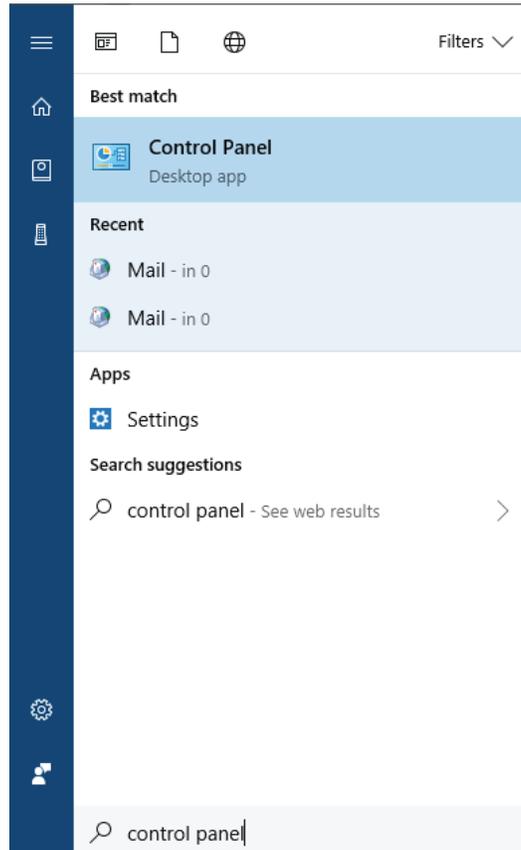
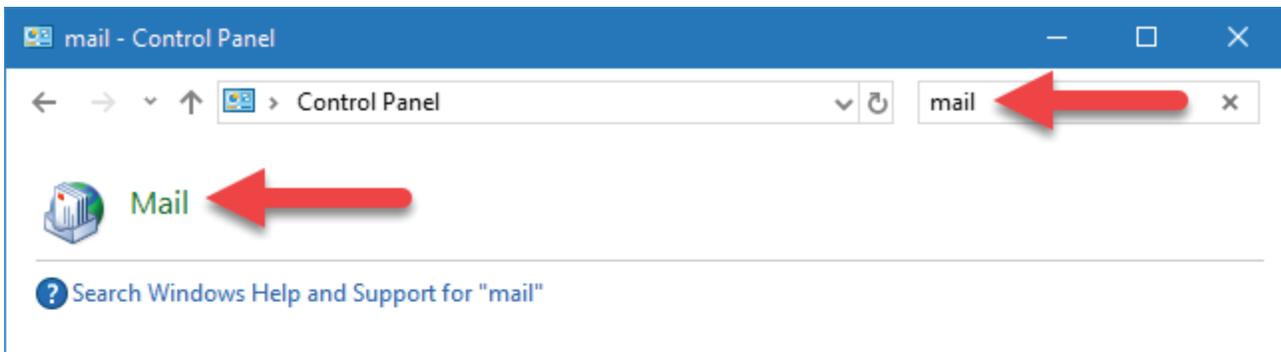


Exchange Email Setup for Outlook in Windows 10 + 7

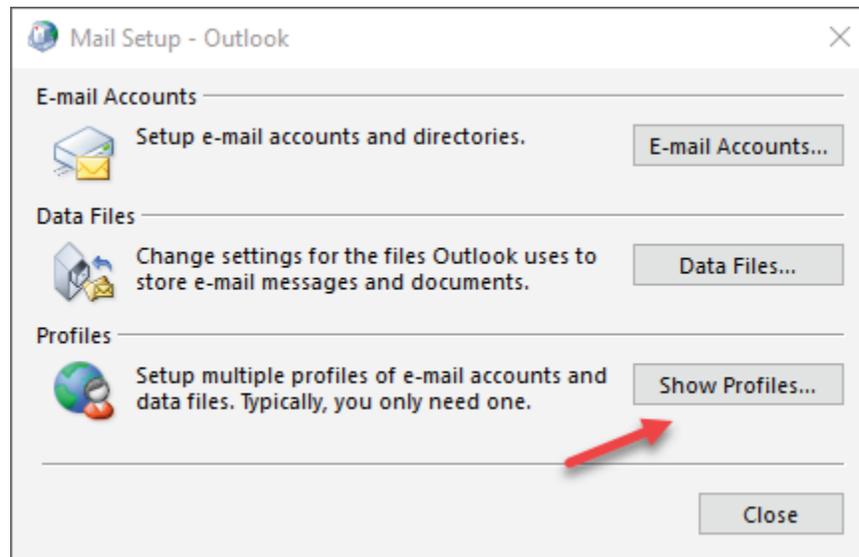
1. Press the Windows Key and type "Control Panel" and select the Control Panel Desktop App



