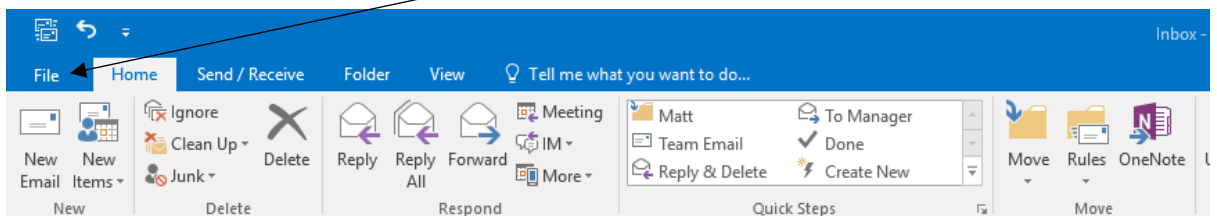
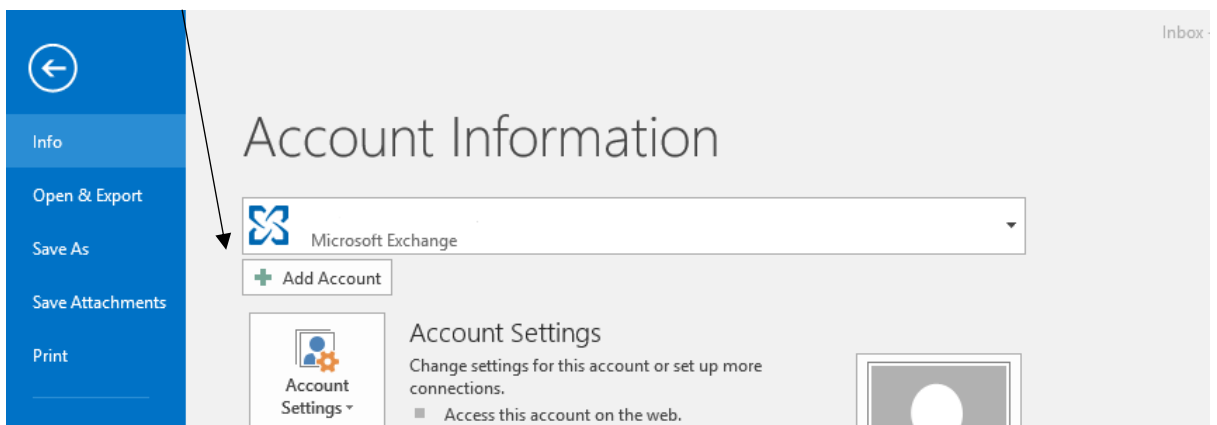


HOWTO add your Outlook Anywhere email account in Microsoft Outlook

1. Open Microsoft Outlook and go into the File menu:



2. Click on the “Add Account” icon:



3. In the “Add Account” screen, input your Name, full e-mail address and your Outlook Anywhere password, then click “Next”:

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

4. If the following screen appears, tick the box and click “Allow”

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing:

- Establishing connection
- Searching for mail server settings
- Logging on

Microsoft Outlook

Allow this website to configure settings?

server

https://outlook.hosted.gg/autodiscover/autodiscover.xml

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

Allow Cancel

< Back Next > Cancel

5. You should then see the following screen confirming connection to your mailbox, click on “Finish” to complete the setup:

