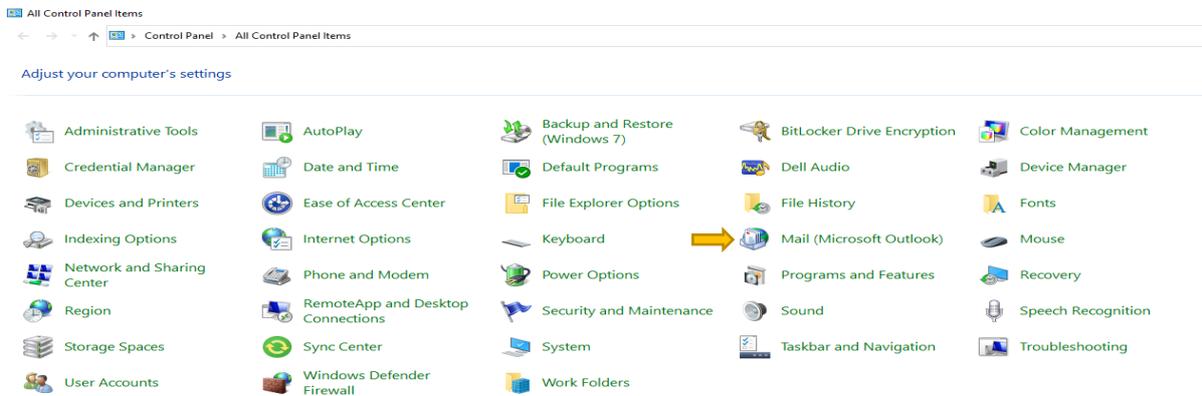
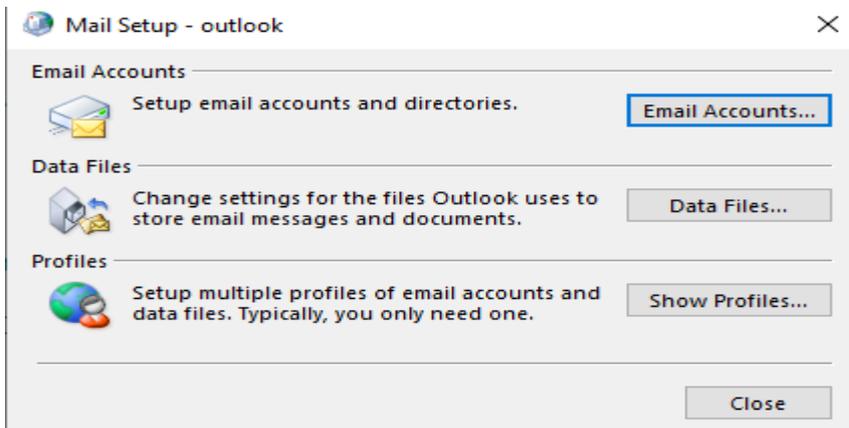


Exchange Email Configuration

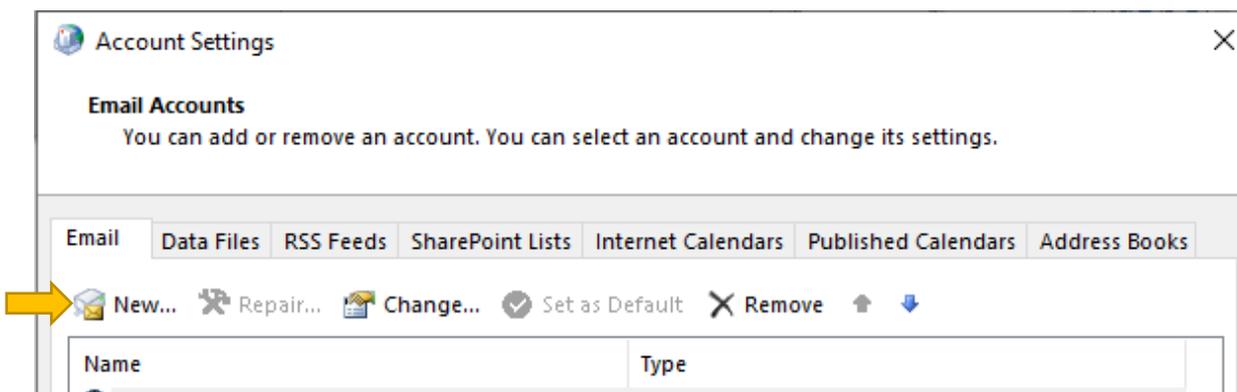
- Open Control Panel
- Click on mail (Microsoft Outlook)



- Then a dialogue box will appear



- Click on Email accounts.



