

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

<https://exchange.tamu.edu>

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.

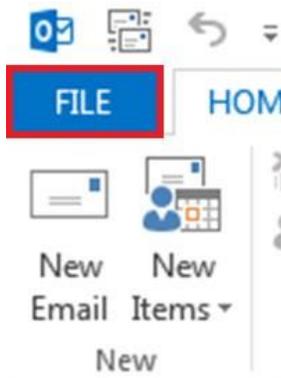
You will need to following information:

- Username: *your_NetID@tamu.edu*
- Password: *your_NetID password*
- Email address: your_NetID@exchange.tamu.edu

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.

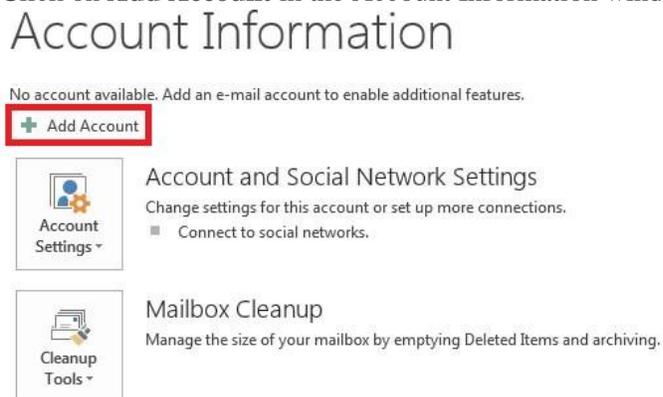
Configuring Outlook

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



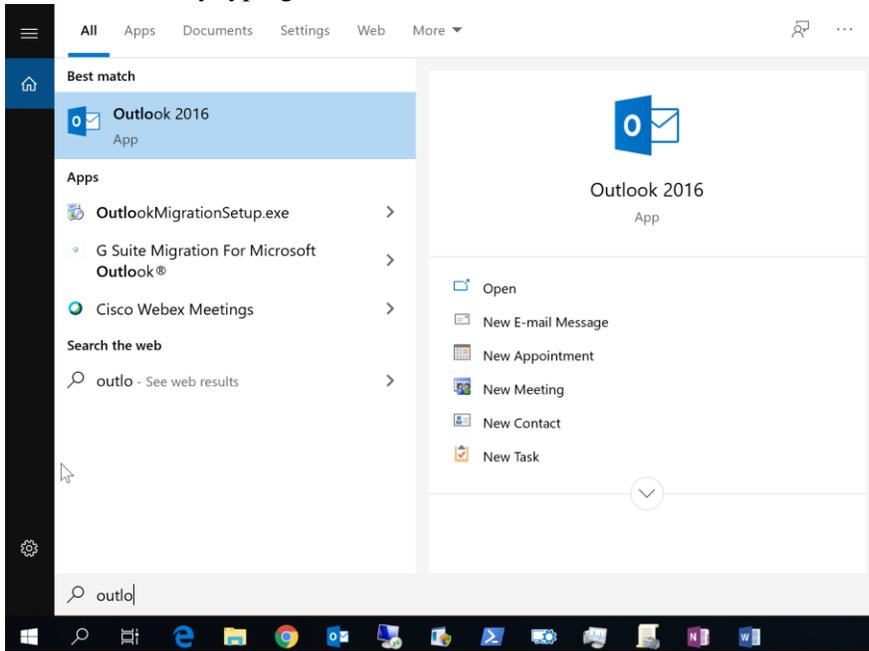
[fig. 01 – Click on file]

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



[fig. 02 – Add account]

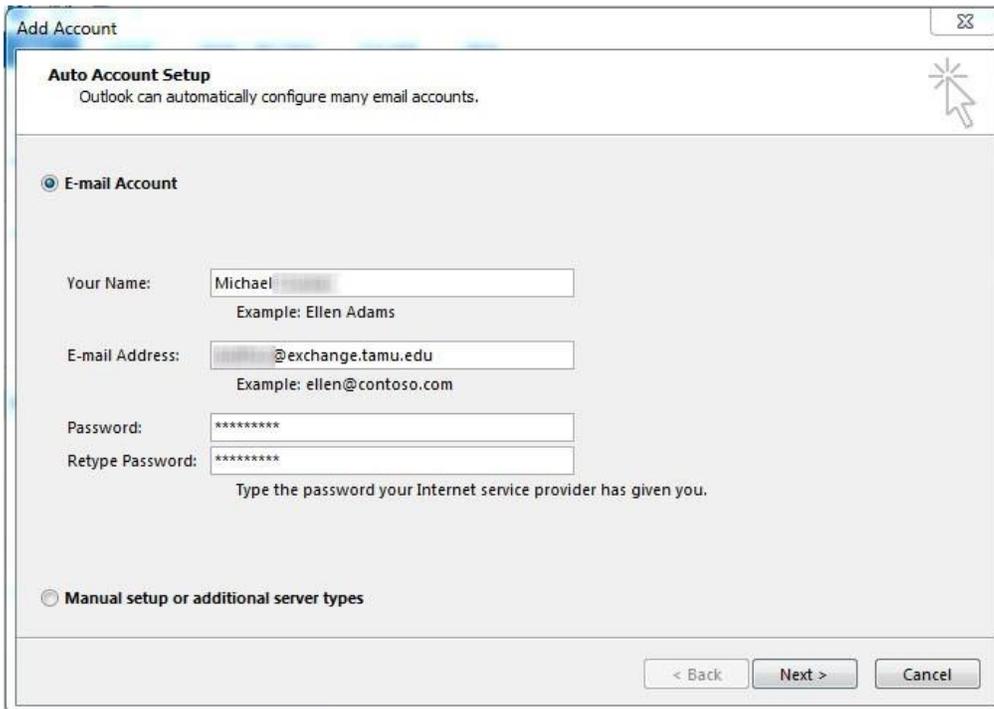
3. **To open Outlook for the first time**, click on the **Start Menu** at the bottom left corner of your desktop and search for “**Outlook**” by typing it into the **search bar**. Select “**Outlook 2016**” to open Outlook.



