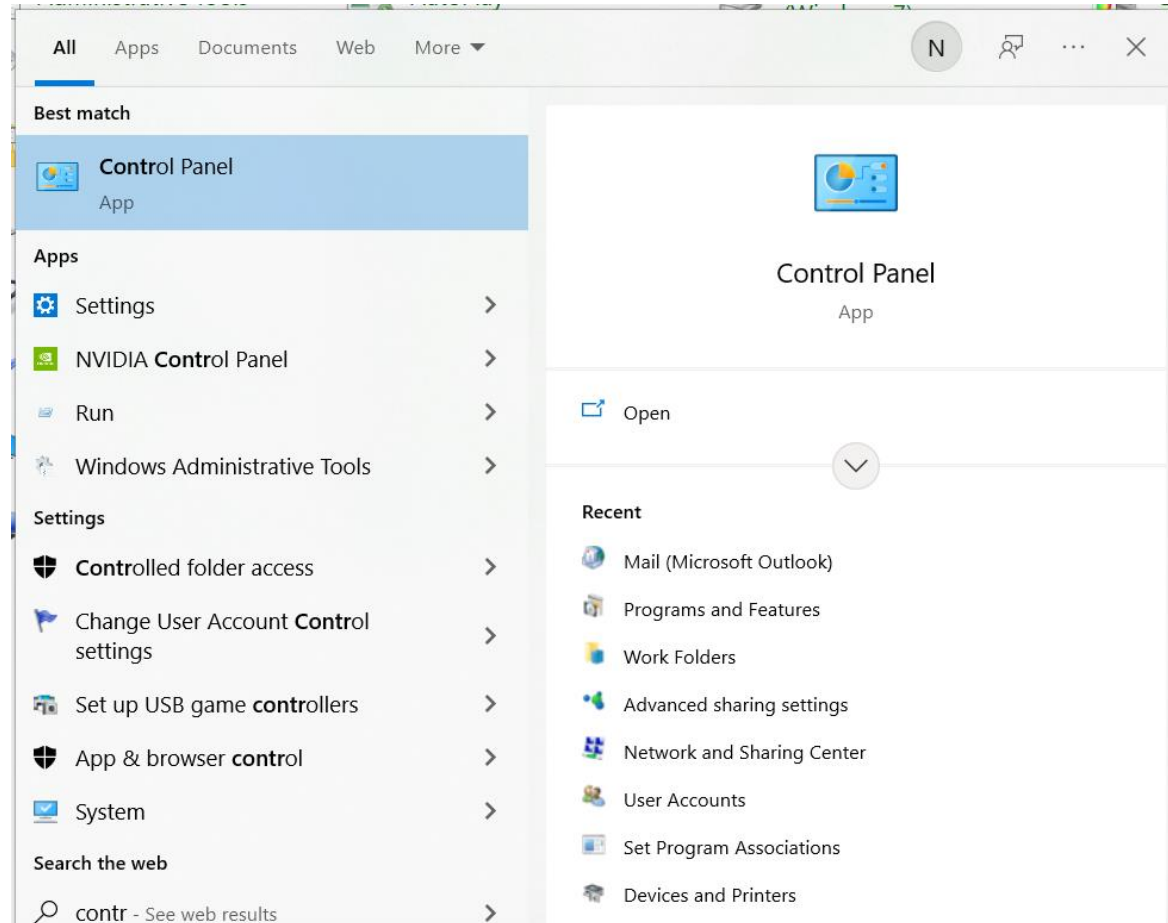


Step 1

Go to Control panel



Step 2

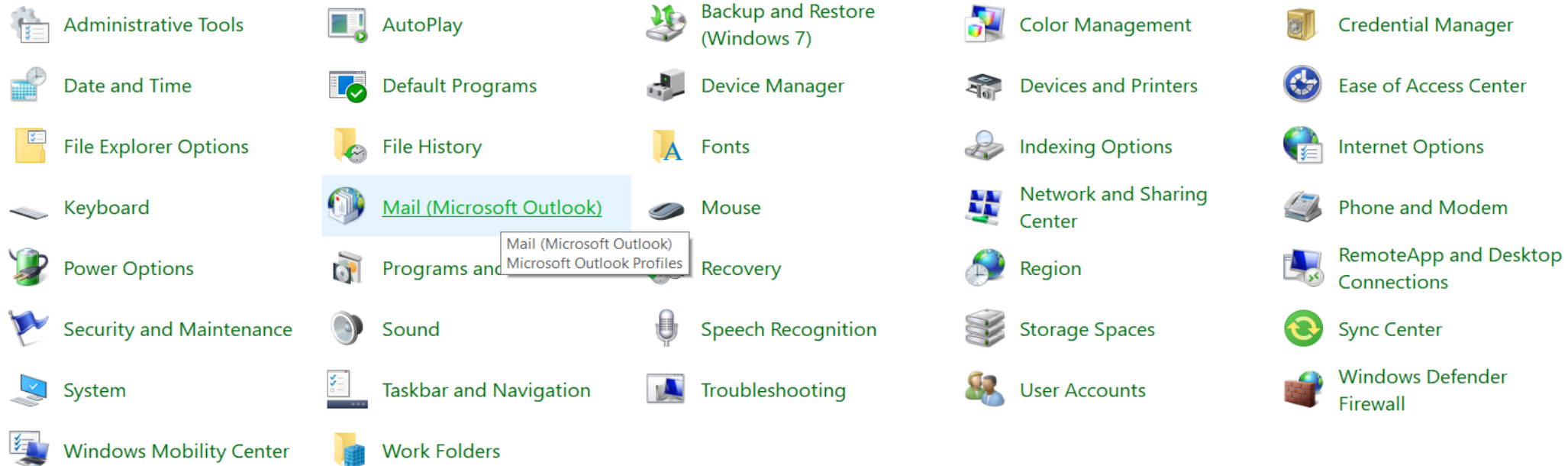
Go to Mail(Microsoft outlook) 

