

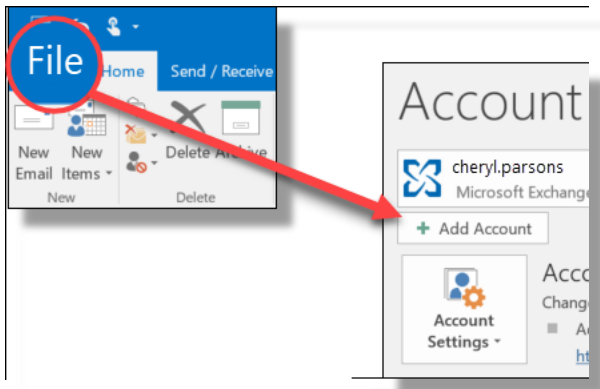
Adding your Hosted Exchange Mail account to Microsoft Outlook

Applies To: Outlook for Office 365, Outlook 2013 and Outlook 2010

These steps are the same whether you're adding your first email account or additional email accounts to Outlook.

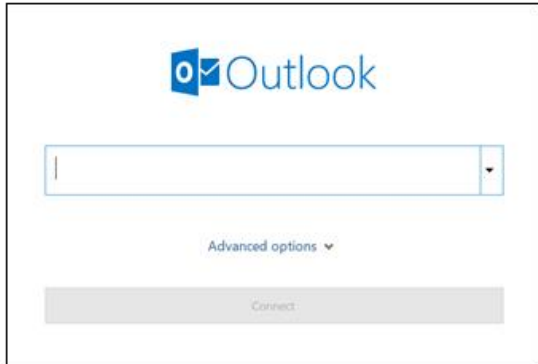
Note - If this is the first time that you're opening Outlook, you will simply be prompted for your email address and password. Enter the credentials sent to you from Visualize IT and follow the easy prompts.

1. Select **File > Add Account**.



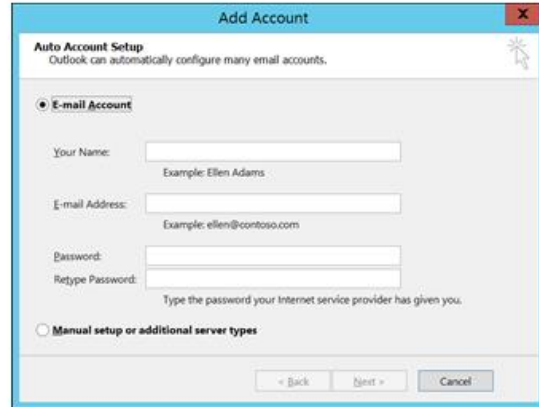
2. What you see next depends on your version of Outlook.

For Outlook for Office 365 and Outlook 2016



Enter your email address and click **Connect**.

For Outlook 2013 and Outlook 2010



Enter your name, email address, and password, and click **Next**.

3. If prompted, enter your password again, then select **OK > Finish** to start using your email account in Outlook.
4. Your setup is complete and your mail is ready to use