

## Setup and Connect to AU Departmental Exchange Accounts (Non-Exchange Users)

## **Users without Microsoft Exchange Accounts**

Generally, student workers and graduate assistants, are not eligible for Microsoft Exchange accounts. In these situations, follow the steps outlined in the sections below.

## Using Outlook 2010 & higher – Desktop version, Windows only

- 1. Sign on to the departmental workstation with the student's Andrews username and password
- 2. Open Outlook
- 3. When starting Outlook for the first time, select Next
- 4. When prompted to connect to an email account, select Yes, then select Next.
- 5. At the Add Account screen, <u>delete the email address that auto-populates</u>, then enter the email address <u>of the departmental account you want to add</u> as displayed in the example below.

If you don't know the email address of your departmental account, contact your ITS Technician.

Auto Account Setup Outlook can autom	atically configure many email accounts.	count	×
) E-mail <u>A</u> ccount			
<u>Y</u> our Name:	Example: Ellen Adams		
<u>E</u> -mail Address:	deptacct@andrews.edu Example: ellen@contoso.com		
<u>P</u> assword: Re <u>t</u> ype Password:			
	Type the password your Internet servi	:e provider has given you.	
) <u>M</u> anual setup or ac	Iditional server types		
		< <u>B</u> ack <u>N</u> ext >	Cancel

- 6. Select Next
- 7. When the following message is displayed, select **Don't ask me about this website again**, Then select **Allow**.





8. Outlook will begin to search for the account. When the following message is displayed, you have successfully added an account. Select **Finish**.

Add Account	×
Searching for your mail server settings	1 Alexandre
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
<ul> <li>Establishing network connection</li> </ul>	
Searching for an	
Logging on to the mail server	
Congratulations! Your email account was successfully configured and is ready to use.	
Change account settings	Add another account
< Back	Finish Cancel

- 9. If prompted, select Use recommended settings, then select Accept.
- 10. The new account will appear in the Folder Pane (left side)

## **Using Outlook**

1. When prompted for a login credentials, make sure you are being asked for the correct departmental account:



- 2. Select Use another account
- 3. Enter the Andrews username of the user who has rights to the departmental account.