All Control Panel Items

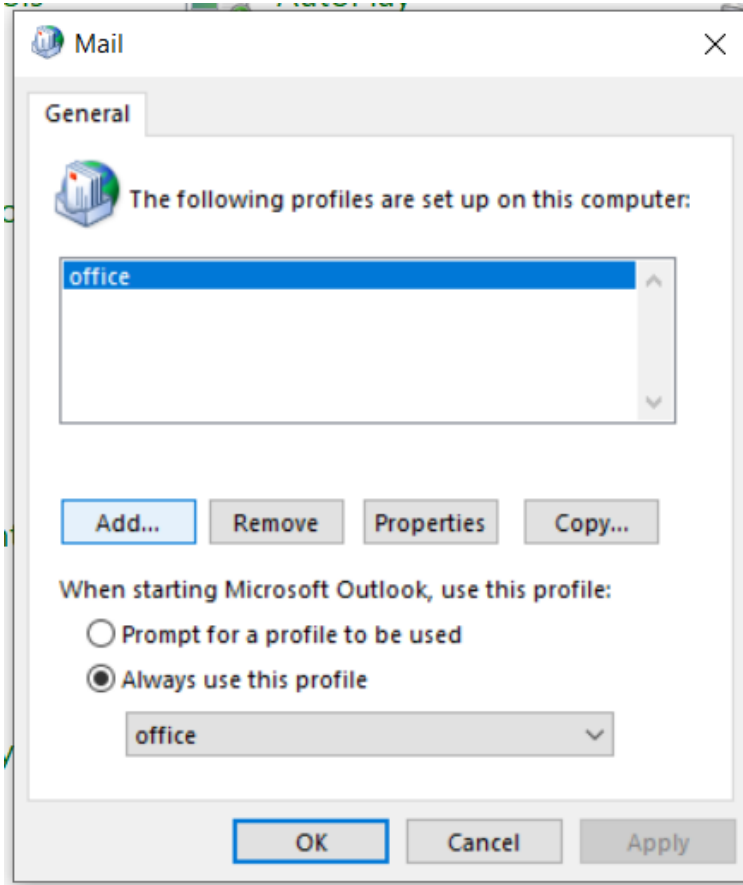
Control Panel > All Control Panel Items

Adjust your computer's settings

