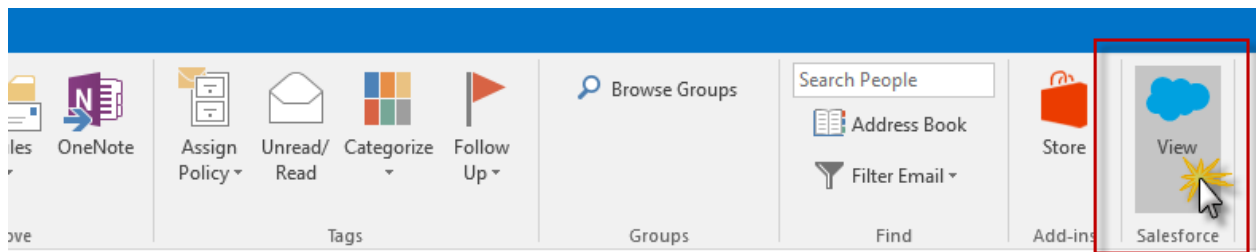


Configuring Salesforce Lightning for Outlook

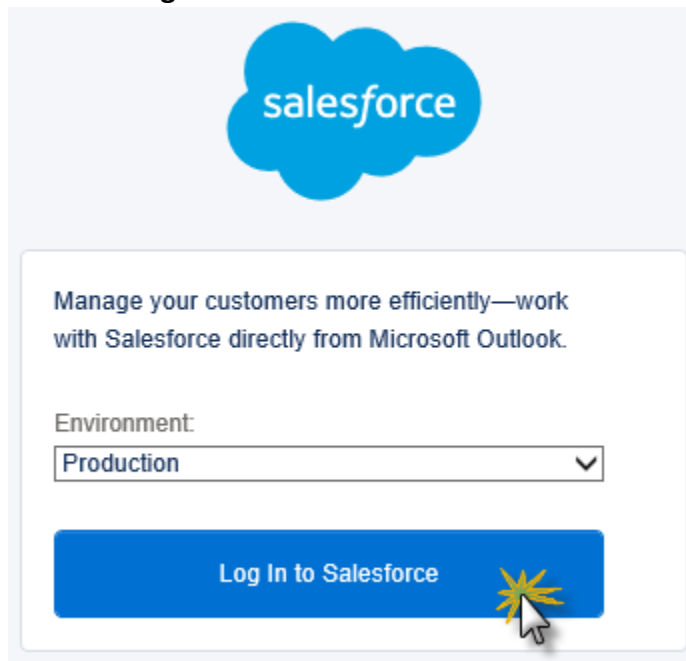
Version 1.212.0.0

1. Open your Microsoft Outlook
2. Click on the Salesforce icon on your MS Outlook ribbon



A new pan will appear on the right side of your MS Outlook

3. Click on “Log in to Salesforce” button



A new window will open requesting your login information



4. Click on **"Use Custom Domain"** link

salesforce

To access this page, you have to log in to Salesforce.

Username

Password

Log In

☐ Remember me

[Forgot Your Password?](#) [Use Custom Domain](#)

5. Type **Trade.my.salesforce.com** in the Custom Domain box, then click **Continue** button



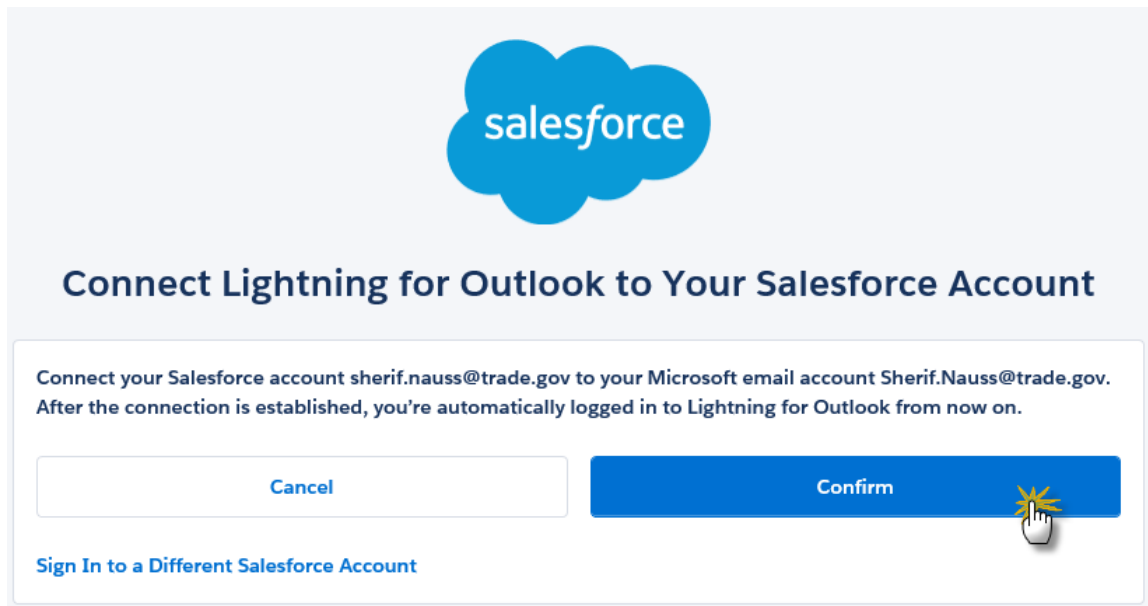
The screenshot shows the Salesforce 'Use Custom Domain' configuration page. At the top is the Salesforce logo. Below it, the heading 'Use Custom Domain' is centered. The main content area contains instructions: 'To go to your company's login page, enter the custom domain name.' Below this is a label 'Custom Domain' followed by a text input field containing 'Trade.my.salesforce.com'. A small 'x' icon is visible in the top right corner of the input field. Below the input field, the URL 'https://Trade.my.salesforce.com' is displayed. At the bottom of the form are two buttons: a white 'Back' button and a blue 'Continue' button. A yellow starburst icon with a hand cursor is positioned over the 'Continue' button.

6. Type in your trade.gov email then press **Next** button

The screenshot shows the Microsoft 'Sign in' page. At the top left is the Microsoft logo. Below it, the heading 'Sign in' is centered. A text input field contains the email address 'Sherif.Nauss@trade.gov'. A small 'x' icon is visible in the top right corner of the input field. Below the input field, the text 'Can't access your account?' is displayed in blue. At the bottom right of the form is a blue 'Next' button. A yellow starburst icon with a hand cursor is positioned over the 'Next' button.



7. Click then **Confirm** button



The screenshot shows a Salesforce confirmation dialog titled "Connect Lightning for Outlook to Your Salesforce Account". At the top is the Salesforce logo. Below the title, the text reads: "Connect your Salesforce account sherif.nauss@trade.gov to your Microsoft email account Sherif.Nauss@trade.gov. After the connection is established, you're automatically logged in to Lightning for Outlook from now on." There are two buttons: a white "Cancel" button and a blue "Confirm" button. A mouse cursor is clicking the "Confirm" button. Below the buttons is a link that says "Sign In to a Different Salesforce Account".

Your Salesforce Lightning for Outlook is now configured and ready for use.

**** Please contact OCIO help desk csc@trade.gov if you have any issue ****