

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

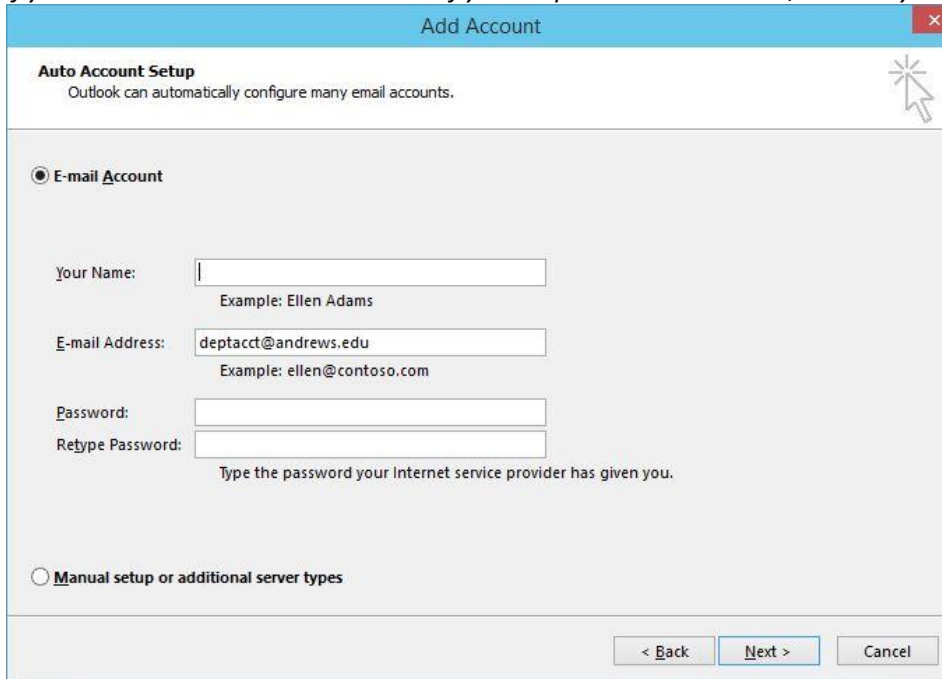
### Users without Microsoft Exchange Accounts

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, delete the email address that auto-populates, then enter the email address of the departmental account you want to add as displayed in the example below.

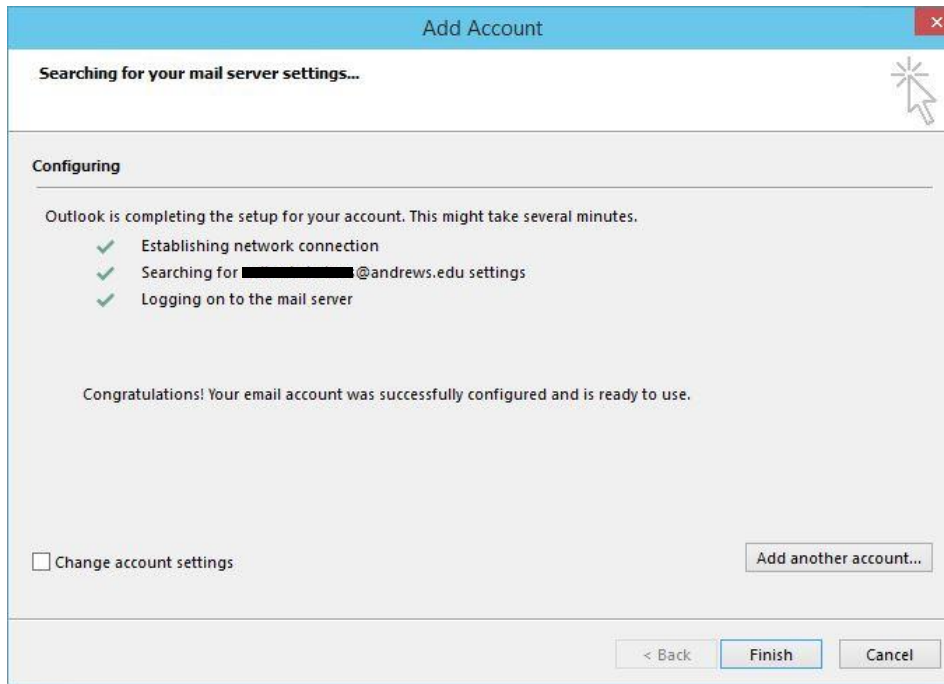
*If you don't know the email address of your departmental account, contact your ITS Technician.*



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



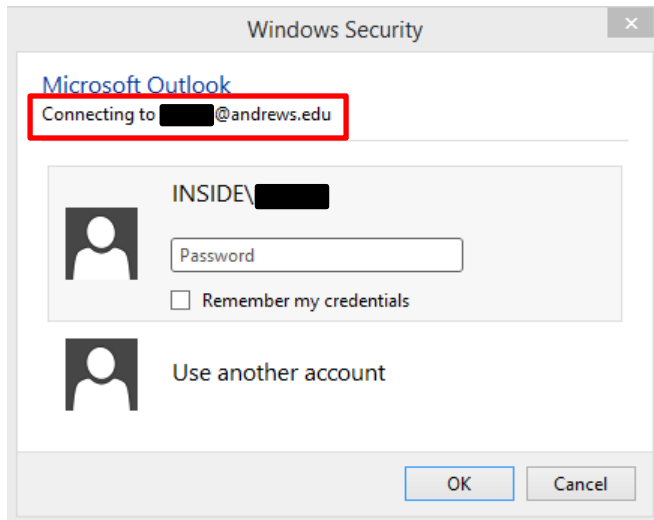
8. Outlook will begin to search for the account. When the following message is displayed, you have successfully added an account. Select **Finish**.



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.