View

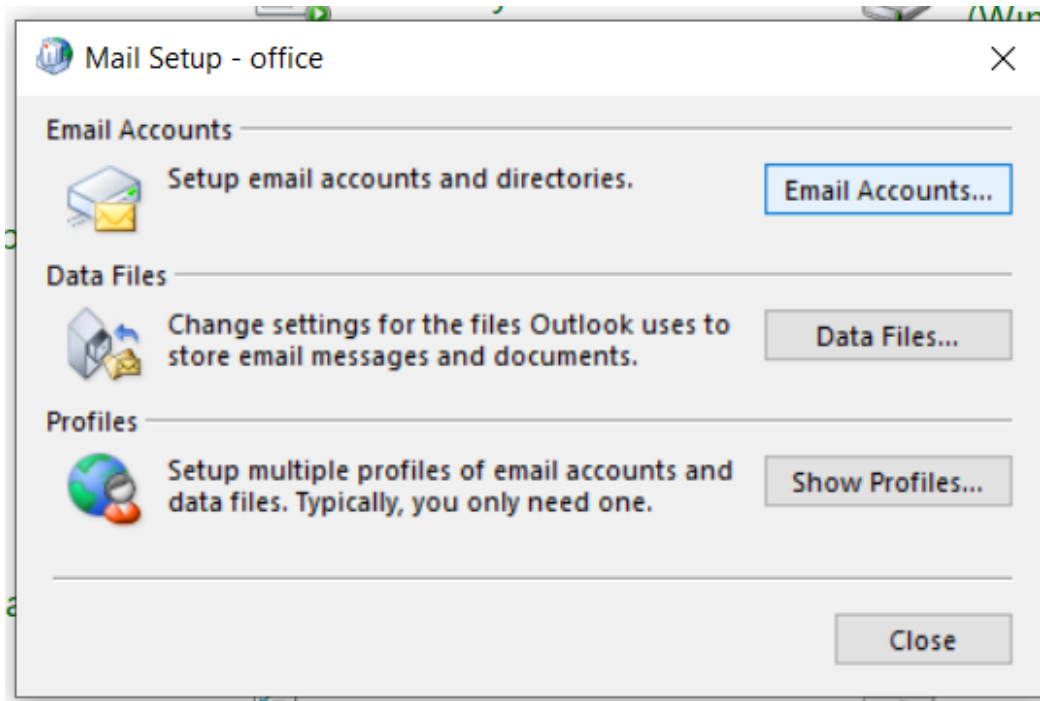


Step 3



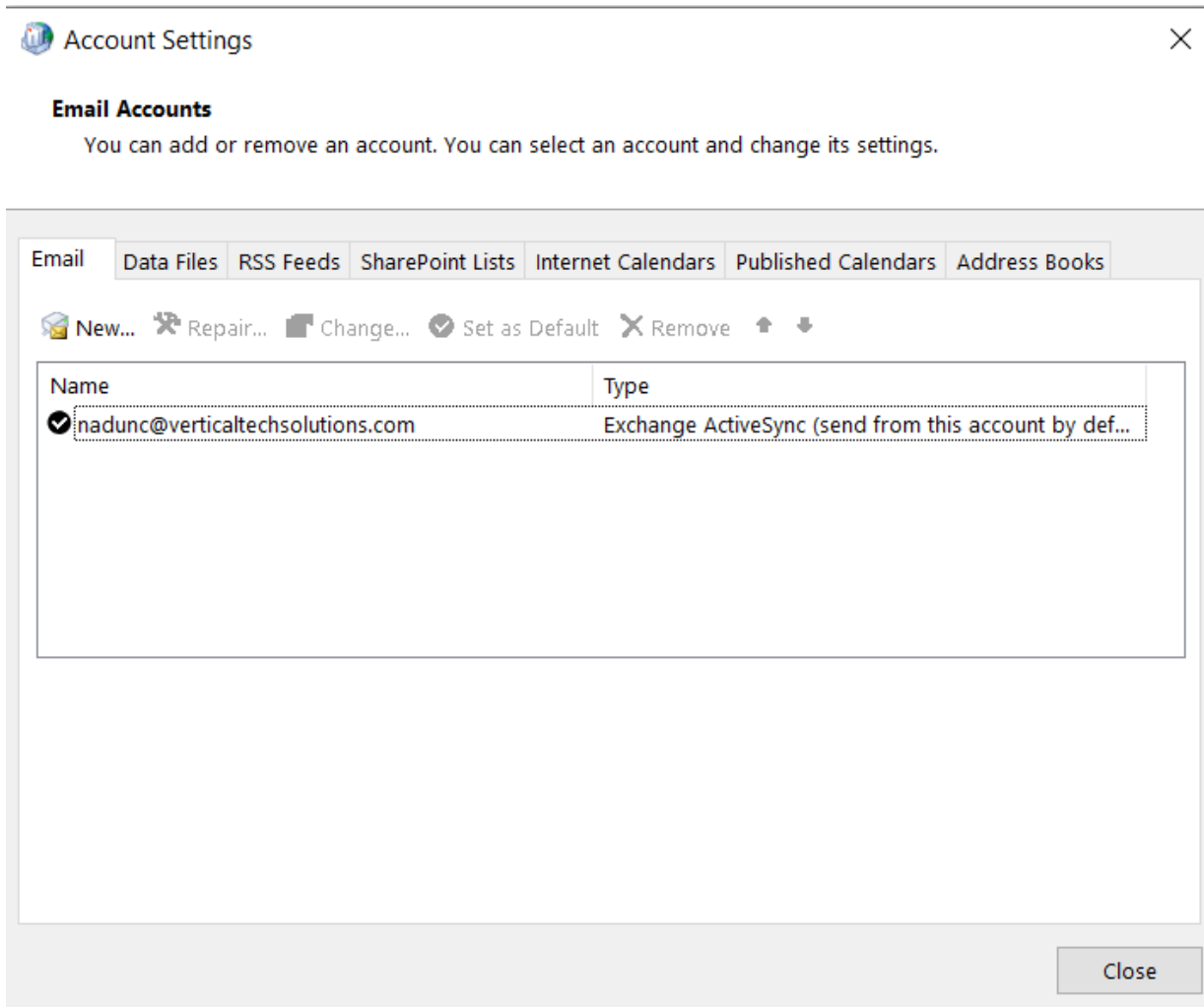
Click 'Add' and Create Profile
Click 'Ok'

