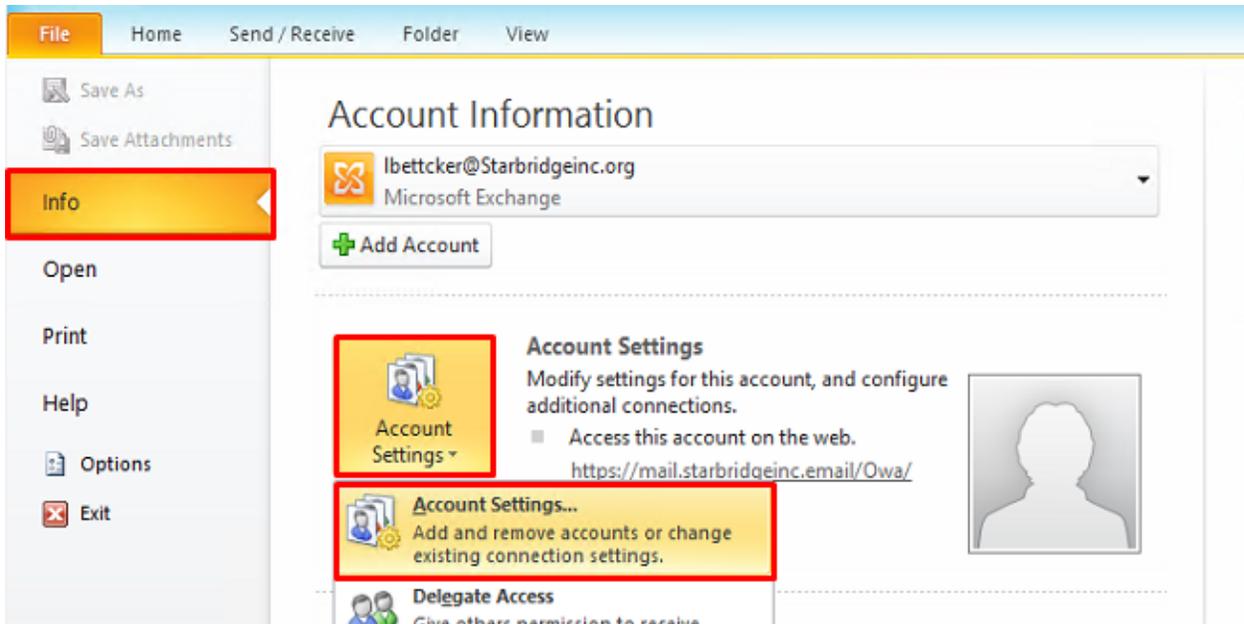




Click on the “File” button at the top of outlook.



Make sure “Info” is selected. Then select “Account Settings” and “Account Settings” again.

## E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... Repair... **Change...** Set as Default Remove ↑ ↓

Name	Type
 lbettcker@Starbridgeinc.org	Microsoft Exchange (send from this account by default)

Selected account delivers new messages to the following location:

**lbettcker@Starbridgeinc.org\Inbox**  
in data file C:\Users\lbettcker\...\Outlook\lbettcker@Starbridgeinc.org.ost

On the screen that pops up select "Change".

## Server Settings

Enter the information required to connect to Microsoft Exchange or a compatible service.



Type the server name for your account. If you don't know the server name, ask your account provider.

