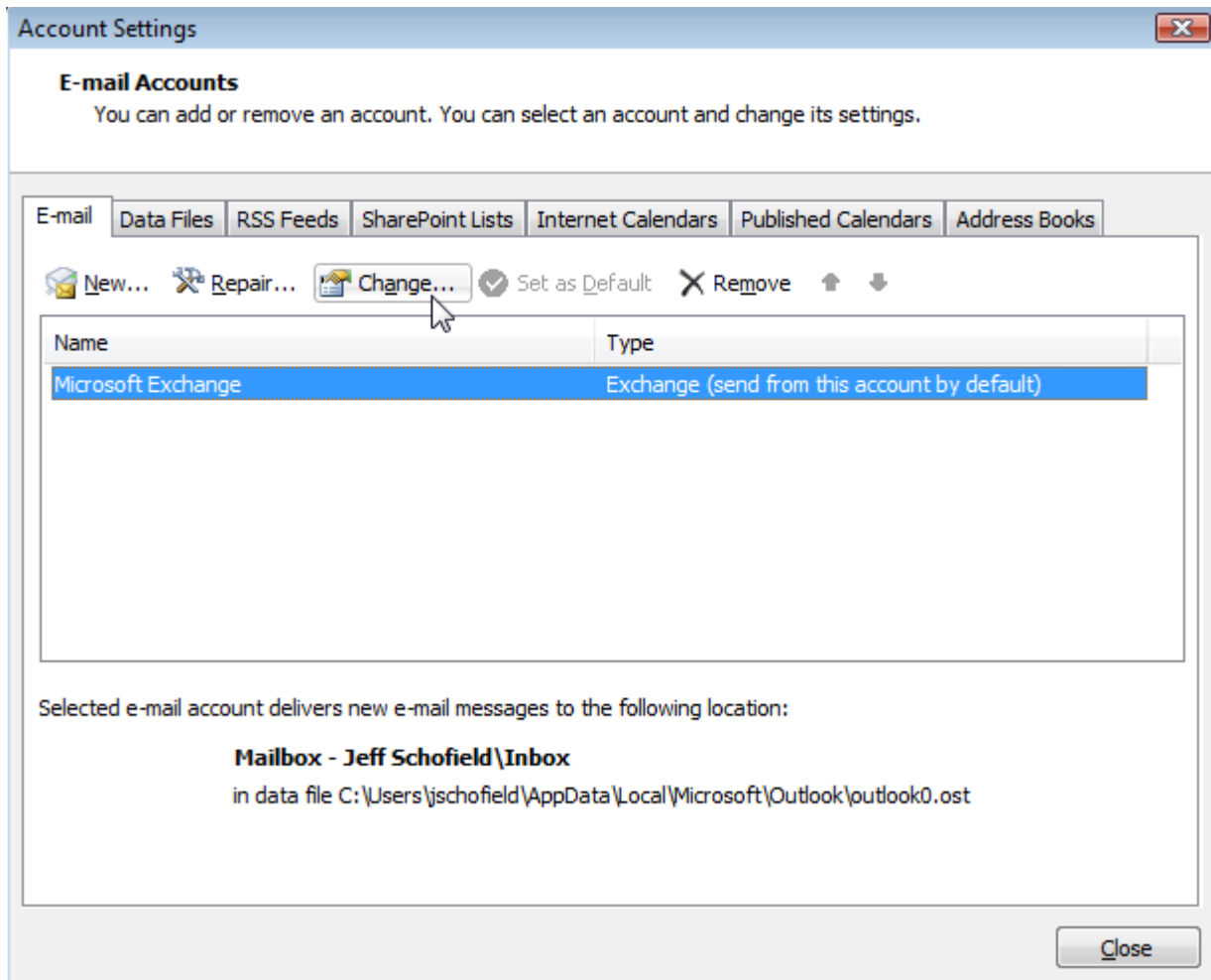