- Click on New to configure your email

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

- Enter the name, email, and password.

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

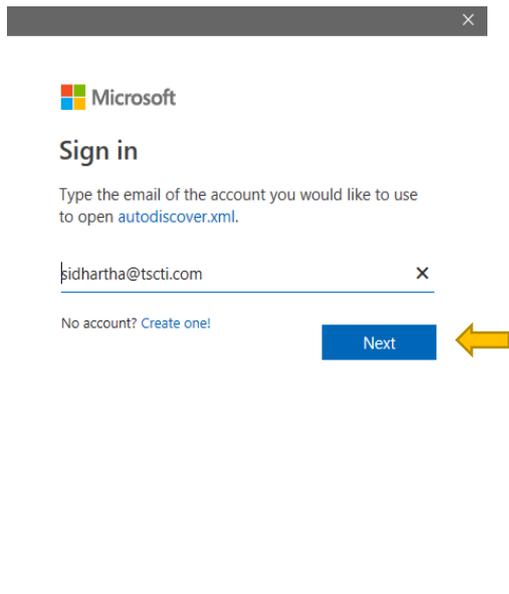
Email Address:
Example: ellen@contoso.com

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

Manual setup or additional server types



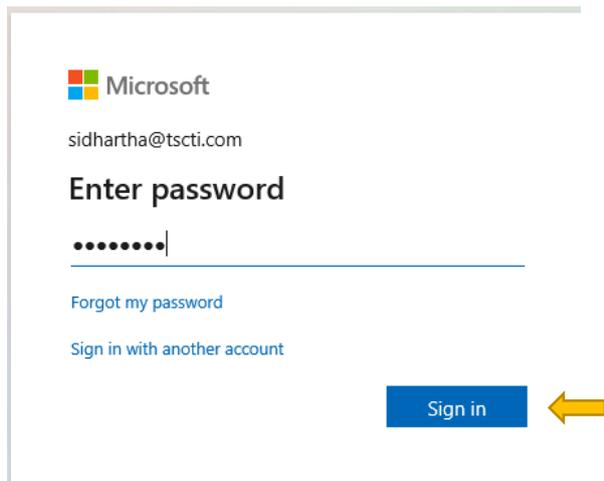
- Then click on Next



A screenshot of a Microsoft sign-in window. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a prompt: "Type the email of the account you would like to use to open autodiscover.xml." A text input field contains the email address "sidhartha@tscti.com" with a small 'x' icon to its right. Below the input field, there is a link that says "No account? Create one!". To the right of this link is a blue button labeled "Next". A yellow arrow points to the "Next" button.

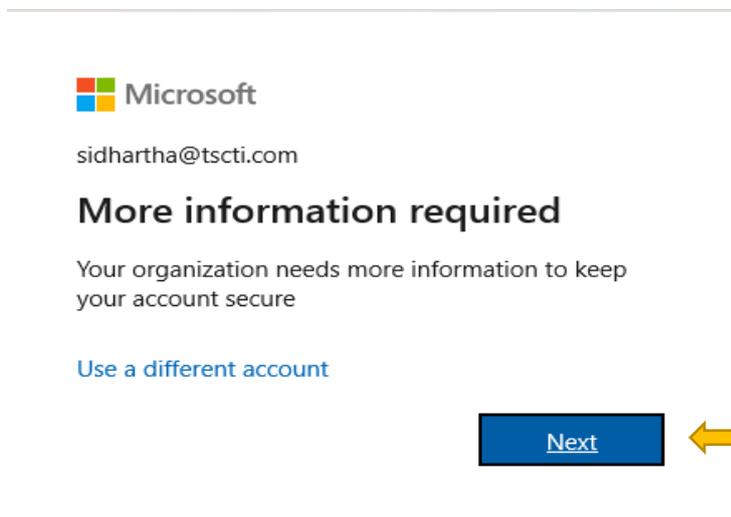
©2023 Microsoft Privacy statement

- Crosscheck your email and click on next



A screenshot of the Microsoft password entry page. At the top left is the Microsoft logo. Below it, the email address "sidhartha@tscti.com" is displayed. The main heading is "Enter password". Below this is a password input field with a series of dots and a cursor. Underneath the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button labeled "Sign in". A yellow arrow points to the "Sign in" button.