Step 4



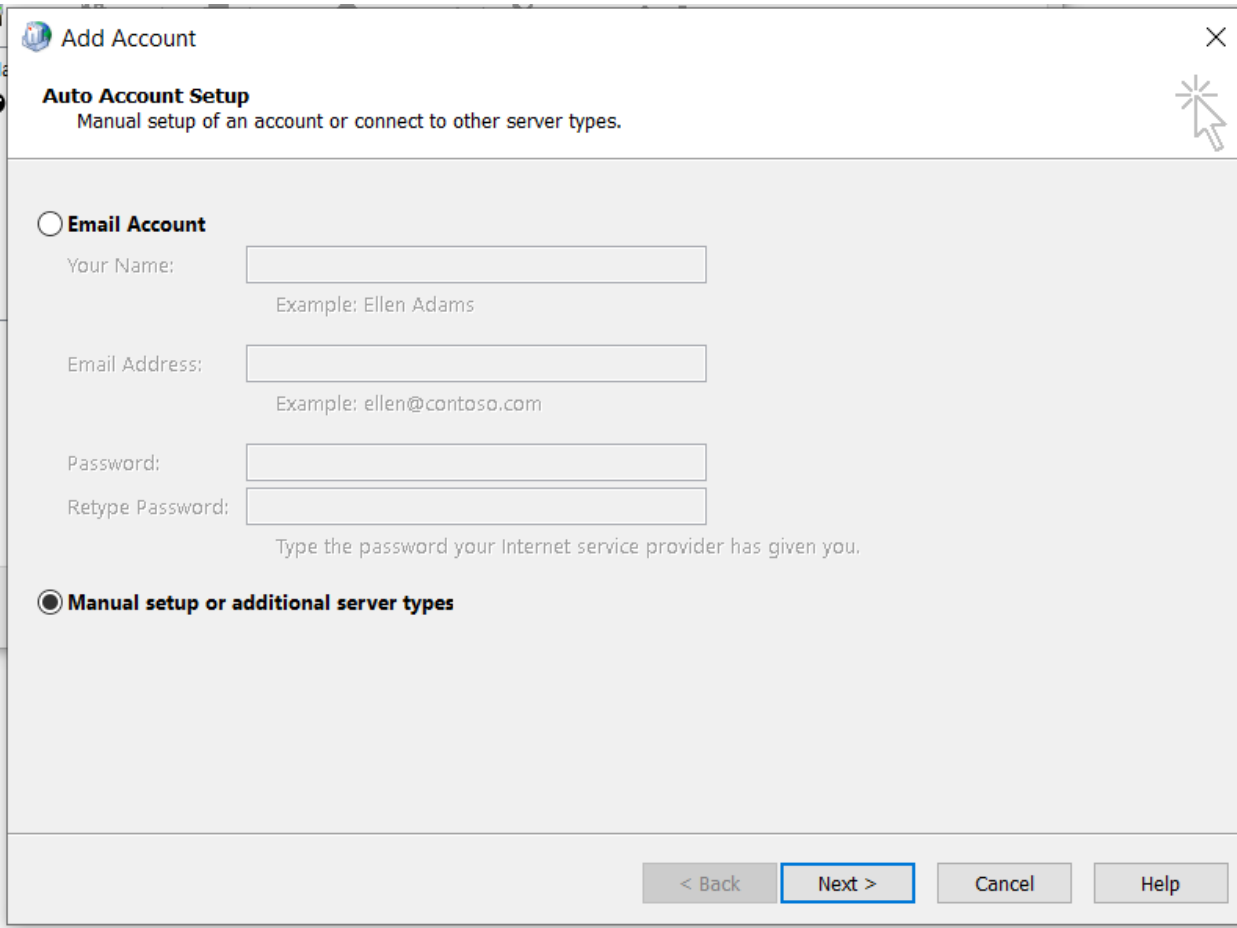
Go back to Control panel and
Go to Mail (Microsoft Outlook)
Click 'Email Accounts'

Step 5



Click 'New'

Step 6



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

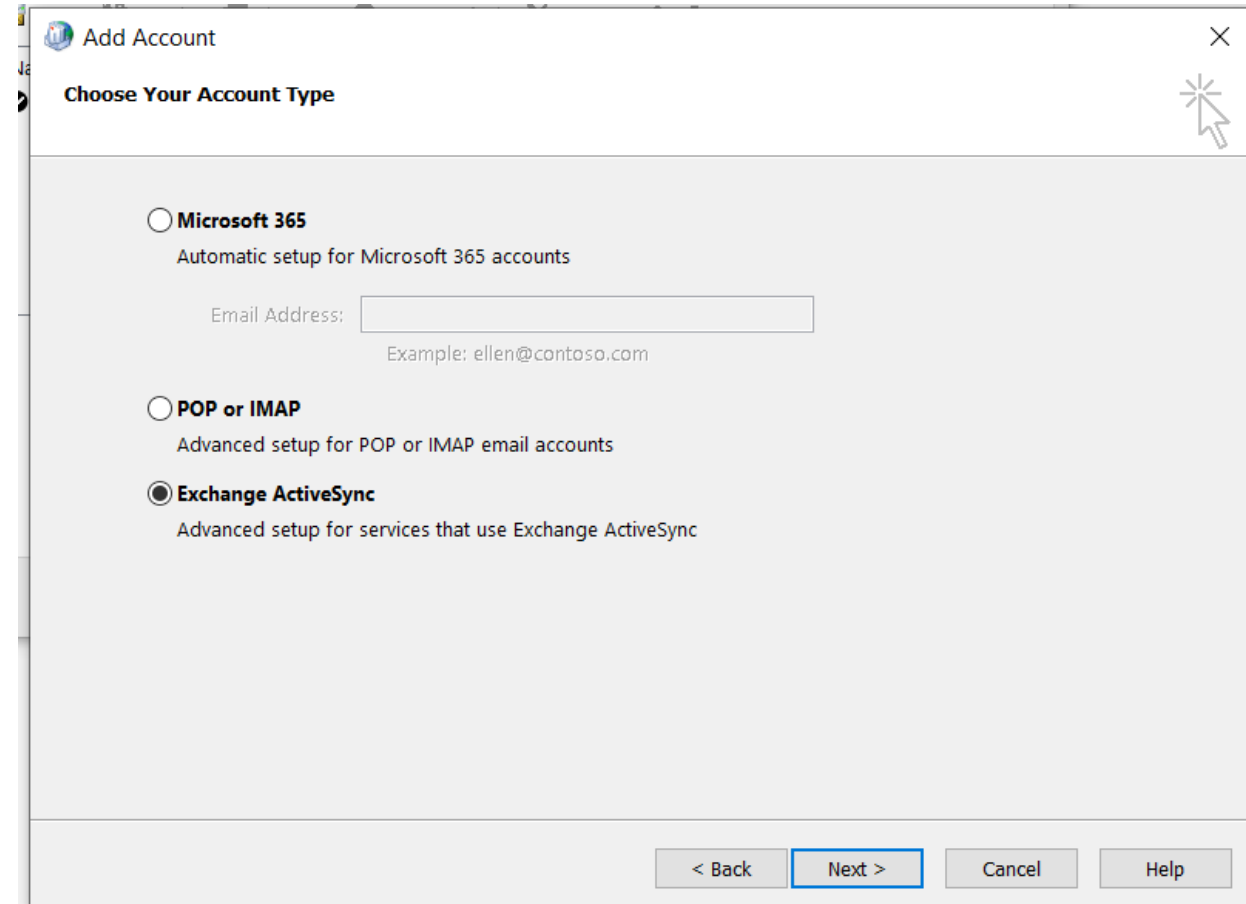
☐ **Email Account**
Your Name:
Example: Ellen Adams
Email Address:
Example: ellen@contoso.com
Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ **Manual setup or additional server types**

