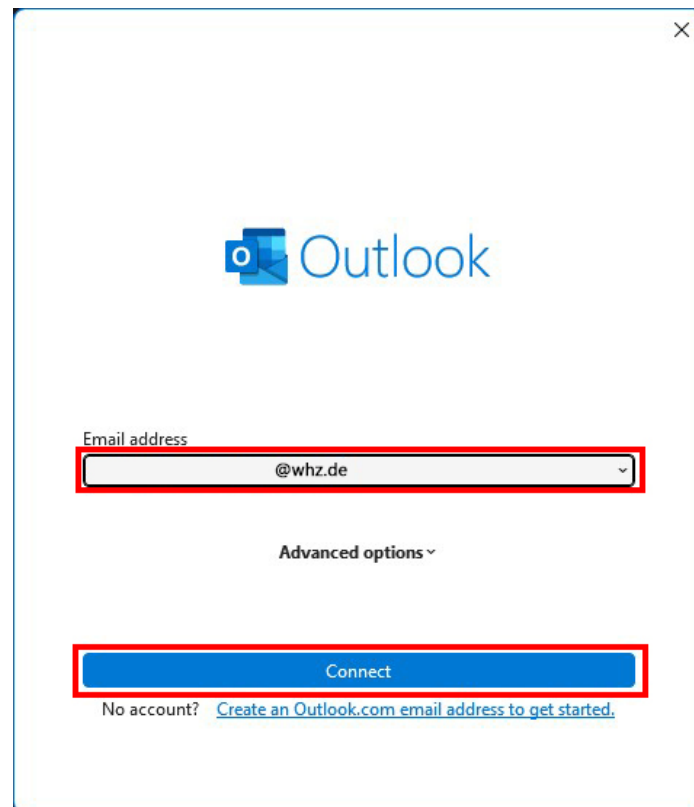
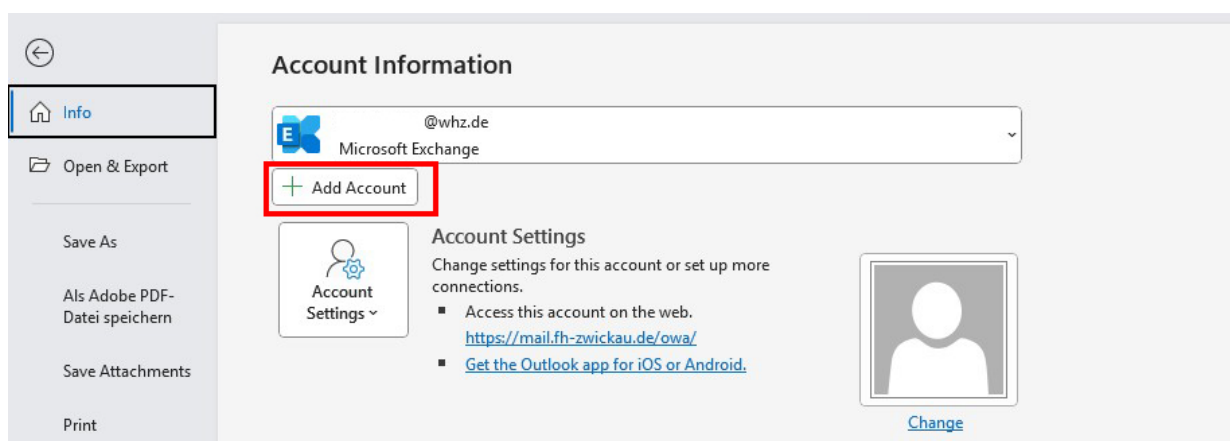


Configuration of Outlook 365

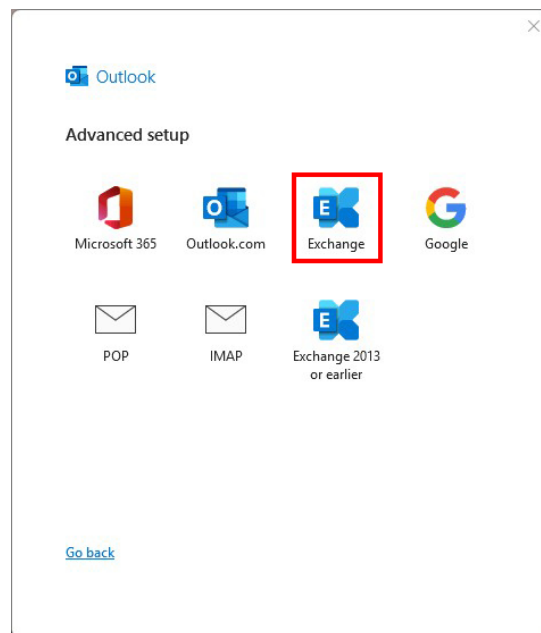
1. After the initial installation of Outlook, the configuration dialog box will start automatically. Here you must enter the email address you want to set up.



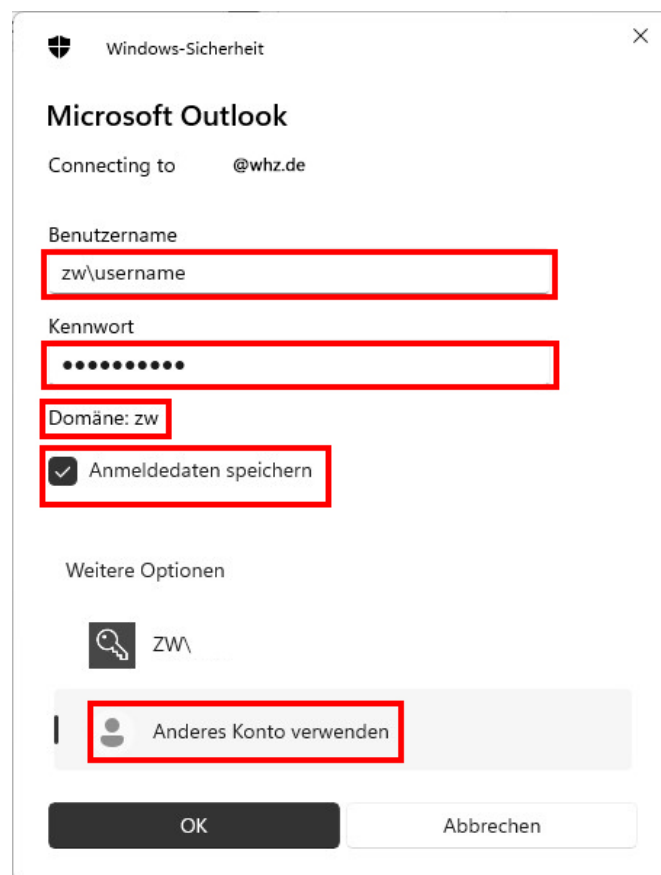
Alternatively, another email account can be added via "File > Information > Add Account."



2. Next, select the “Exchange” account type.



3. Once the mail server has been found, this window will appear in the next dialog box. You must enter your user name (zw\...) and password here. If there is already something in the “User name” field, you can change this via “More options > Use another account”. You can check the box next to “Save login details”; otherwise, you will need to enter your password each time you start Outlook (more secure).



4. If synchronization with the mail server is successful, you will see the following screen:

