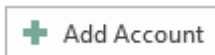


Connect to Outlook 2013/2016 to UT Email Account

NOTE: Screen images and/or details seen here may appear different to what is displayed on your screen.

1. Open your Outlook
2. If this is **NOT** the **First** email account that you configuring Outlook on this system, go to File – Info and select the **+ Add Account** button and go to Step 5.

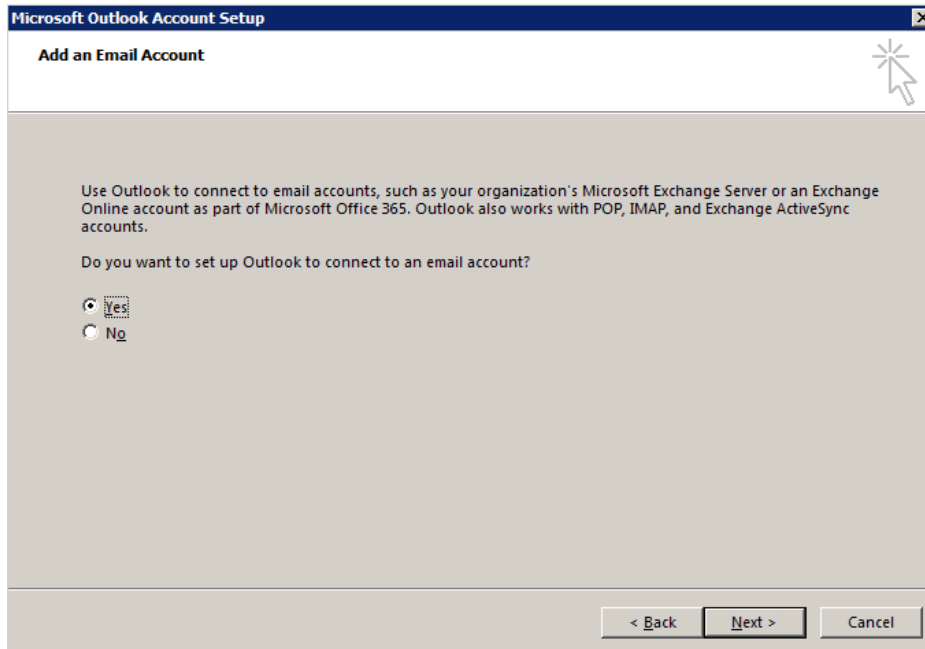


Otherwise proceed to Step 3.

