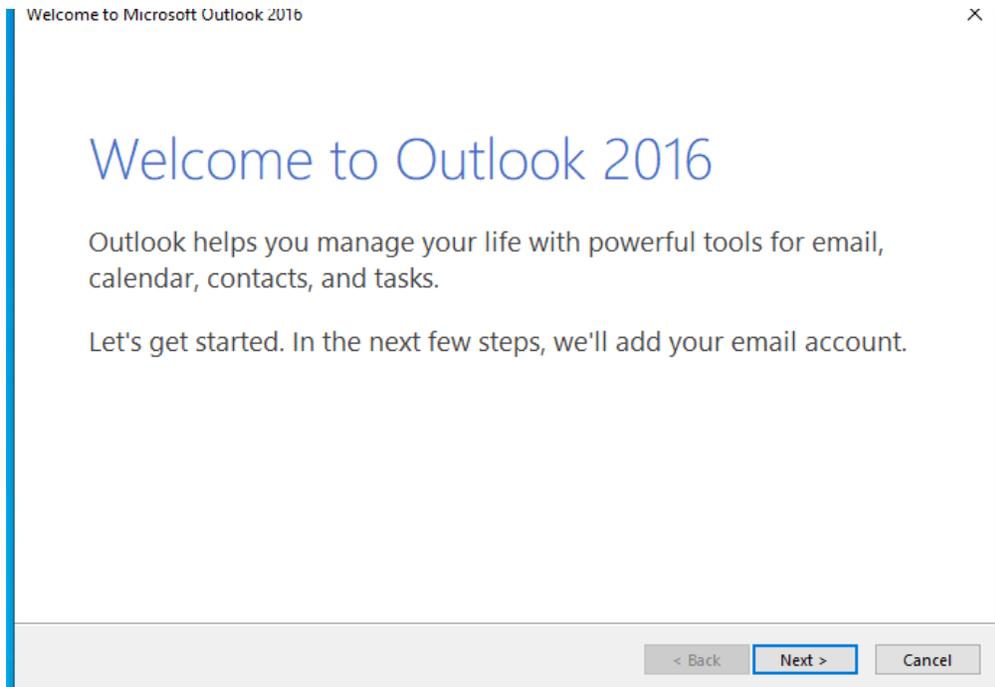
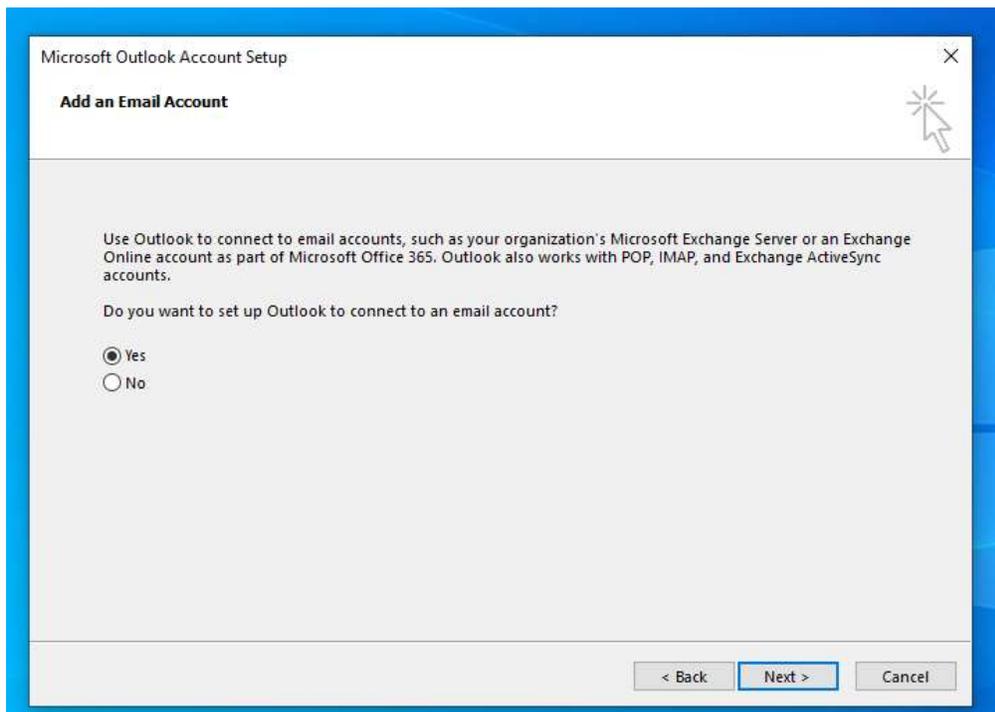