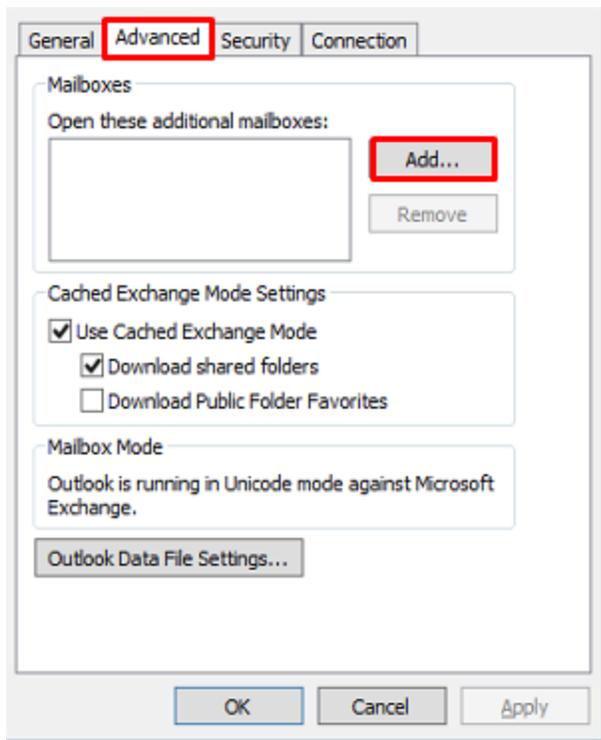
Server:

Use Cached Exchange Mode

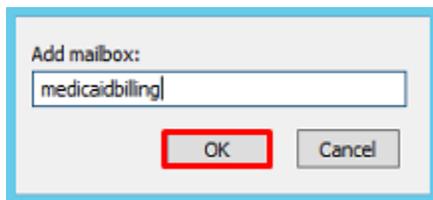
Type the user name for your account.

User Name:

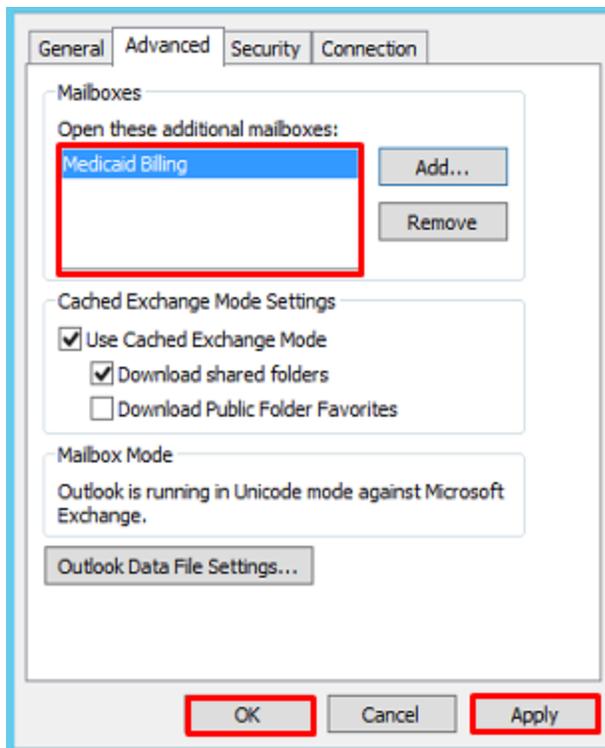
Then select "More Settings".



On the next screen select the “Advanced” tab and click “Add”.



Type in your mailbox name you are trying to add and select “OK”. In the above example the username “medicaidbilling” was put in but the full display name “Medicaid Billing” should have also worked.



Your mailbox should appear under “Mailboxes”, then click “Apply” and “OK”.

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

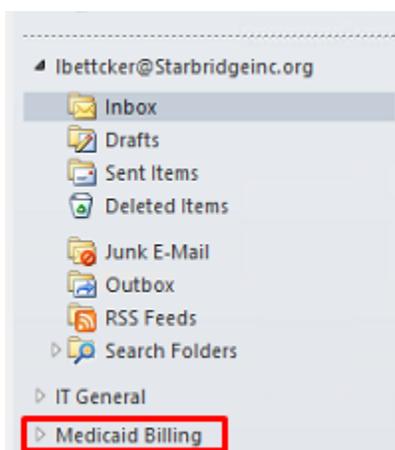
Type the server name for your account. If you don't know the server name, ask your account provider.

Server:   
 Use Cached Exchange Mode

Type the user name for your account.

User Name:

Then select “Next” and on the following screen select “Finish” and then select “Close” for the “Account Settings” window that is still open.



You should then see the mailbox you added underneath your own mailbox. Click on the white arrow to the left of it to expand it.