GSD. Outlook - Set Up Outlook Application

General Information:

Possible symptoms/errors:

User wants to know how to Set Up Outlook Application

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Outlook is part of the O365 which help user manage personal information and to communicate with others. It helps them manage their email messages, appointments, contacts and tasks as well as managing reminders and tracking activities.

NOTE: The Outlook interfaces may be different, but the steps are the same.

Details:

Advise use to click the Outlook icon in the desktop.

On the prompt, user must enter their email address and click Connect.

Once configuration has been completed, user should now see a notification indicating that the account has been setup. Inform them to click OK.

Outlook will continue to load, and user should now see that their mails are syncing.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A