Desktop Outlook Configuration

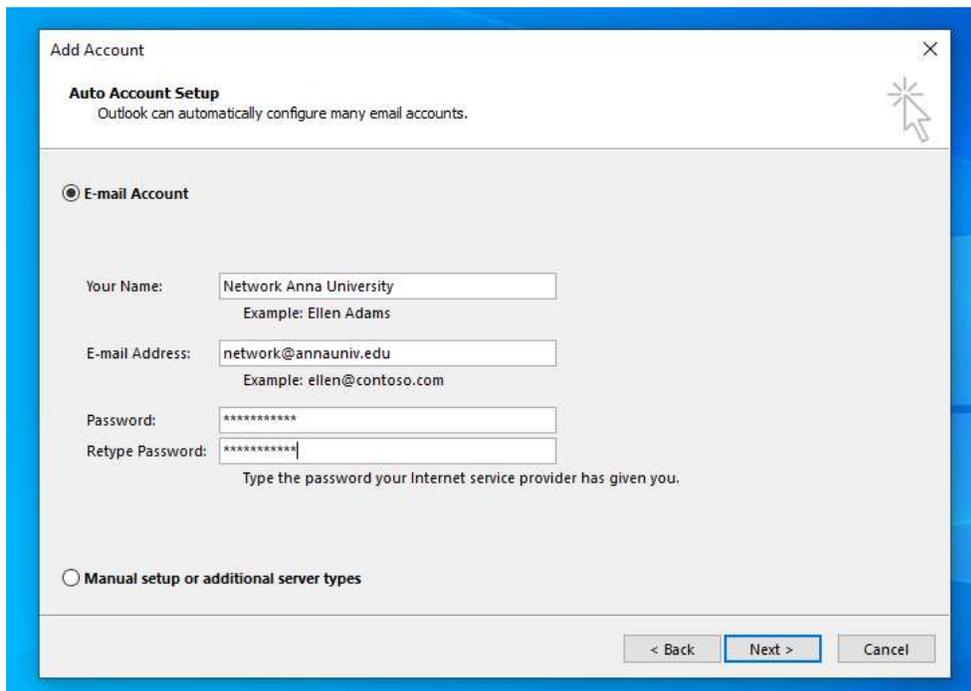
Step: 1 – Open Outlook



Step 2 : To add new account select yes and next



Step 3: Add Display Name, email and password (Teams Password) and click next



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

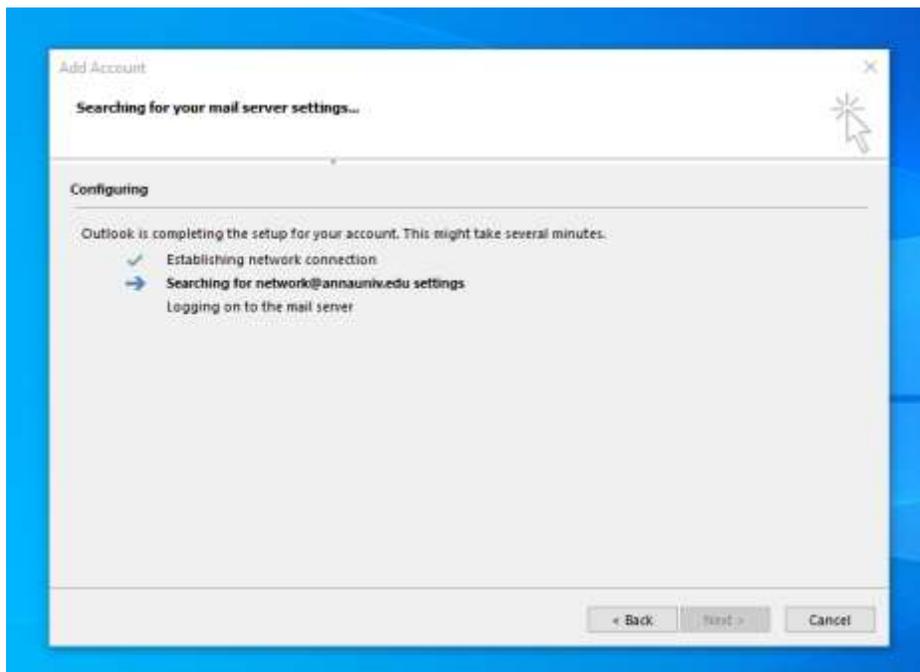
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Step 4: Outlook connects to mail Server



Add Account

Searching for your mail server settings...

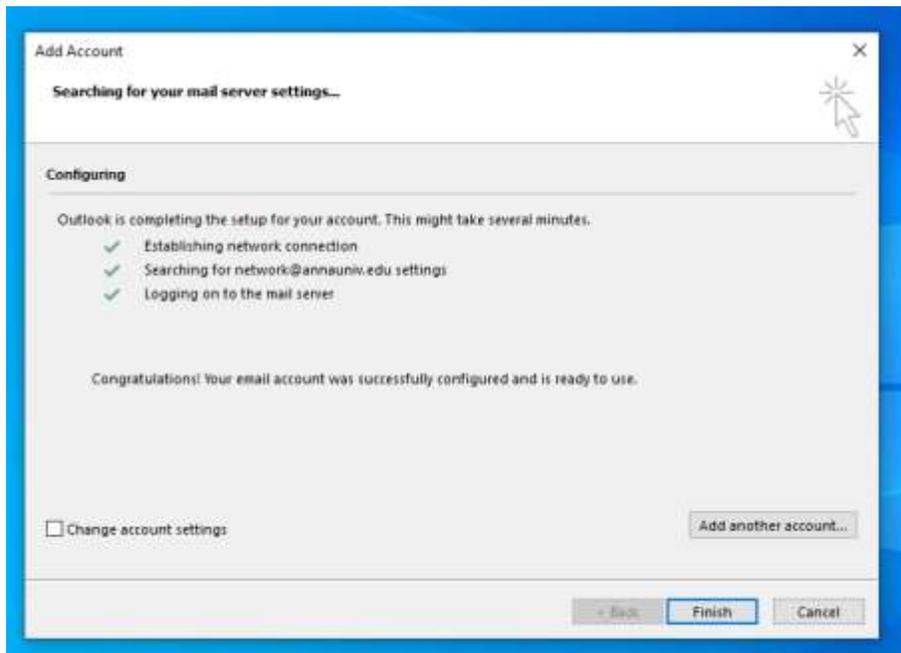
Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- **Searching for network@annauniv.edu settings**
Logging on to the mail server

< Back **Next >** Cancel

Step 5 : Once connection established all mails



Step 6 : mails and folder are download and available in local computer

