How to Configure Windows Microsoft Outlook and Exchange

Table of Contents

How to Configure Outlook to connect to Microsoft Exchange	1
To set up MS Outlook to send mails from MS Exchange	5
To Sync Mails from Axigen to Exchange through Outlook	8
If you get an error message as the one shown below,	8

How to Configure Outlook to connect to Microsoft Exchange.

Please proceed if you have MS Outlook configured to read your Axigen and or any other mails



1 - Open MS Outlook and click on file in the upper left corner

2. Click on Add Account



3. Fill in your details (Name, Email Address and Password) as shown below. Do not check the manual settings box and click next

	Add Account	x bonomah@ug.edu.gh - Microsoft Outlook ? 📧 - 5
Auto Account Setu Outlook can auto	p Silver and the second	🗧 📔 💼 🗊 🕒 🏭 🏲 Exerch Freque.
E-mail Account		Move Tags Move Tags Find Send/Receive
Your Name:	Ben Onomah Example Ellen Adams	Q. Reply Q. Reply
E-mail Address:	bonomah⊜ug,edu.gh Example: ellen⊜contoso.com	This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.
Password: Retype Password:		
	type the password your internet service provider has given you.	
O Manual setup or a	dditional server types	
	< Back Next > Cancel	
	VACANCIES IN HOUSING UNITS- SENIOR MEMBERS & ENTITLE Wed 3:12 Ph Dear All, Various housing	A
	Microsoft Outlook Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft	и
	Gordon Abekah-Nkrumah INVITATION TO UGBS SEMINAR Wed 12:56 PM INVITATION TO UGBS SEMINAR The University of Ghana	a
	Dean, International Graduate Study Opportunity at University of Rochester Wed 12:31 Pl Dear All, IPO Invites UG graduate students, particularly those	и
	Dr. Langbong BIMI REMINDER - UTAG GENERAL MEETING Wed 8:56 AM Dear Colleagues,	A C Microsoft Outlook Microsoft Outlook Test Message Microsoft Outlook Test Message
Mail Caler	idar People Tasks ····	Advates your account now to begin. Get Started.
MS: 201 UNREAD: 193		A SEND/RECEIVE ERROR
-	🥭 💼 🗤 🃭 x 🌆 🧑 👌 💿	2 💍 - # 0 😵 🕀 🕖 ansi

4. If all goes well you should have three green checks as shown below. Click on the "Finish" button. You may be asked to restart MS Outlook Client.

- • •	Add Account	×	bonomah@ug.edu.gh - Microsoft Outlook 2 II - 19 2
Congratulations!		N. A.	Move Rules OneNote Unread/ Categorize Follow
Configuring			. v v Read v Up v ¥ Filter Email * All Folders
Outlook is completing the setup fo Establishing network Searching for bonom Logging on to the ma	or your account. This might take several minutes. connection ah⊕ge.edu.gh settings all sever		Q Reply Q Reply All Q Forward Microsoft Outlook <bonomah@ug.edu.gh> Ben Onomah Microsoft Outlook Test Message</bonomah@ug.edu.gh>
Congratulations! Your email a	eccount was successfully configured and is ready to use.		Ins is an e-mail message sent automatically of Aucrosoft Outlook while testing the settings for your account.
Change account settings	Add	another account	
	VACANCIES IN HOUSING UNITS- SENIOR MEMBERS & ENTITL	E Wed 3:12 PM	1
	Dear All, Various housing		
	Microsoft Outlook Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft	Wed 2:56 PM	
	Gordon Abekah-Nkrumah INVITATION TO UGBS SEMINAR INVITATION TO UGBS SEMINAR The University of Ghana	Wed 12:56 PM	
	Dean, International Graduate Study Opportunity at University of Rochester Dear All, IPO invites UG graduate students, particularly tho	Wed 12:31 PM	
	Dr. Langbong BIMI REMINDER - UTAG GENERAL MEETING Dear Colleagues,	Wed 8:56 AM	A Microsoft Outlook Microsoft Outlook Test Message Microsoft Outlook Microsoft Outlook Test Message Microsoft Outlook Microsoft Outlook Test Message
Mail Calendar Pe	eople Tasks ···		Get Started.
EMS: 201 UNREAD: 193			▲ SEND/RECEIVE ERROR
) 🔲 wi Pi xi (//	0	「〇

	Add Account	×	bonoman@ug.edu.gn - Microsoft Uutlook
ongratulations!		×	Move Rules OneNote Read Up Read Up Move Rules OneNote Read Categorice Follow Read Up Filter Email → Filter Email → Filter Email →
ontiguring			3 Move Tags Find Send/Receive
Jutiook is completing the setup for yo Establishing network con Searching for bonomah@ Logging on to the mail se	ur account. Inis might take several minutes. nection Vug.edu.gh settings river		Image: Septy All Compared Microsoft Outlook Microsoft Outlook Microsoft Outlook Test Message Image: Septy All Compared Microsoft Outlook Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.
] Change account settings	bbA	anot	Microsoft Outlook
	Kack Finit VACANCIES IN HOUSING UNITS-SENIOR MEMBERS & ENTIT VACANCIES IN HOUSING UNITS-SENIOR MEMBERS & ENTIT	You	ust restart Outlook for these changes to take effect.
	Microsoft Outlook Microsoft Outlook Microsoft Outlook Test Message This is an e-mail message sent automatically by Microsoft	Wed 2:56 PM	
	Gordon Abekah-Nkrumah INVITATION TO UGBS SEMINAR INVITATION TO UGBS SEMINAR. The University of Ghana	Wed 12:56 PM	
	Dean, International Graduate Study Opportunity at University of Rochester Dear All, IPO invites UG graduate students, particularly tho	Wed 12:31 PM se	
	Dr. Langbong BIMI REMINDER - UTAG GENERAL MEETING Dear Colleagues,	Wed 8:56 AM	O Microsoft Outlook Microsoft Outlook Test Message WhYO Backage is needy to state backing up your compute Annove even annumer mark the becing
	•		Activate your account how to begin.
ail Calendar Pec	ple Tasks ···		Get Started.