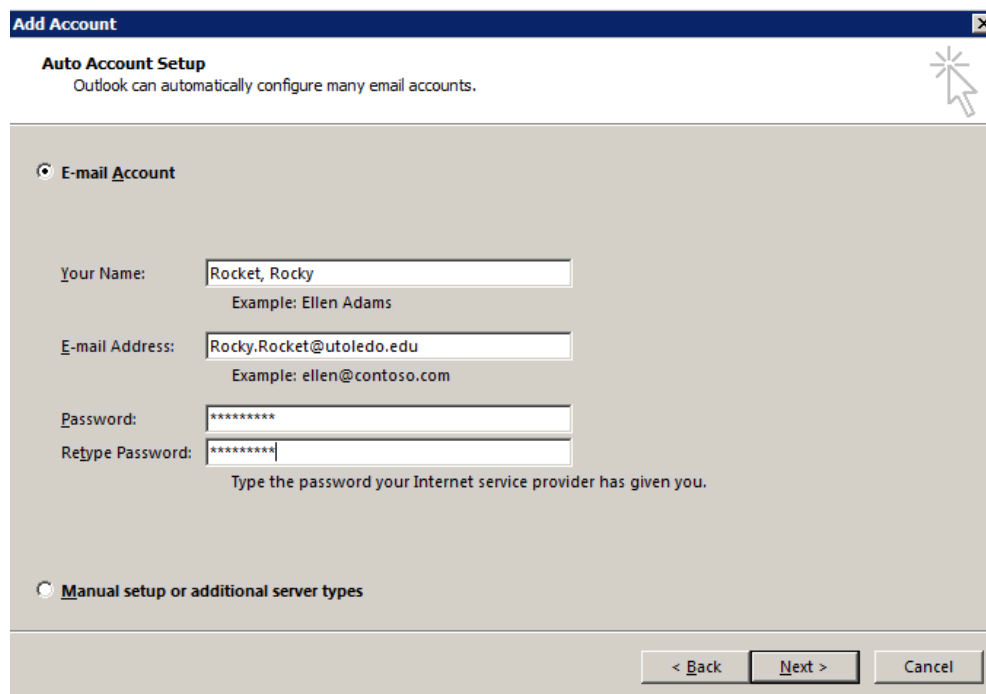
3. At the Welcome Screen, click Next



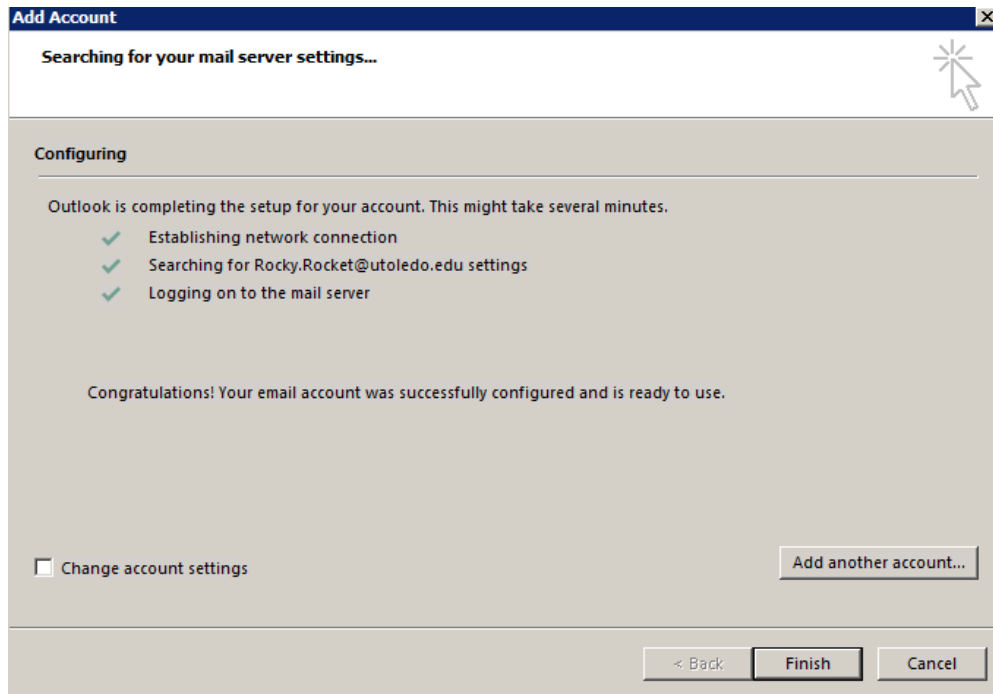
4. At the Add Email Account, answer Yes to “Do you want to set up Outlook to connect to an email account? And click Next.