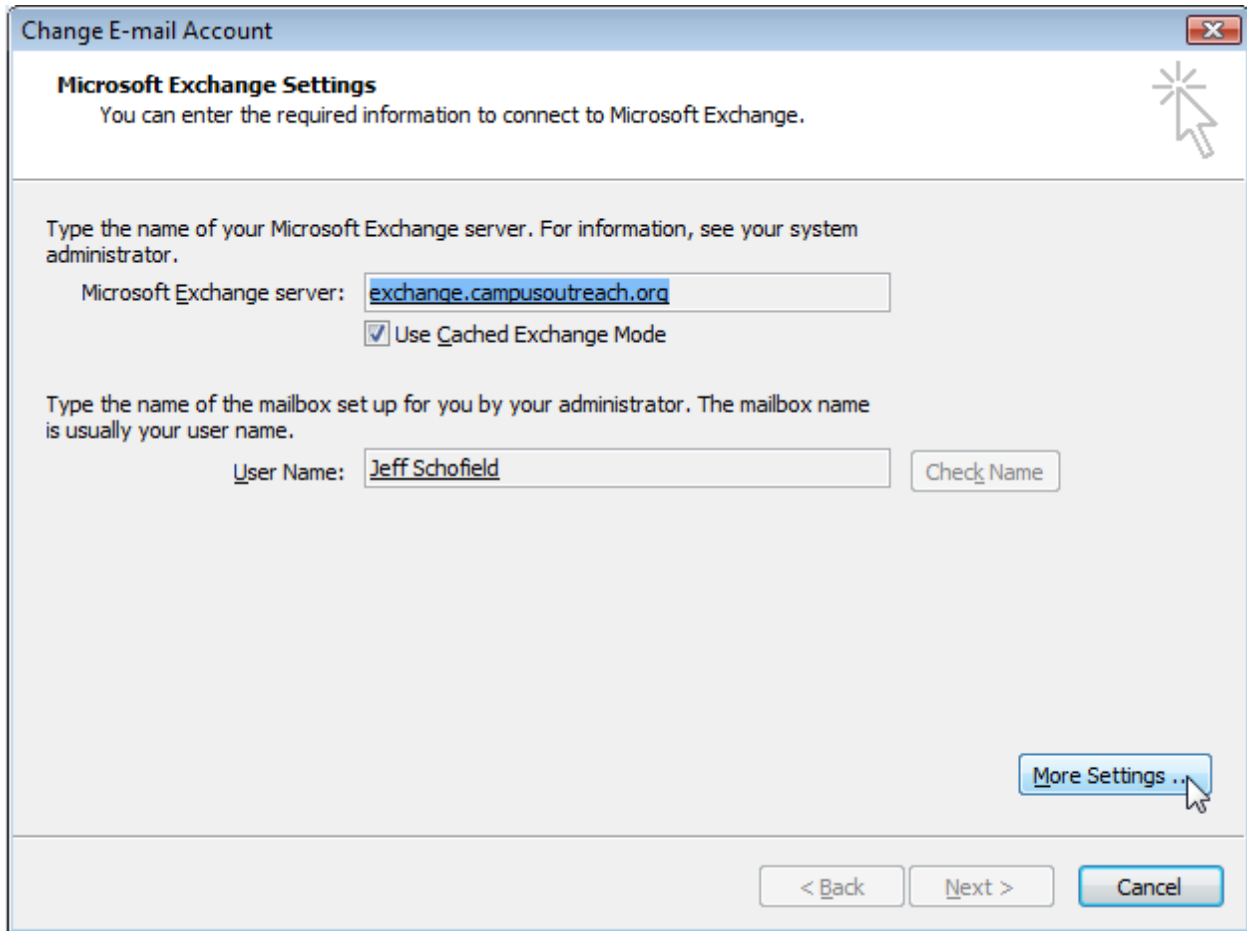


1. Open Outlook and go to Tools → Account Settings
2. Select Microsoft Exchange and choose Change.



### 3. Choose More Settings



The screenshot shows a Windows-style dialog box titled "Change E-mail Account". The main heading is "Microsoft Exchange Settings" with a sub-instruction: "You can enter the required information to connect to Microsoft Exchange." Below this, there are two sections for input. The first section asks for the "Microsoft Exchange server" name, with the example "exchange.campusoutreach.org" entered in the text box. A checkbox labeled "Use Cached Exchange Mode" is checked. The second section asks for the "User Name", with "Jeff Schofield" entered in the text box. A "Check Name" button is located to the right of the user name field. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

**Change E-mail Account**

**Microsoft Exchange Settings**  
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

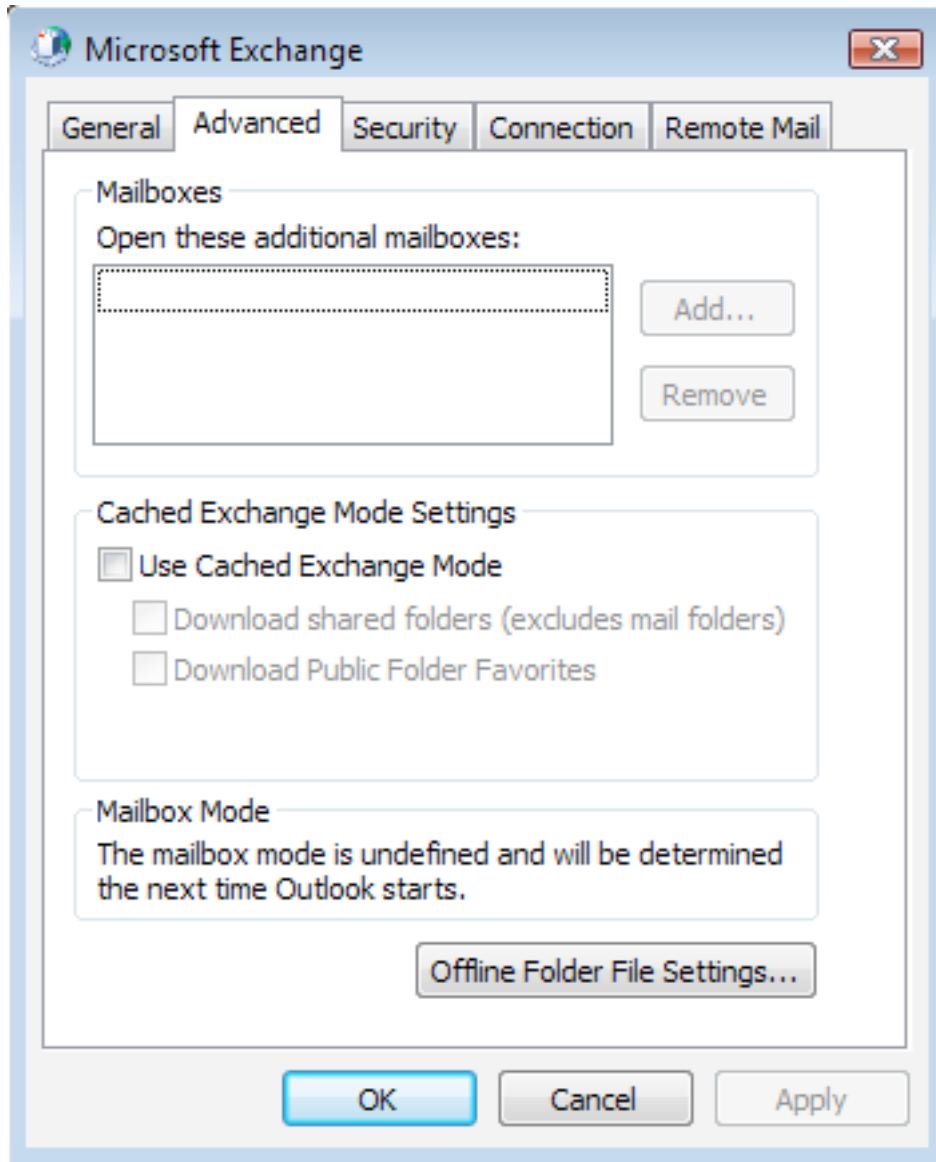
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

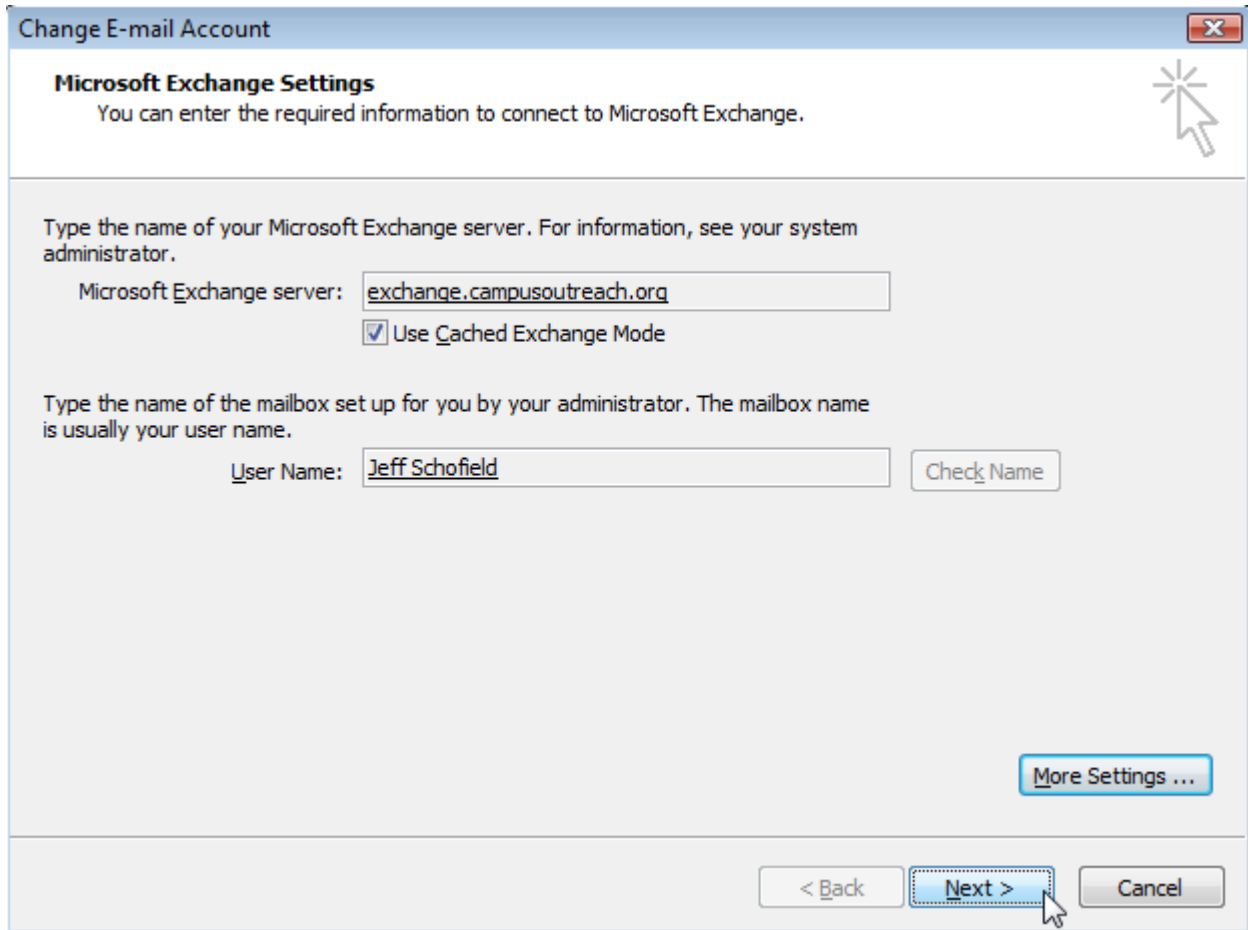
User Name:

4. Choose the Advanced tab;

Choose Add and type the name of the account to add.



5. Choose OK
6. Choose Next



**Change E-mail Account**

**Microsoft Exchange Settings**  
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

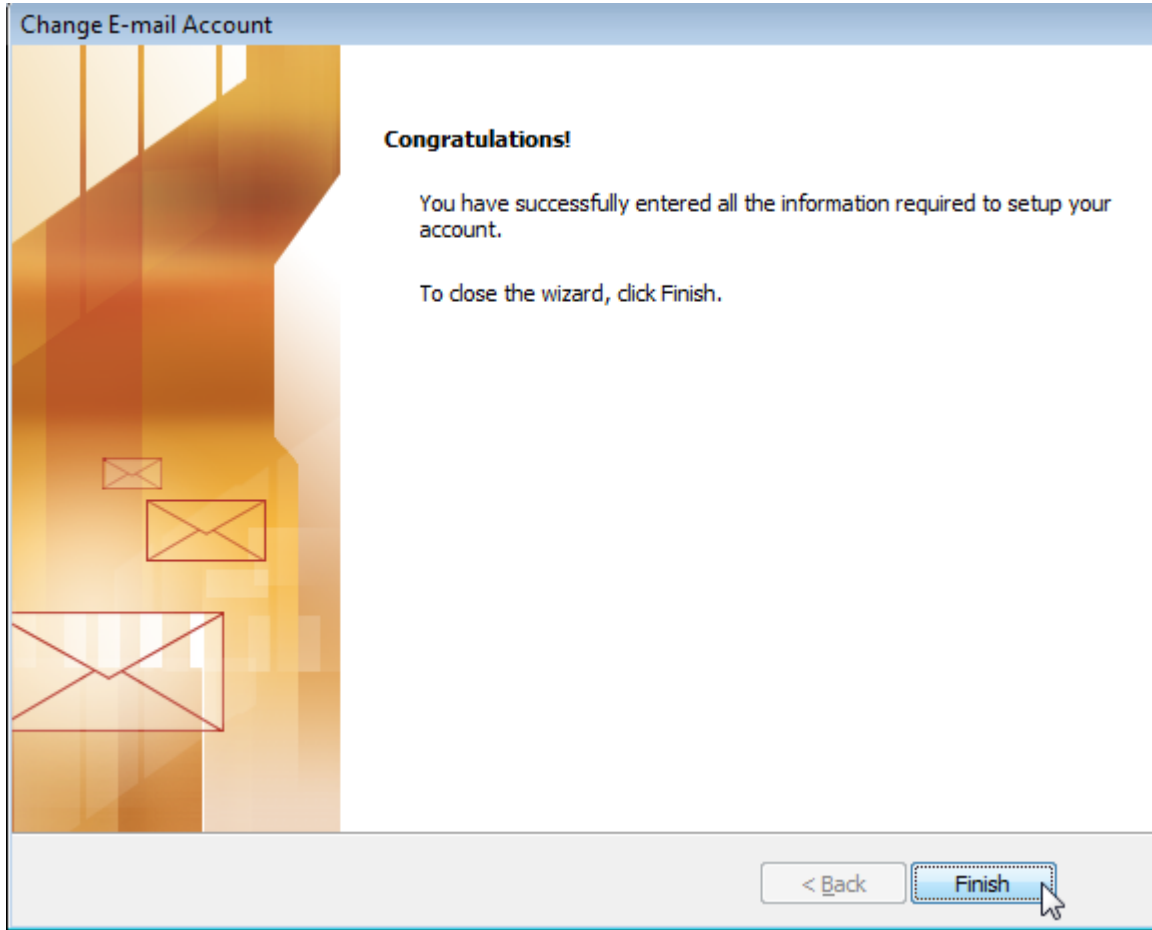
Microsoft Exchange server:

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

7. Choose Finish



8. Your additional mailbox is now located in the left file structure.