< Back **Next >** Cancel Help



Go to Manual setup and 'Next'



Add Account

Choose Your Account Type

☐ **Microsoft 365**
Automatic setup for Microsoft 365 accounts
Email Address:
Example: ellen@contoso.com

☐ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

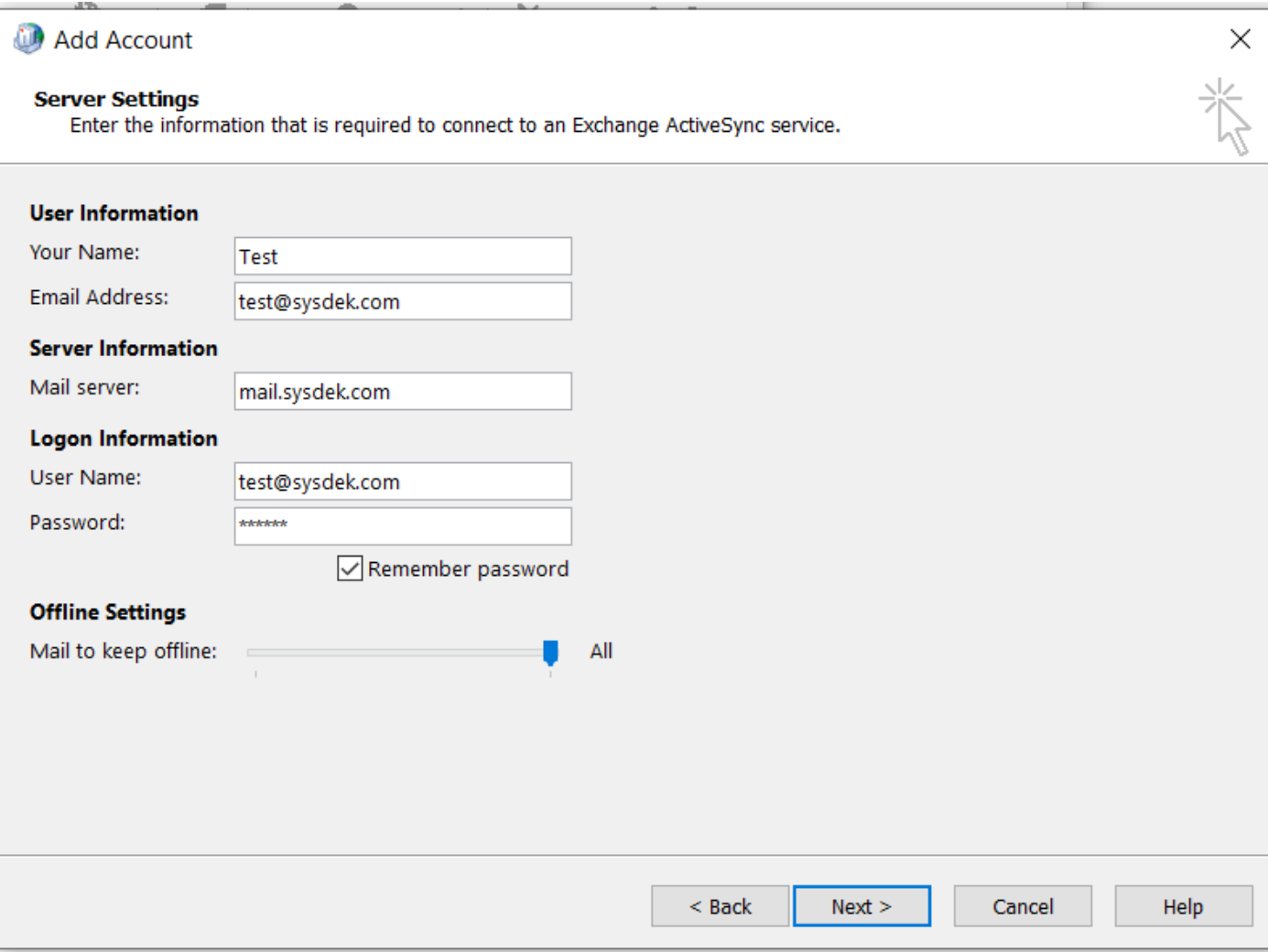
☒ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help



Go to 'Exchange ActiveSync' and 'Next'

Step 7



Add Account

Server Settings
Enter the information that is required to connect to an Exchange ActiveSync service.