- Enter your password and click on sign in



A screenshot of the Microsoft "More information required" page. At the top left is the Microsoft logo. Below it, the email address "sidhartha@tscti.com" is displayed. The main heading is "More information required". Below this is a message: "Your organization needs more information to keep your account secure". Underneath this message is a link that says "Use a different account". At the bottom right is a blue button labeled "Next". A yellow arrow points to the "Next" button.

- 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
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) Skip setup

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

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?

India (+91) 9779450743

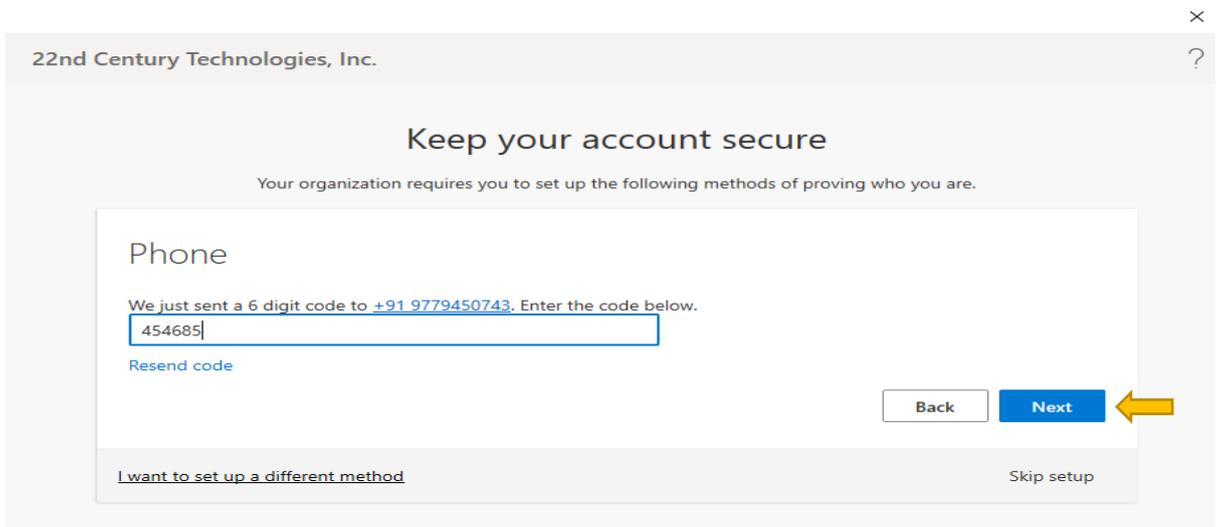
Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

