ISTITUTO
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TECNOLOGIA

MS Outlook
Add a new Mailbox

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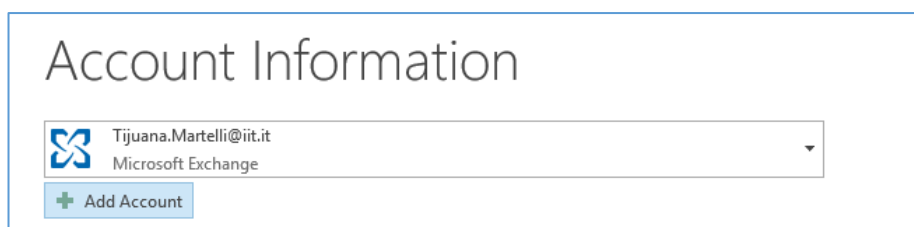| Revision	Changelog	Author	Approval	Date	Page
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1. How to set-up a new mailbox

To add a new mailbox you have to follow these steps:

1. Open the Outlook software and go to the File tab, top left of the desktop:
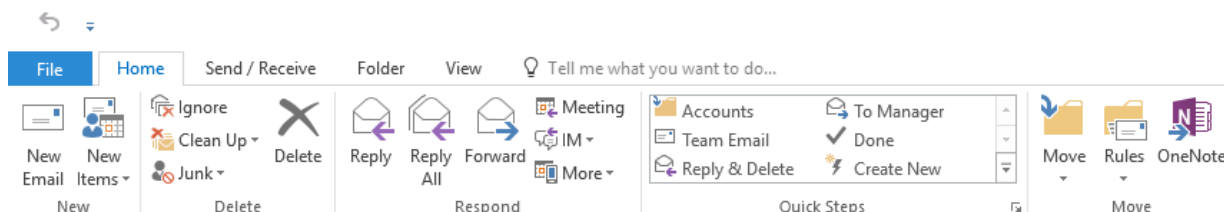
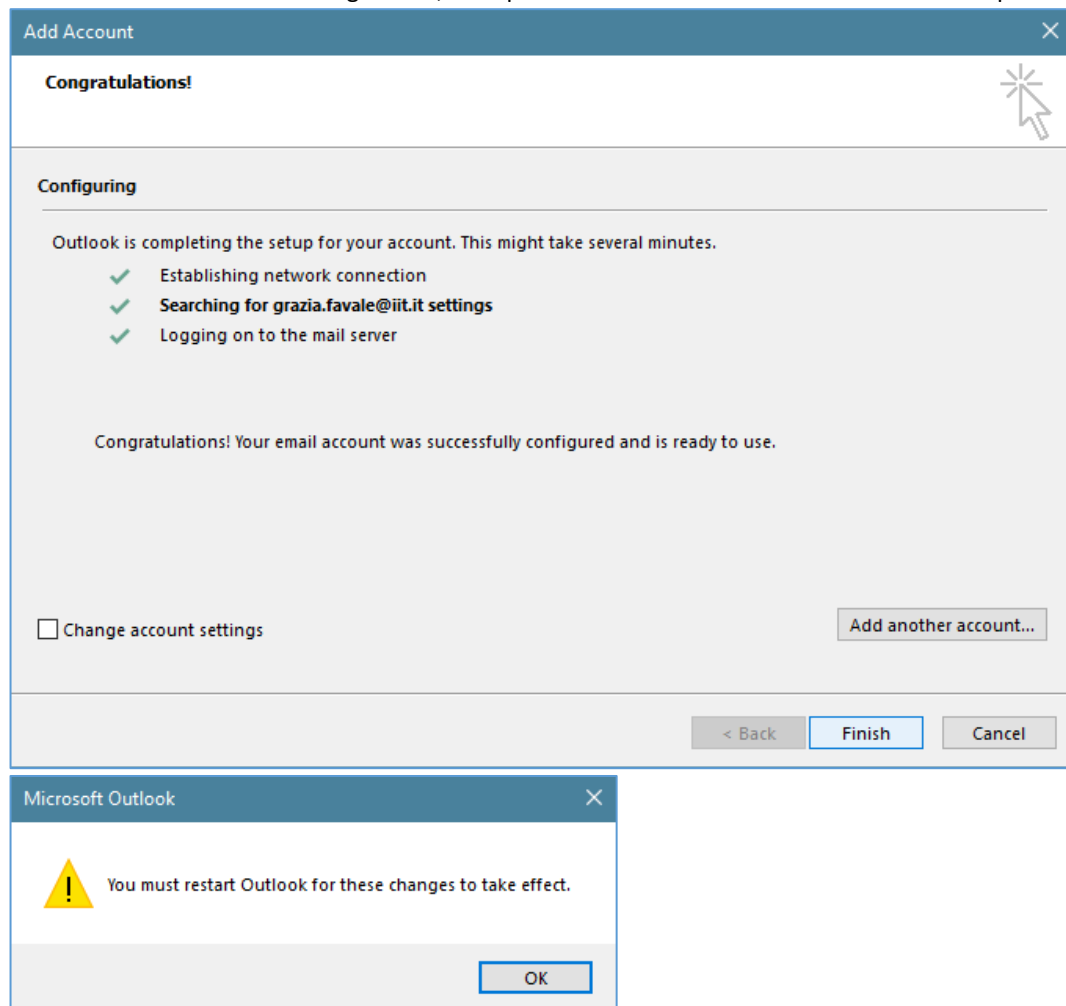2. Press the "Add Account" button:

3. Fill the fields with the required information and press "Next" button:
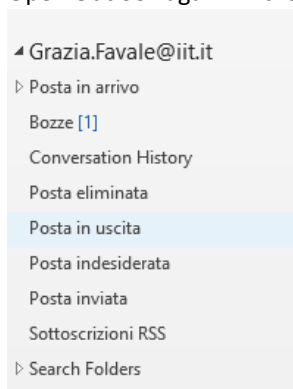

Note: the Next button will only show up if you have filled the fields with the information of a valid account.

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4. Wait for this confirmation dialog screen, then press Finish button and restart Outlook as required:

Add Account ✕

Congratulations!

Configuring

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

✓ Establishing network connection
✓ **Searching for grazia.favale@iit.it settings**
✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings   [Add another account...]

[< Back] [Finish] [Cancel]

Microsoft Outlook ✕

⚠ You must restart Outlook for these changes to take effect.

[OK]

5. Open Outlook again: in the frame bar on the left you will find your new mailbox:

⊿ Grazia.Favale@iit.it
▷ Posta in arrivo
  Bozze [1]
  Conversation History
  Posta eliminata
  Posta in uscita
  Posta indesiderata
  Posta inviata
  Sottoscrizioni RSS
▷ Search Folders