User Information

Your Name:

Email Address:

Server Information

Mail server:

Logon Information

User Name:

Password:

☒ Remember password

Offline Settings

Mail to keep offline: All

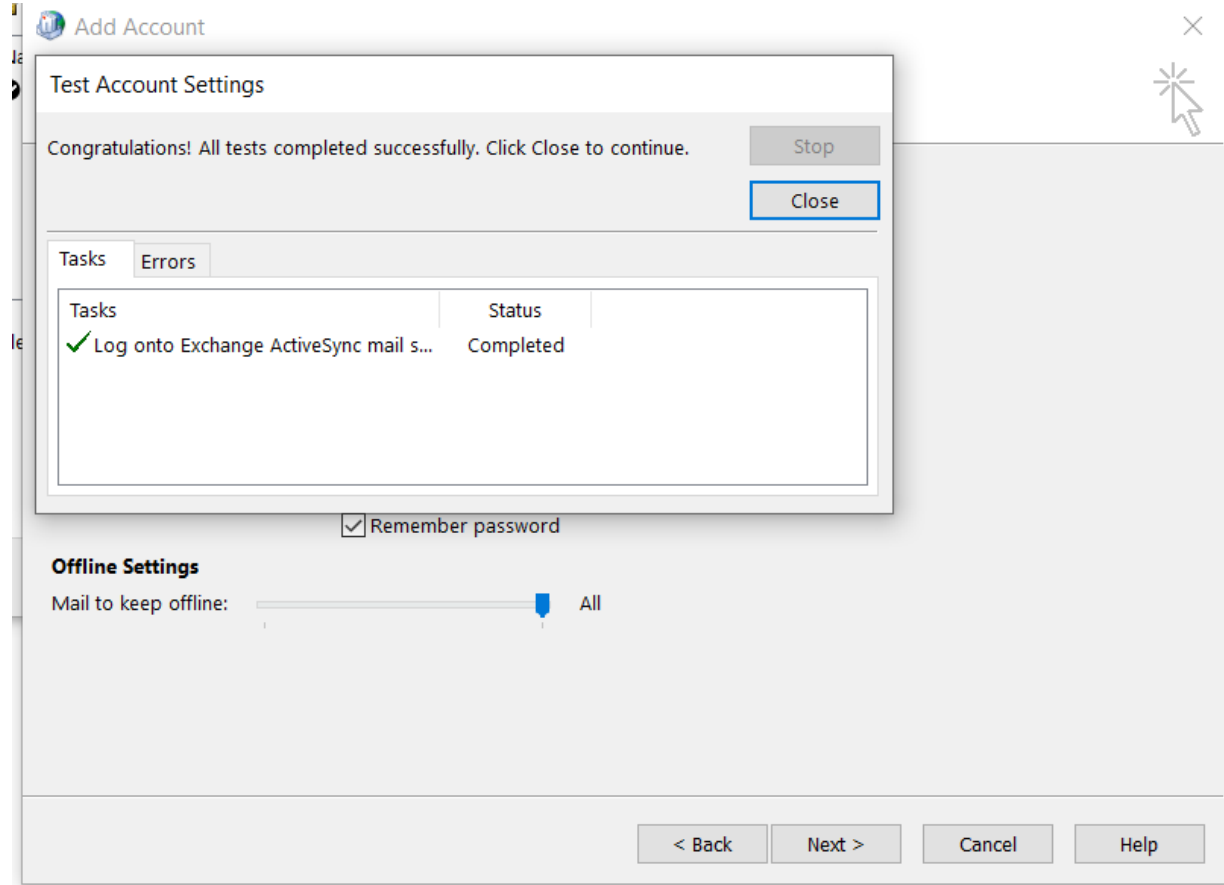
< Back Next > Cancel Help

Fill 'Your name'
'Email address'
'Mail server'
'User name'
' Password'