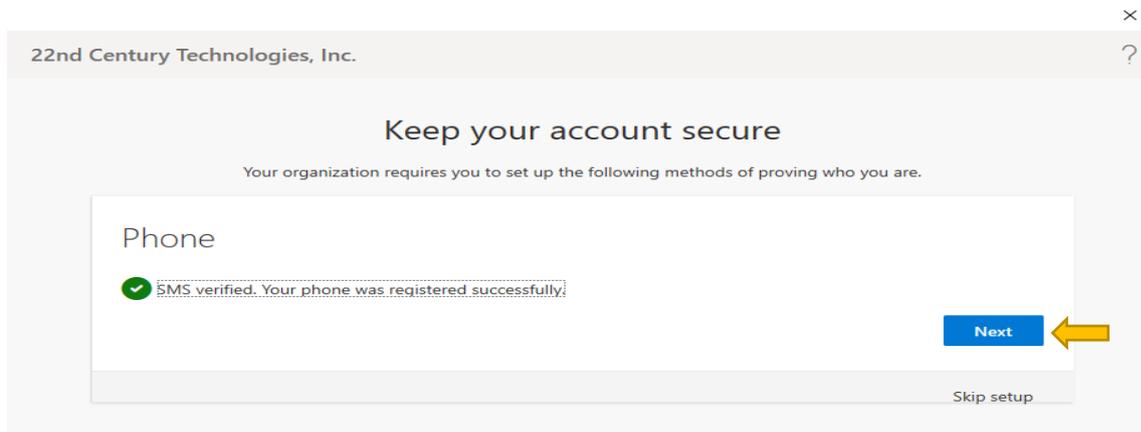
Next

[I want to set up a different method](#) Skip setup

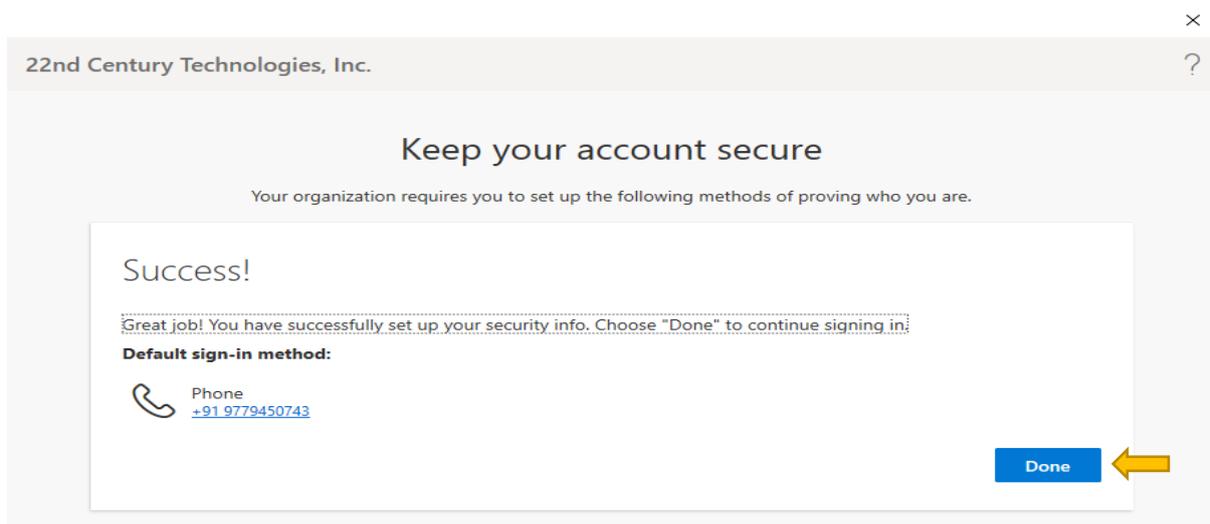
- After entering the code click on next.



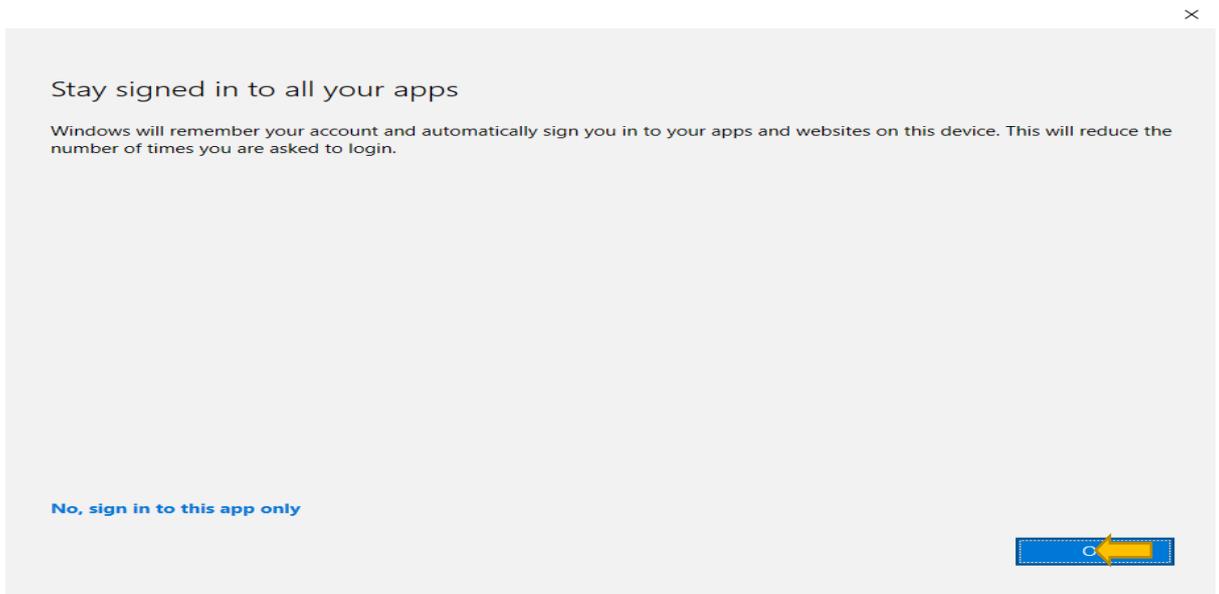
- After clicking on next your contact will be verified.



