You may access your TAMU Exchange Email without configuration through a web browser via the Outlook Web App (OWA) at:

## https://exchange.tamu.edu

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# **Configuring Outlook for TAMU Exchange Email**

#### Overview

This document will explain how to configure Outlook to connect to the Texas A&M Exchange Email service.

#### Prerequisites

Microsoft Outlook 2013 or new is required for these instructions.

- You will need to following information:
  - Username: *your\_NetID@tamu.edu*
  - Password: your\_NetID password
  - Email address: <u>your\_NetID@exchange.tamu.edu</u>

**Note:** Your **Username** is similar to, but different from, your **Email Address**. You will use each of these in different places during the configuration process.

### **Configuring Outlook**

1. <u>If Outlook has previous been configured for another email account</u>, open Outlook and click on File in the upper left corner [fig. 01], otherwise skip to Step 3.



[fig. 01 – Click on file]

2. Click on Add Account in the Account Information window [fig. 02] and proceed to Step 4. Account Information



[fig. 02 – Add account]

3. <u>To open Outlook for the first time</u>, click on the **Start Menu** at the bottom left corner of your desktop and search for "**Outlook**" by typing it into the **search bar**. **Select** "Outlook 2016" to open Outlook.



- [IIg. 05 Search for Outlook]
- 4. In the Auto Account Setup window, enter the following information [fig. 04]:
  - Your Name as you want it to appear on your outgoing emails,
  - Your email address: your NetID@exchange.tamu.edu
  - Your NetID password

NOTE: This screen asks for your Email Address which is your\_NetID@Exchange.tamu.edu.

Auto Account Setur Outlook can auton	atically configure many email accounts.	ž
E-mail Account		
Your Name:	Michael	
E-mail Address:	@exchange.tamu.edu Example: ellen@contoso.com	
Password: Retype Password:	******	
	Type the password your Internet service provider has given yo	u.
Manual setup or a	iditional server types	

[fig. 04 – Entering your information]

5. Click Next.

U:\Docs\UserServices\EndUserKB\COVID-19\TAMU\_Exchange\_Publish.docx

Outlook will now attempt to automatically set up your account.

 You may be prompted by Outlook to "Allow this website to configure <u>NetID@exchange.tamu.edu</u> server settings?" Check the checkbox for "Don't ask me about this website again" option and click the Allow button. [fig. 05]



[fig. 05 - Allow Server Settings]

- 7. You may also be prompted to provide your NetID Username and NetID Password. Select **Use a different account** at the bottom of the Window Security window. Type in the following: [fig. 06]
  - Username: *your\_NetID@tamu.edu*
  - Password: your\_NetID Password.

NOTE: If you wish to automatically login in the future, put a check in the box next to "Remember my credentials".

Windows Security	×
Microsoft Outlook	
Connecting to @exchange.tamu.edu	
NetID@tamu.edu	
•••••	
Domain: tamu.edu	
✓ Remember my credentials	
More choices	
(Q) @exchange.tamu.edu	
Use a different account	
OK Cancel	
Cancer	

[fig. 06 – Provide NetID Credentials for Outlook]

8. Once you get the congratulations message, click **Finish** [fig. 07.]

d Account						2
Congratula	tions!					The second secon
Configuring						
Outlook is	completing the setu	p for your account. This	might take several mi	inutes.		
~	Establishing netw	ork connection				
~	Searching for	@tamu.edu setting	s			
~	Logging on to the	e mail server				
Congi	ratulations! Your ema	ail account was success	fully configured and is	s ready to use.		
Change a	ccount settings				Add anoth	er account
				< Back	Finish	Cancel

[fig. 07 – Click finish]

9. If you are prompted to restart Outlook in order for the changes to take effect, click **OK** [fig. 05].

Microsoft Outlook	X
You must restart Outlook for t	hese changes to take effect.
	ОК

[fig. 08 – Click OK]

- 10. When Outlook restarts, you may need to enter your username and your password [fig. 09]. If you wish to automatically login in the future, put a **check** in the box next to "**Remember my credentials**".
  - Username: your\_NetID@tamu.edu
  - Password: your <u>NetID</u> Password

Note: This screen asks for your Username, which will be your NetID@tamu.edu.

Microsoft Ou	tlook		
Connecting to	@tamu.edu		
	@tamu.edu		
	•••••		
	Domain: tamu.edu Remember my ci	edentials	
		_	 (

[fig. 09 – Log into Outlook]

Click **OK**. Initially, you may be asked to log in various times so that Outlook can verify your credentials. If Outlook consistently prompts you for your password after numerous attempts, your account may be locked from too many failed authentication attempts. Please give Help Desk Central a call at <u>979.845.8300</u> or chat at <u>help.tamu.edu</u> for further assistance.

Once logged in, Outlook will download your folders and email from the exchange.tamu.edu email server, and Outlook will be ready for use.

#### Referenced

Configuring Outlook for TAMU Division of IT Exchange Email <u>https://tamu.service-now.com/kburl.do?article=KB0010427</u>