

Setup and Connect to AU Departmental Exchange Accounts (Exchange Users)

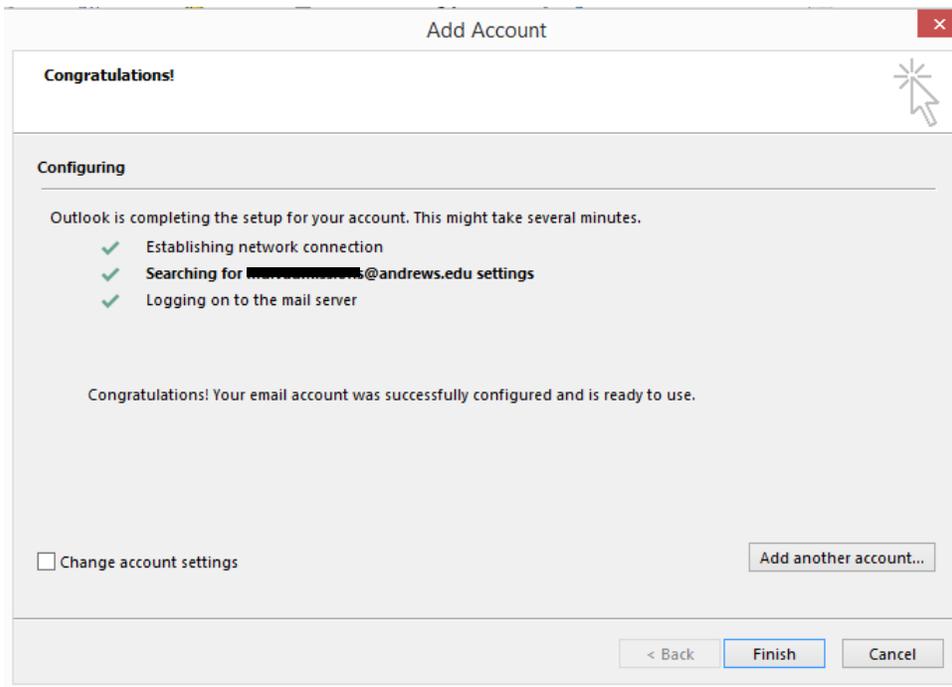
Users with Microsoft Exchange Accounts

Using Outlook 2010 & higher – Desktop version, Windows only

1. Open **Outlook**
2. Go to: **File > Info > Account Settings > Account Settings...**
3. Select **New**
4. In the “E-mail Address:” field, enter the email address of the departmental account you want to add.
For example, myaudepartment@andrews.edu
5. Select **Next**
6. If the following message is displayed, select **Don’t ask me about this website again**,
Then select **Allow**.



7. When three green check marks appear, as displayed below, select **Finish**



8. When prompted to restart Outlook, select **OK**.
9. Restart Outlook. The new departmental mailbox will appear in the Folder Pane (left column).