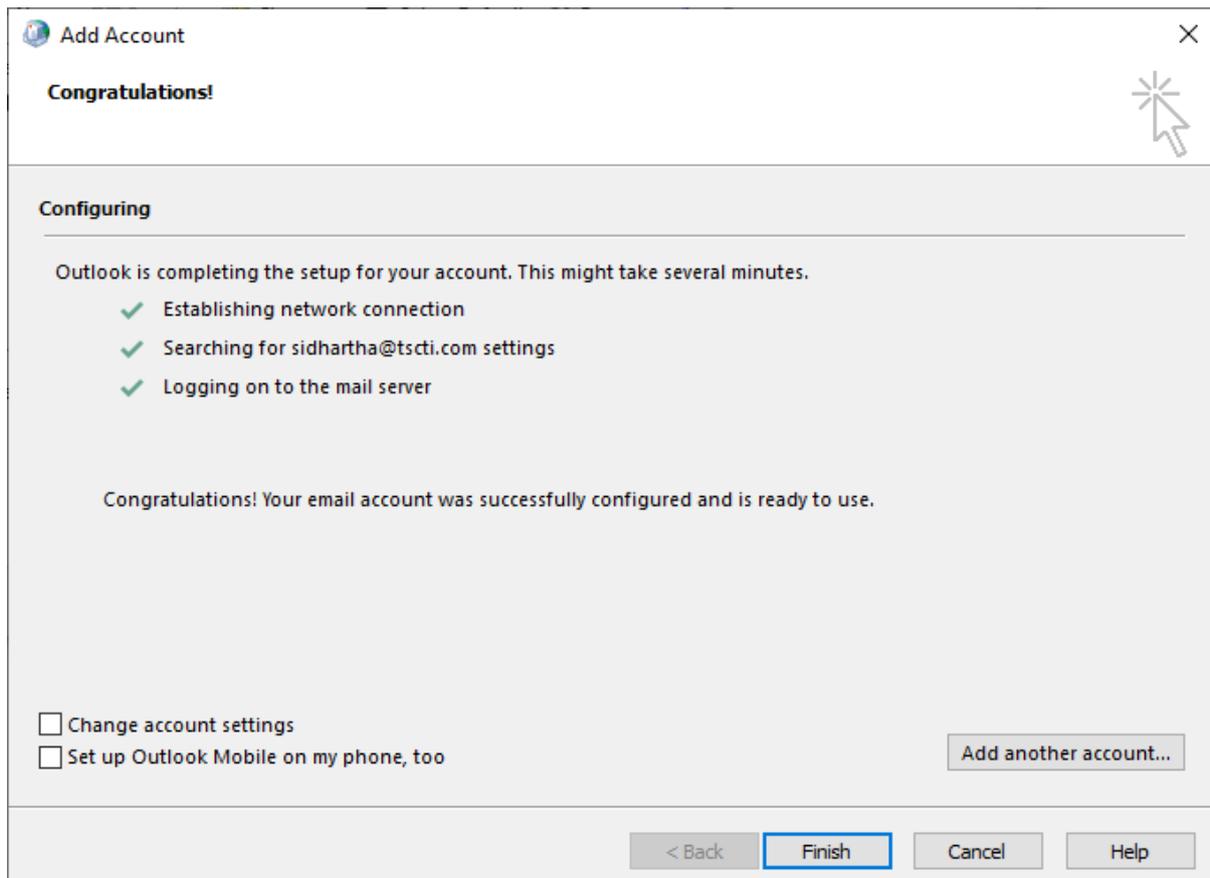
- Then next window will appear as below and click on Done.