[fig. 03 – 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](mailto:your_NetID@exchange.tamu.edu)
 - Your *NetID* password

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

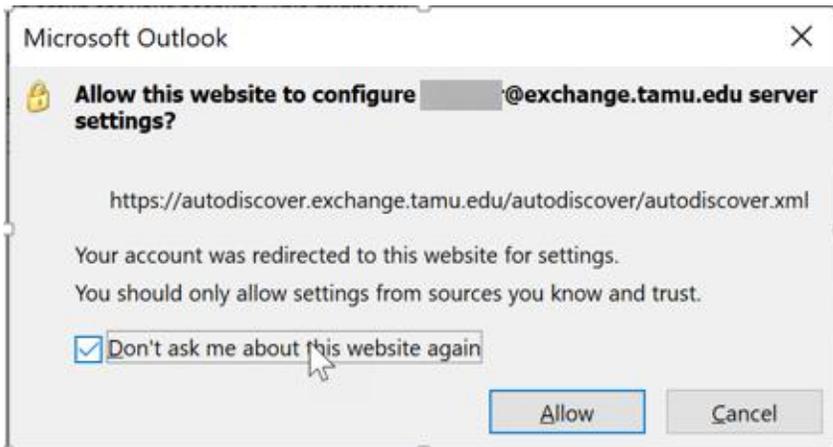


[fig. 04 – Entering your information]

5. Click Next.

Outlook will now attempt to automatically set up your account.

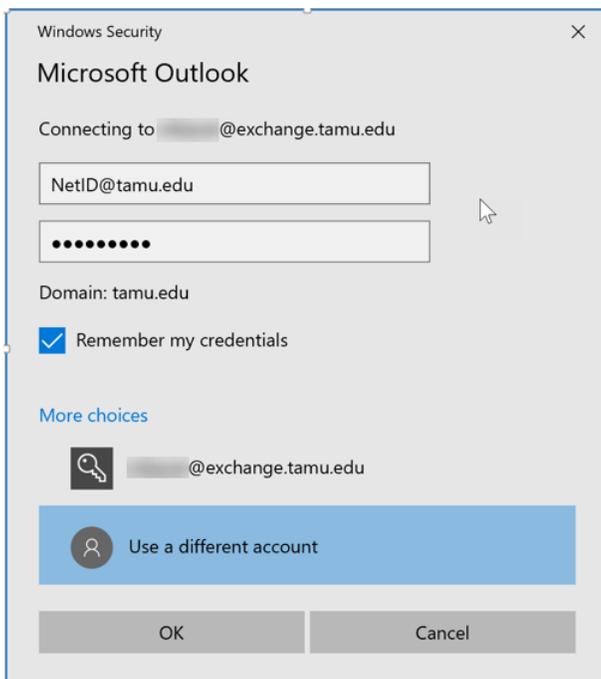
- You may be prompted by Outlook to “Allow this website to configure [NetID@exchange.tamu.edu](https://autodiscover.exchange.tamu.edu) server settings?” **Check** the checkbox for “Don’t ask me about this website again” option and click the **Allow** button. [fig. 05]



[fig. 05 – Allow Server Settings]

