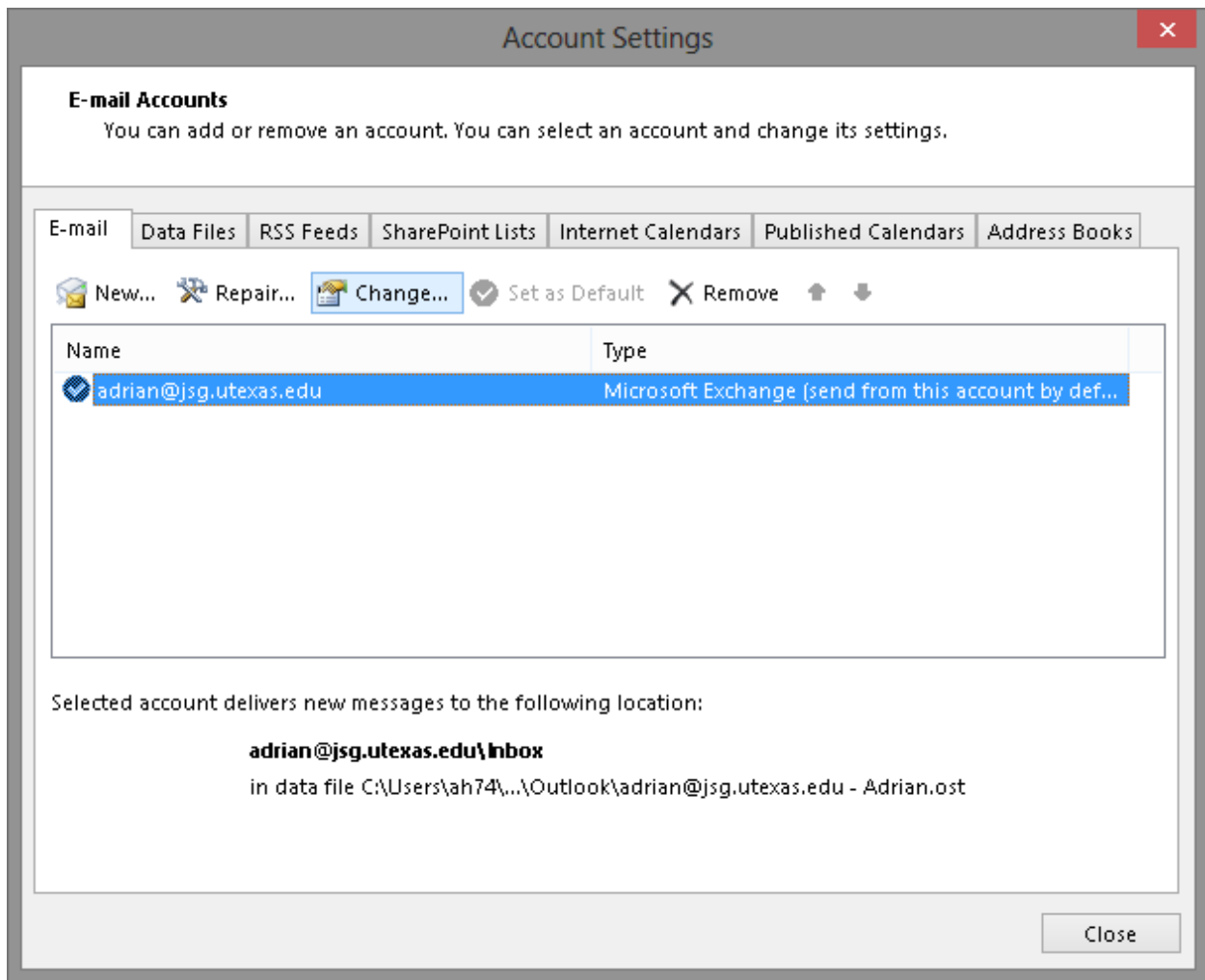


Top Outlook Menu >FILE>Account Settings>Account Settings

Change



More Settings

Change Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings

Server:

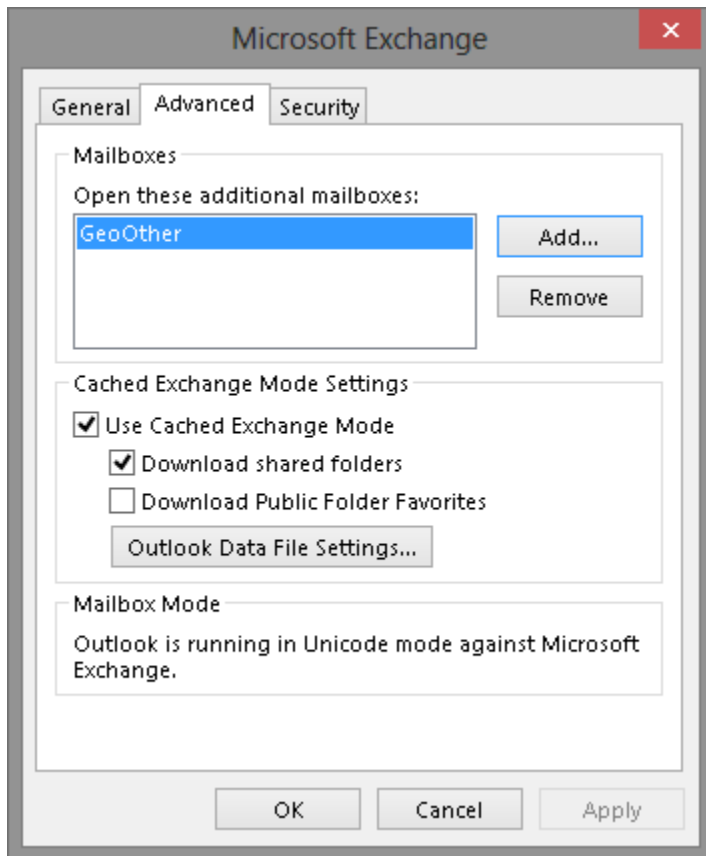
User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

Advanced >Add



Place your new email account in the box and click Apply