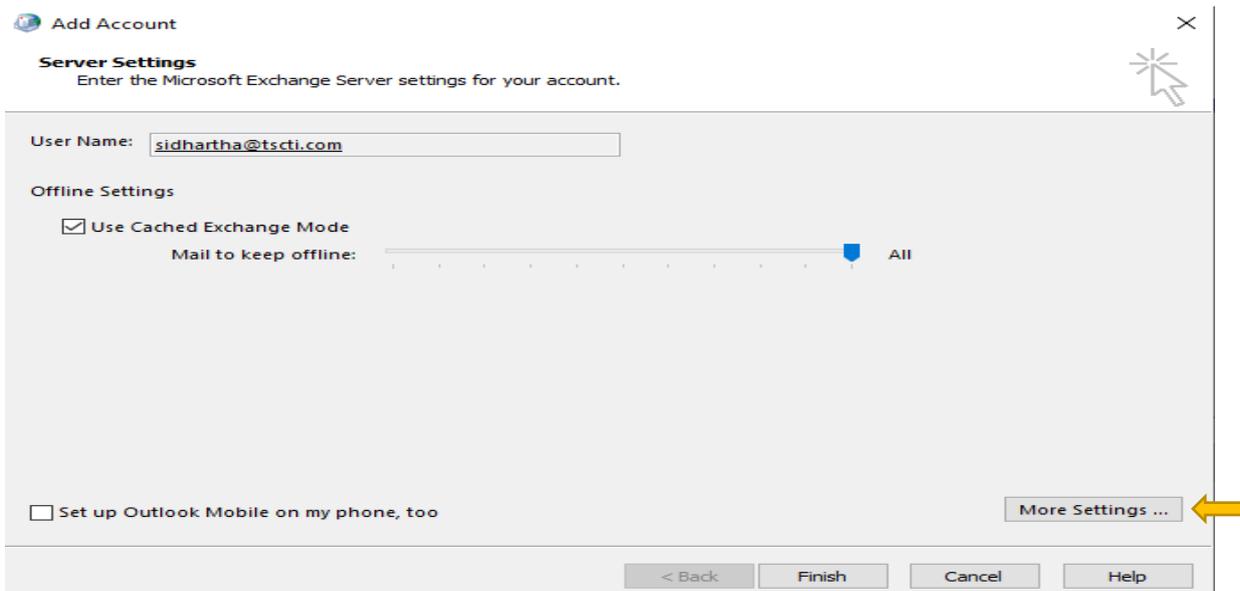
- Click on OK



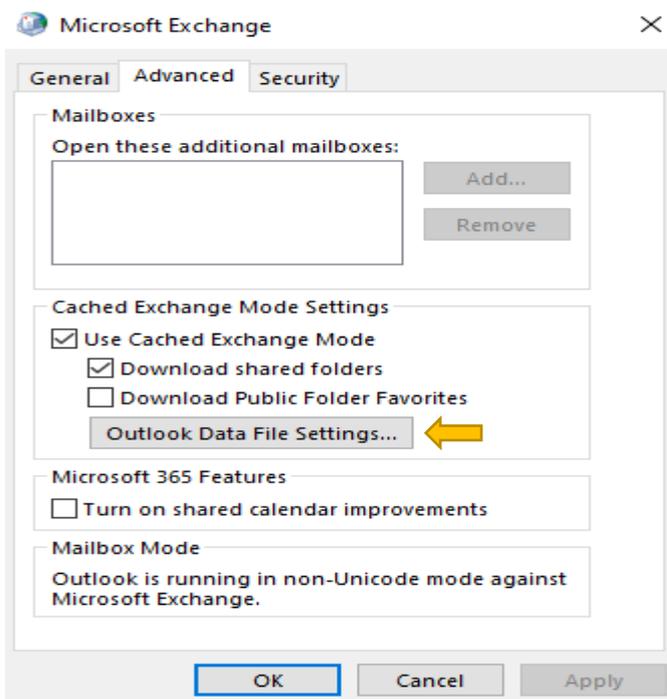
- Next window will appear as



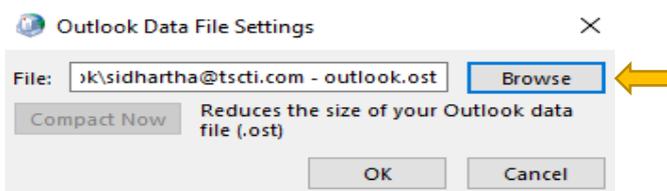
- Then click on change account settings.



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



Then click on Outlook Data file settings.



- 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.