and

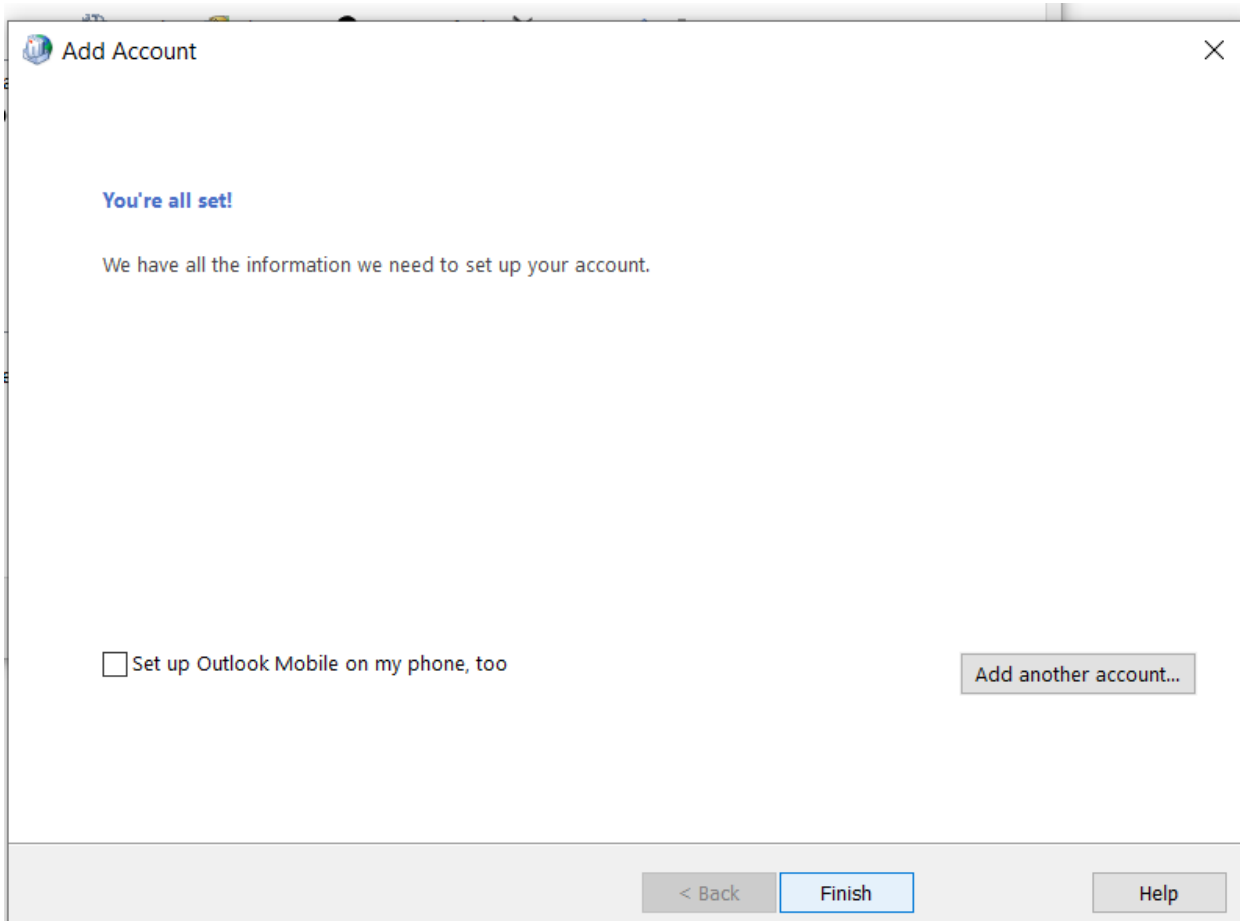
Click 'Next'

Step 8



Completed logging Sync and 'Close'

Step 9



The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main content area displays the message "You're all set!" in blue, followed by "We have all the information we need to set up your account." Below this is a checkbox labeled "Set up Outlook Mobile on my phone, too" which is currently unchecked. To the right of the checkbox is a button labeled "Add another account...". At the bottom of the dialog, there are three buttons: "< Back", "Finish" (which is highlighted with a blue border), and "Help".

Add Account

You're all set!

We have all the information we need to set up your account.

☐ Set up Outlook Mobile on my phone, too

Add another account...

< Back Finish Help

Click 'Finsh'