## Outlook 2010 or above exchange setup

194 Keira Tait Thu, Feb 22, 2018 Office 365 2149

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



Account Settings

Change settings for this account or set up more connections.

Access this account on the web. https://outlook.office365.com/owa/ic.co.uk/

Once in here, select new

Account Settings								
E-mail Accounts You can add or remove an account. You can select an account and change its settings.								
E-mail Data File	s RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books			
😪 New) 🞘 Repair 😭 Change 💿 Set as Default 🗙 Remove 👚 🖶								

Fill in your name, email address and password.

Add Account ×							
Auto Account Setur Outlook can auton	atically configure many email accounts.			× ×			
• E-mail Account							
Your Name:	exchange test Example: Ellen Adams	]					
E-mail Address:	test@exchange.com Example: ellen@contoso.com	]					
Password: Retype Password:	**********	] ]	iven vou.				
	type the password your internet service provi	ider flas g	iven you.				
O Manual setup or a	dditional server types						
			< Back Next >	Cancel			

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.

Online URL: <u>https://kb2.ic.uk/article.php?id=194</u>