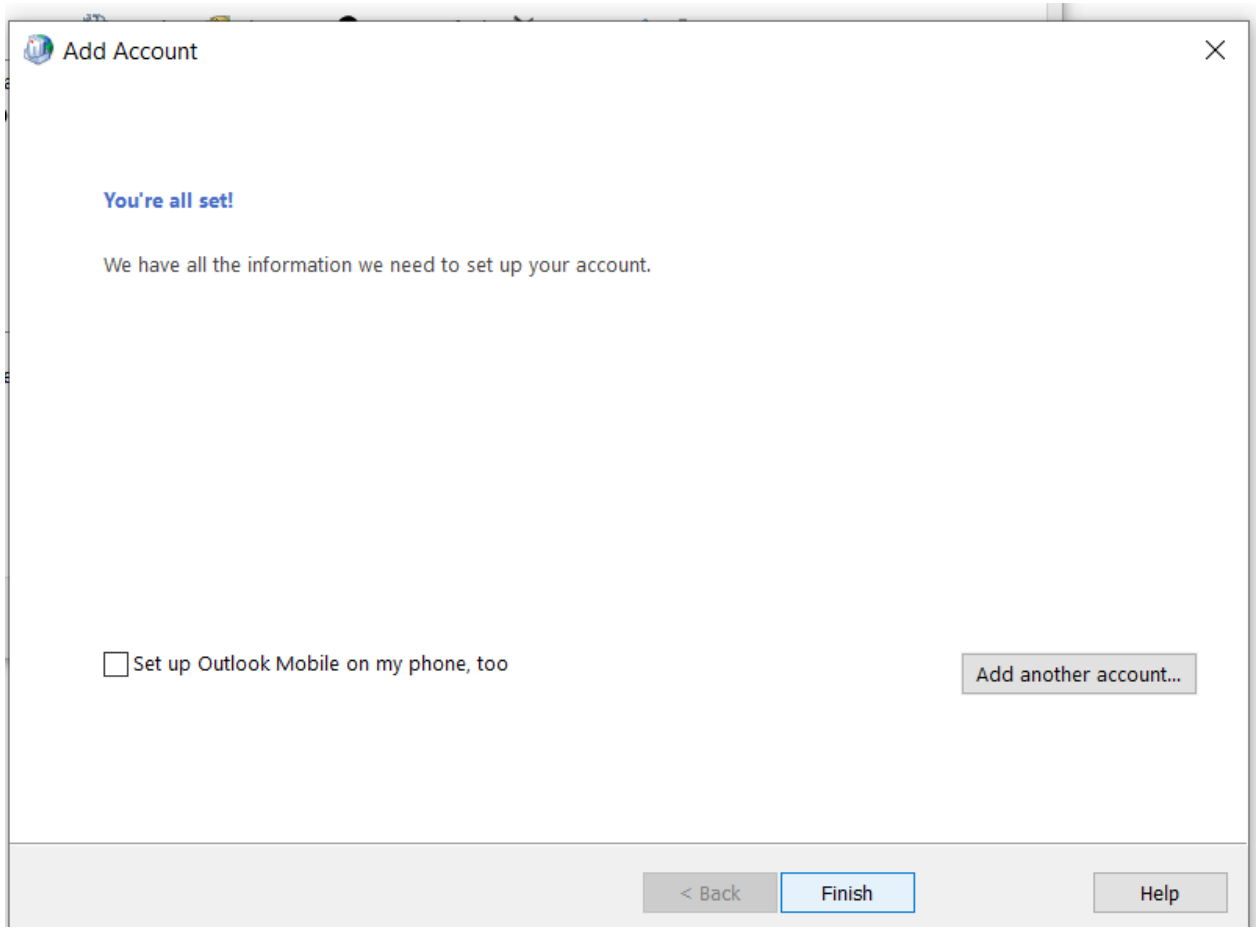
Click ‘Next’

Step 8



Completed logging Sync and ‘ Close’

Step 9



Click ‘Finsh’