Desktop Outlook Configuration

Step: 1 – Open Outlook

Welcome to Microsoft Outlook 2016	x
Welcome to Outlook 2016	
Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.	
Let's get started. In the next few steps, we'll add your email account.	
< Back Next > Cancel	

Step 2 : To add new account select yes and next

Add an Email Account	×
Use Outlook to connect to email accounts, such as your organization's Microsoft Online account as part of Microsoft Office 365. Outlook also works with POP, IM/ accounts. Do you want to set up Outlook to connect to an email account?	Exchange Server or an Exchange AP, and Exchange ActiveSync
● Yes ○ No	

Step 3: Add Display Name, email and password (Teams Password) and click next

Auto Account Setu Outlook can autor) natically configure many email accounts.		The second secon
E-mail Account			
Your Name:	Network Anna University		
	Example: Ellen Adams		
E-mail Address:	network@annauniv.edu		
	Example: ellen@contoso.com		
Password:	****		
Retype Password:	*******		
	Type the password your Internet service provider	r has given you.	
O Manual setup or a	dditional server types		

Step 4: Outlook connects to mail Server

Searching	or your mail server settings
Configuring	
Outlook is	completing the setup for your account. This might take several minutes.
1	Establishing network connection
+	Searching for network@annauniv.edu settings
	and the second second second

Step 5 : Once connection established all mails

Searching	for your mail server settings	卷
onfiguring		
Outlook is	completing the setup for your account. This might take several minutes.	
1	Establishing network connection	
1	Searching for network@annauniv.edu settings	
~	Logging on to the mail server	
Cong	atulations! Your email account was successfully configured and is ready to use.	
-		
Change a	ccount settings	Add another account

Step 6 : mails and folder are download and available in local computer

Send/Reason	fulden View 😨 Tellinie what y	you want to do	(training -	retecti 2 antauro: ata	-Outrook		
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