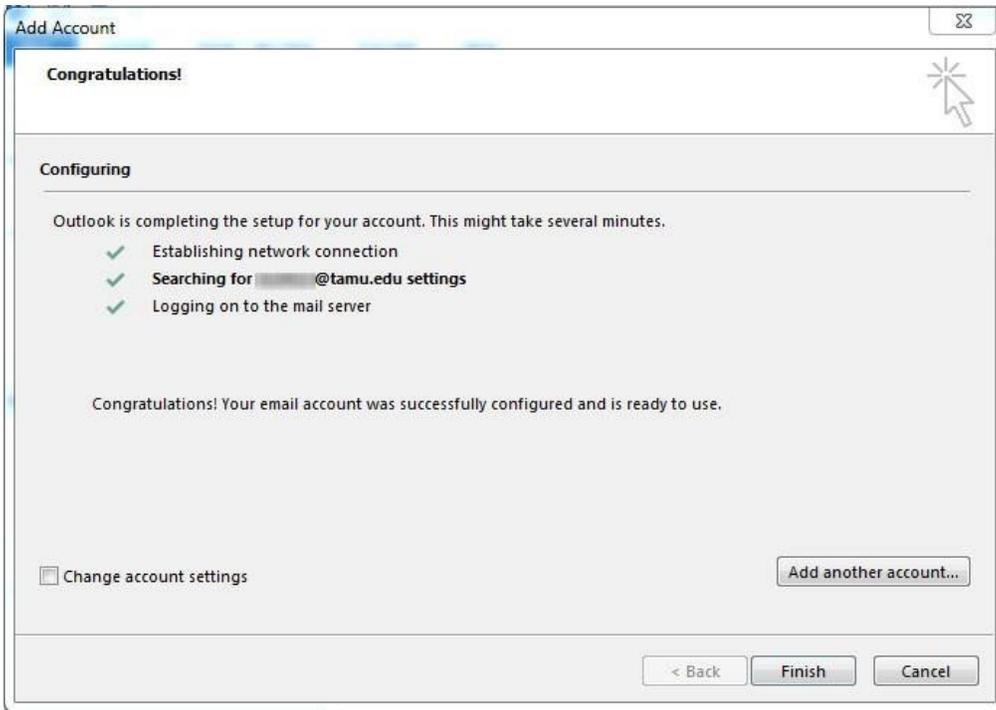
- You may also be prompted to provide your NetID Username and NetID Password. Select **Use a different account** at the bottom of the Windows Security window. Type in the following: [fig. 06]
 - Username: *your_NetID@tamu.edu*
 - Password: your_NetID Password.

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



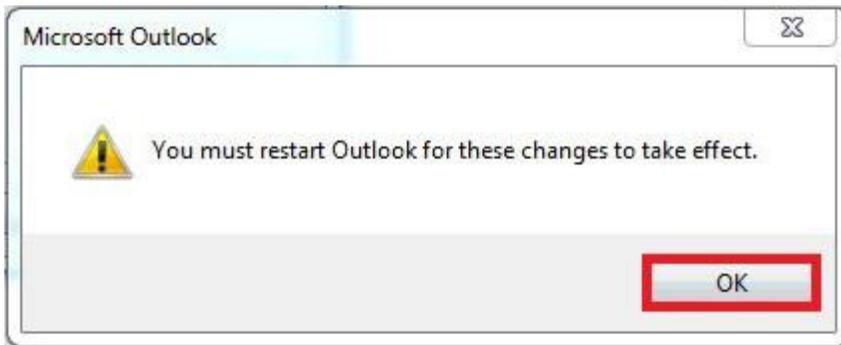
[fig. 06 – Provide NetID Credentials for Outlook]

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



[fig. 07 – Click finish]

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

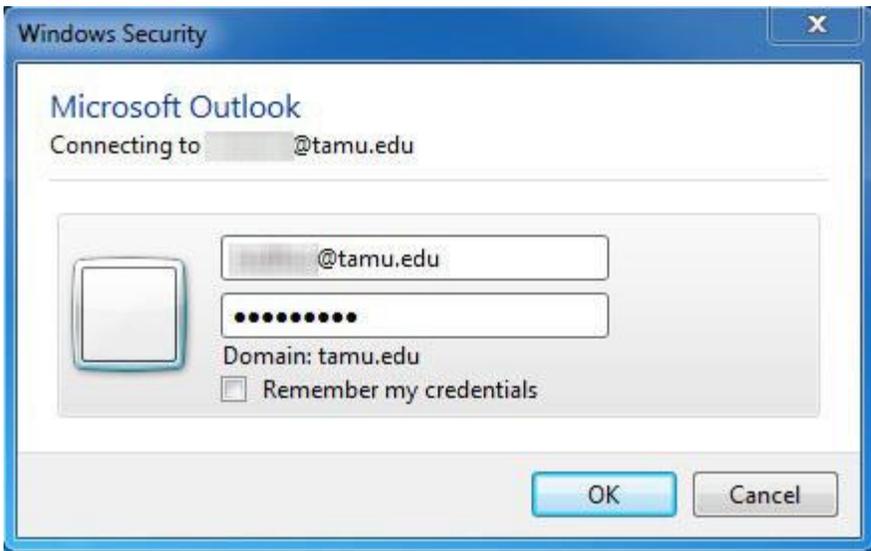


[fig. 08 – Click OK]

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 [NetID](#) Password

Note: This screen asks for your Username, which will be [your_NetID@tamU.edu](#).



[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 [979.845.8300](tel:979.845.8300) or chat at help.tamU.edu 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
<https://tamU.service-now.com/kburl.do?article=KB0010427>