Exchange Email Configuration

- Open Control Panel
- Click on mail (Microsoft Outlook)

🔝 All Cor	and All Control Panel Items								
$\leftarrow \rightarrow$									
Adjust	Adjust your computer's settings								
-	Administrative Tools		AutoPlay	2	Backup and Restore (Windows 7)		BitLocker Drive Encryption	2	Color Management
	Credential Manager	P	Date and Time		Default Programs	<u>~~</u>	Dell Audio		Device Manager
	Devices and Printers		Ease of Access Center	E	File Explorer Options		File History	A	Fonts
R	Indexing Options		Internet Options		Keyboard	٩	Mail (Microsoft Outlook)	0	Mouse
	Network and Sharing Center	4	Phone and Modem	۱	Power Options	õ	Programs and Features	_	Recovery
P	Region	-	RemoteApp and Desktop Connections	*	Security and Maintenance		Sound	Ģ	Speech Recognition
	Storage Spaces	\odot	Sync Center		System	*	Taskbar and Navigation		Troubleshooting
\$	User Accounts	e	Windows Defender Firewall		Work Folders				

• Then a dialogue box will appear

🧼 Mail S			
Email Acc			
	Setup email accounts and directories.	Email Accounts	-
Data Files	5		
1	Change settings for the files Outlook uses to store email messages and documents.	Data Files	
Profiles –			
٢	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles	
		Close	

• Click on Email accounts.

Accord	ount Setting:	5					
Emai l Yo	l Accounts ou can add o	r remove an a	account. You can s	elect an account and	change its settings.		
Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Ne	w 🛠 Rej	oair 督 C	hange 📀 Set	as Default 🗙 Remo	ove 👚 🦊		
Name	Name		Туре				

• Click on New to configure your email

Add Account Auto Account Setup Outlook can automa	atically configure many email accounts.	×
Email Account		
Your Name:		
L	Example: Ellen Adams	
Empil Address:		
cinali Address.	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
O Manual setup or ad	ditional server types	
	< Back Next > Cancel	нер

• Enter the name, email, and password.

Add Account				×
Auto Account Setur Outlook can autor	atically configure many email accounts.			怸
Email Account				
Your Name:	Sidharth Rana]		
	Example: Ellen Adams	a		
Email Address:	sidharth@tscti.com]		
	Example: ellen@contoso.com	4		
Password:	****]		
Retype Password:	****]		
	Type the password your Internet service provi	der has given you.		
O Manual setup or ad	Iditional server types			
	< E	Back Next >	Cancel He	alp
		1		

• Then click on Next



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• Crosscheck your email and click on next

Microsoft	
sidhartha@tscti.com	
Enter password	
••••••	
Forgot my password	
Sign in with another account	

• Enter your password and click on sign in



• Then click on next.

			×
22nd (Century Technologies, Inc.		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.		^
	Phone You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?		
	Albania (+355) Enter phone number Text me a code Image: Second secon		
	Coll me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Priva cookies statement.	acy and Next	
	l want to set up a different method	Skip setup	~

• Multifactor authentication is enabled so enter your contact for verification in future.

		×			
22nd C	Century Technologies, Inc.	?			
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.				
	Phone You can prove who you are by answering a call on your phone or texting a code to your phone.				
	India (+91) 9779450743 India (-91) 9779450743				
	Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy ar cookies statement.	nd Next			
	I want to set up a different method Ski	ip setup			

• After entering the code click on next.

22nd Century Technologies, Inc.	?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Phone We just sent a 6 digit code to <u>+91 9779450743</u> . Enter the code below. 454685 Resend code Back Next	
I want to set up a different method Skip setup	

• After clicking on next your contact will be verified.

	×
22nd Century Technologies, Inc.	?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Phone SMS verified. Your phone was registered successfully.	lext
Skip	setup

• Then next window will appear as below and click on Done.



• Click on OK



• Next window will appear as

Add Account		×
Congratulations!		
Configuring		
Outlook is completing the setup for your account. This might	take several minutes.	
 Establishing network connection 		
Searching for sidhartha@tscti.com settings		
Logging on to the mail server		
Congratulations! Your email account was successfully cor Change account settings Set up Outlook Mobile on my phone, too	nfigured and is ready to use.	Add another account
	< Back Finish	Cancel Help
	Î	

 \times

• Then click on change account settings.

20 Add Account	\times
Server Settings Enter the Microsoft Exchange Server settings for your account.	
User Name: sidhartha@tscti.com	
Offline Settings	
Use Cached Exchange Mode	
Mail to keep offline: 🗾 📕 All	
Set up Outlook Mobile on my phone, too More Se	ettings
< Back Finish Cancel	Help

- Make the mail to keep offline to all and click on more settings.
- Then go on advance option.

Microsoft Exchange						\times	
General	Advanced	Security					
Mailboxes							
Open t	these additio	nal mailb	oxes:				
				Add.			
				Remo	ve		
Cached Exchange Mode Settings							
Use Cached Exchange Mode							
Download shared folders							
Download Public Folder Favorites							
0	utlook Data	File Setti	ngs				
Microsoft 365 Features							
Turn on shared calendar improvements							
Mailbo	x Mode						
Outloc Micros	ok is running oft Exchange	in non-U 2.	Inicod	e mode ag	ainst		
		ОК	C	ancel	Apply		

Then click on Outlook Data file settings.

Outlook Data	×	
File: k\sidharth	Browse	
Compact Now	utlook data	
	ОК	Cancel

- Select the browse option and select the path where to store your emails.
- Click on ok
- Then click on Finish.
- Your email will be configured now.