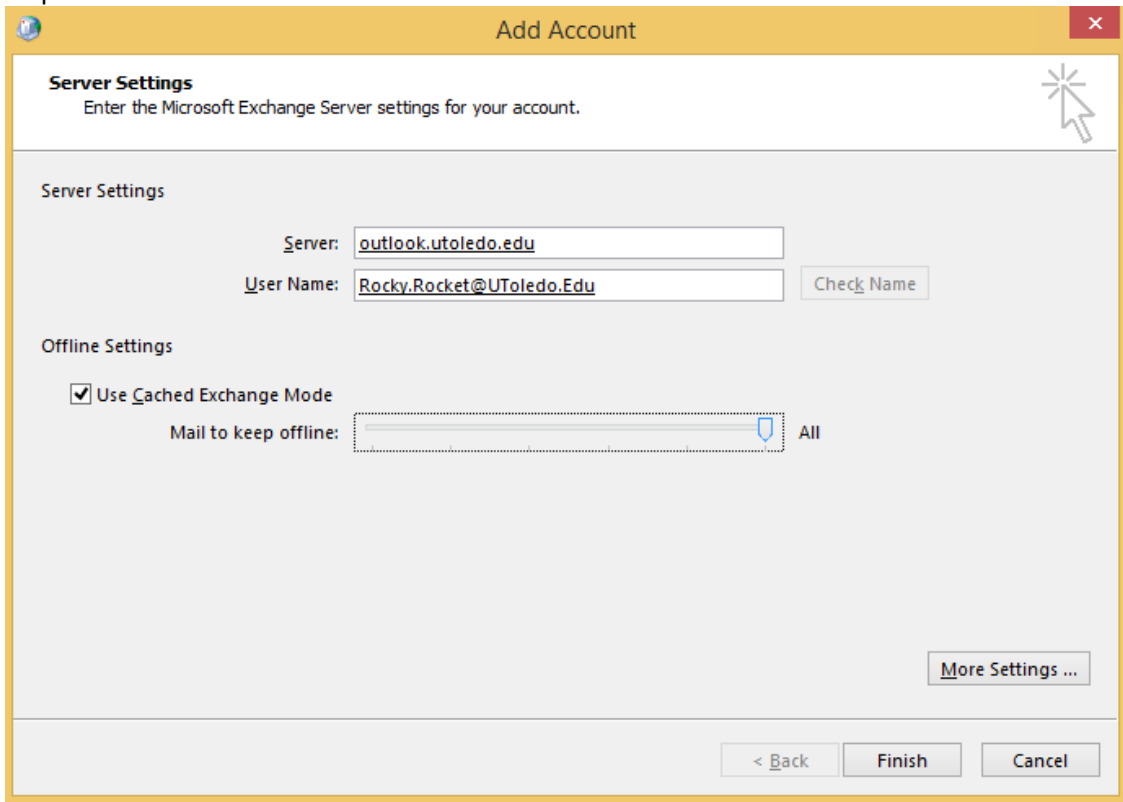
5. In the Auto Account Setup enter the following: (some of this may auto populate for you)
- Your Name:** Enter your name here
 - Email Address:** Enter in your @utoledo.edu (Staff) or @rockets.utoledo.edu (Student) email address here.
 - Password:** Enter in your UTAD password
 - Retype Password:** Enter in your UTAD password to confirm.
 - Click Next



6. If a window appears requesting your credentials enter your **UTAD UserId** with *@rockets.utoledo.edu* at the end. (Ex: RRocket@rockets.utoledo.edu) into the Username and re-enter your UTAD password.
7. If all information is correct the following screen should appear:



8. If you wish to change Exchange Cached Mode settings (recommended to turn off for Fac/Staff members using computers on-campus), click *Change Account Settings, Next*. Otherwise go to step 9.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the 'Server Settings' section is titled 'Server Settings' and includes the instruction 'Enter the Microsoft Exchange Server settings for your account.' The 'Server' field contains 'outlook.utoledo.edu' and the 'User Name' field contains 'Rocky.Rocket@UTOledo.Edu'. A 'Check Name' button is located to the right of the 'User Name' field. Below this, the 'Offline Settings' section is titled 'Offline Settings' and includes a checked checkbox for 'Use Cached Exchange Mode'. Below the checkbox is a slider for 'Mail to keep offline:' which is currently set to 'All'. A 'More Settings ...' button is located at the bottom right of the dialog box. At the very bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

9. Set how much email you wish to keep offline if you want to remain in cached mode. Or uncheck *Cached Exchange Mode*.
10. Click Finish, and then click OK.