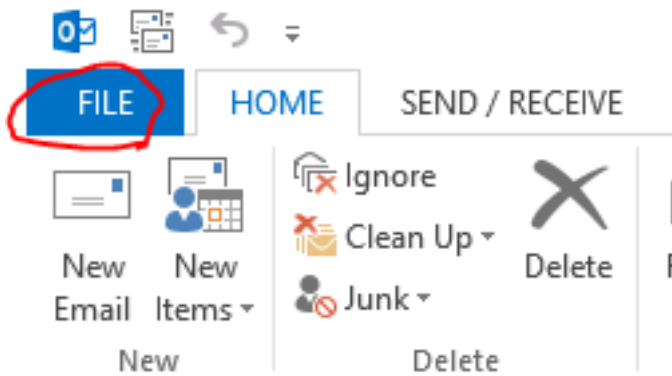


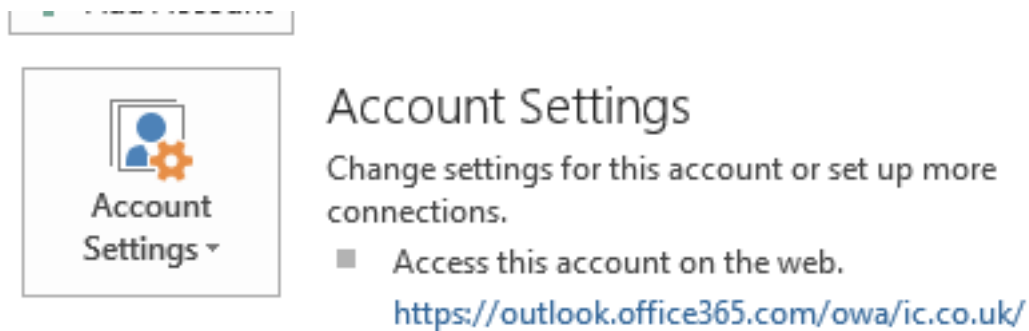
# Outlook 2010 or above exchange setup

194 Keira Tait Thu, Feb 22, 2018 [Office 365](#) 2412

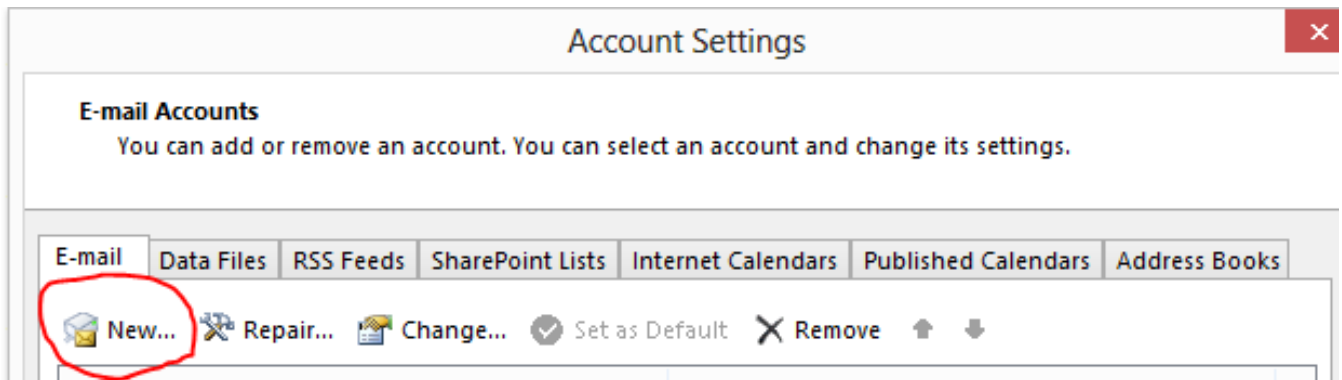
To set up outlook 2010 or above for exchange, open your outlook email client and select file at the top left.



Select account settings, then account settings again



Once in here, select new



Fill in your name, email address and password.

The screenshot shows the 'Add Account' dialog box. Under the 'Auto Account Setup' section, the 'E-mail Account' radio button is selected. The form contains the following fields and text:

- Your Name:** A text box containing 'exchange test'. Below it, an example is given: 'Example: Ellen Adams'.
- E-mail Address:** A text box containing 'test@exchange.com'. Below it, an example is given: 'Example: ellen@contoso.com'.
- Password:** A text box filled with asterisks.
- Retype Password:** A text box filled with asterisks. Below it, a note says: 'Type the password your Internet service provider has given you.'

At the bottom, there is an unselected radio button for 'Manual setup or additional server types'. The bottom right corner features three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog.

Select next, and the account will be set up and ready to use! Outlook may need restarting.

You will then need to make new folders in the new account you have made, you can

do this by right clicking on the account and "create folder".

Once you are happy with your folders, simply drag and drop the email from the old account to the new one you have just made.

After a couple of days we suggest removing the old account within file > account settings as per the first step.

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