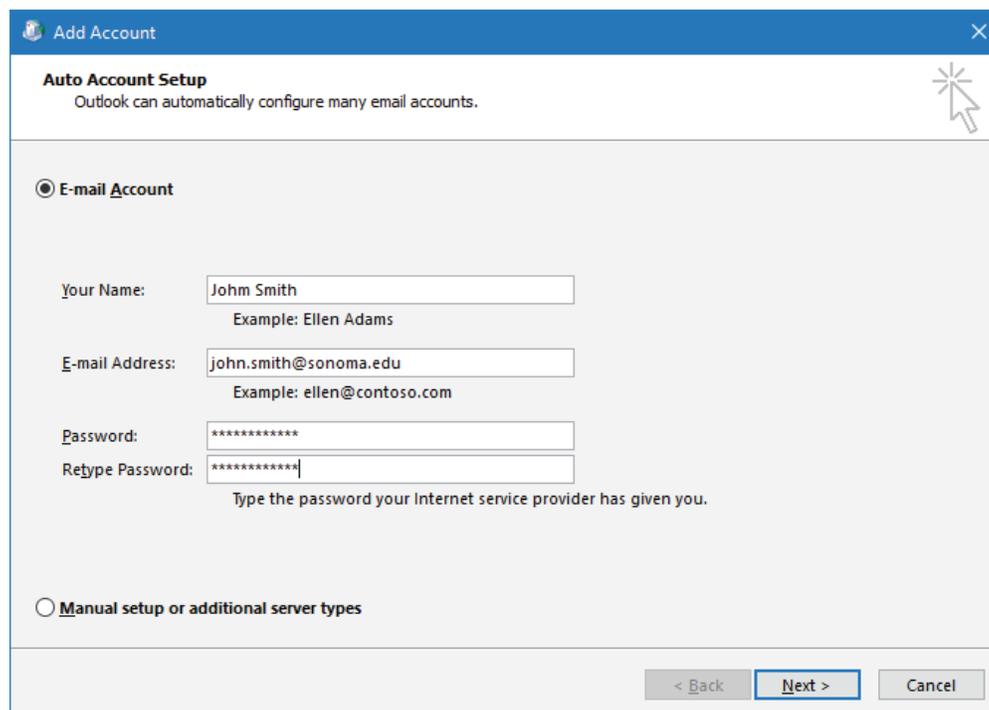
2. In the top-right, type "Mail" and select the Mail App



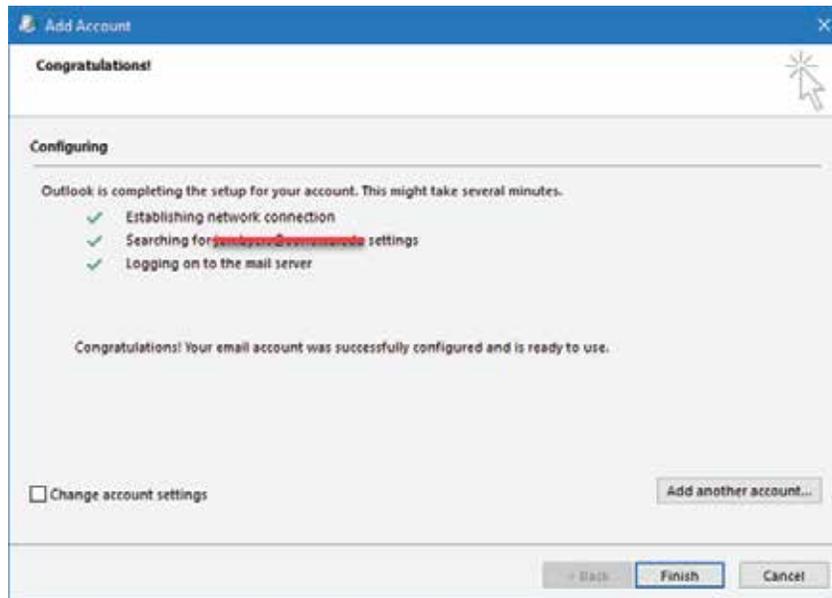
3) If you have not previously created an account in Outlook you will need to create a new profile. Click the **“Show Profiles”** button, followed by the **“Add”** button and name your profile.



4) You will be prompted to add an E-mail Account. Here you will type your name, E-mail address, and password and select **Next** to proceed.



5) If you have type your email account and password correctly, you will be greeted with a “Congratulations” window informing you that your account was successfully configured. At this point, you may use Outlook.



6) If you are prompted to re-enter your credentials, enter them in the following format:

