

## 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

Add Account	×
Congratulations!	× ×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.    Establishing network connection   Searching for memory @andrews.edu settings   Logging on to the mail server  Congratulations! Your email account was successfully configured and is ready to use.	
Change account settings	Add another account
< Back	Finish Cancel

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