After restarting your MS Outlook Client, you will be prompted for a password to your exchange mail. Please supply it and click on OK.



You will be ushered into your new mail. Notice that you have two (2) mailboxes on the left side of your Outlook Client. Your Axigen mailbox would be highly populated than your Exchange mailbox as shown below.





To set up MS Outlook to send mails from MS Exchange

click on the "File" menu at the top corner of the Outlook window and "Add Account" as shown below.

E	Sent Items - okasamafo@ug.edu.gh - Outlook	? - @ ×
Info	Account Information	
Open & Export Save As	Add Account	
Save Attachments Print	Account and Social Network Settings Change settings for this account or set up more connections. Connect to social networks.	
Office Account Options	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.	
Exit	Tools - Rules and Alerts	
	Image Rules updates when items are added, changed, or removed. & Alerts added, changed, or removed.	

You can notice from the screen shot below that there are two type of accounts. One by "POP/SMTP" and one from "Microsoft Exchange". The new mail is of type Microsoft Exchange.

	FOI DER VIEW	Sent Items - okasam	afo@ug.edu.gh - Outloo	k		? 🖻 – 🗗 🗙
New New New New New New New New Delete	Reply Reply Forward All Respond	MDR G To Ma Team Email ✓ Done Reply & Delete ✓ Create Quick Steps	New	Rules OneNote	Unread/ Categorize Follo Read + Up Tags	Search People Search
✓ Favorites Inbox 9 Sent Items Drafts	Search Sent Iter All Unread Today 'etiburu@	is d or remove an account. You can selec	t an account and change	its settings.	× sama	fo@ug.edu.gh>
▲ OProject@ug.edu.gh Inbox 9	Test Mail Hello, This is Tuesday	es RSS Feeds SharePoint Lists In Repair 🚰 Change 📀 Set as D	ternet Calendars Publish	ed Calendars Add	dress Books	^
Drafts Sent Items Deleted Items 1	'adadson(Mailing List FYA Warm re okasamafo(9ug.edu.gh 9ug.edu.gh (1)	Type POP/SMTP (send from t Microsoft Exchange	his account by defau	ult)	
Junk Email Outbox RSS Feeds	'Augustine RE: WELCOM Dear August					
Search Folders ▷ bcobblah@ug.edu.gh	'ILSI UGL' RE: RE: [Fwd: Dear ILSI Ple	delivers new messages to the follow	ing location:			
✓ okasamafo@ug.edu.gh ✓ Inbox 281	Bismark S RE: WELCON Dear Bismark	okasamafo@ug.edu.gh\Inbox in data file \\vmware-host\\Outl	ook Files∖okasamafo@ug	.edu.gh.pst		
MailBoxFull 3348 NDR 35 NotConfirmed 1	'samuel ni RE: WELCOM Dear Samuel				Close	
Drafts [1] Sent Items Deleted Items	▲ Last Week 'ytettey@chs.ug.edu.gh' WELCOME ONBOARD 'MICROSC Dest JETHEN NBOARD 'MICROSC	PFT EXC Sat 9/19				
Junk E-mail A Lot & Found Mail Calondar Do	'sotu-amoah@uq.edu.qh'		🛕 Unable to log in to	: SharePoint.		
ITEMS: 7,793	opie idsks					I III - + 100%

Select the new mail as shown below and click on "Set as Default" to be able to send and receive mails from exchange.

02 ∰ 5 ÷		Sent Items - okasan	nafo@ug.edu.gh - Ou	tlook			? 🖻 – 🗗 🗙
New New Email Items • New New Email Items • New Delete	Reply Reply Forward All Respond	NDR Team Email Reply & Delete Quick Steps	e New	Nove	Unread/ Categorize I Read	Follow Up + Filter Email + Find	Send/Receive All Folders Send/Receive
Favorites Inbox 9 Sent Items Drafts	Search Sent Iter All Unread 4 Today You can add You can add You can add You can add You can add You can add You can add	s I or remove an account. You can sele	ct an account and cha	ange its settings.	× san	nafo@ug.edu.gh	>
OProject@ug.edu.gh Inbox 9 Dafts Sent Items Deleted Items 1 Junk Email Outbox RSS Feeds Search Folders	Hello, This is Tuesday 'adadsont Maling List PAQuotta RE: WELCOM TLSI UGL' RE: RE: [fWR Dear (IS) Ple	se jos readi sinalenionit Litti ir Repair 🔮 Change 💽 Setas Ivg. edu.gh Ug. edu.gh.(1)	Default Remove Type POP/SMTP (send fr Microsoft Exchang	an this account by defau	If)		^
 b cobbian@ug.edu.gn okasamafo@ug.edu.gh inbox 281 MaiiBoxFull 3348 NDR 35 	'Bismark S RE: WELCON Dear Bismark 'samuel ni RE: WELCON Dear Samuel	delivers new messages to the follow OProject@ug.edu.gh\lnbox in data file C:\Users\Jab1\\Micro	ving location: osoft\Outlook\okasam	nafo@ug.edu.gh (1).ost			
NotConfirmed 1	▲ Last Week				Close		
Sent Items Deleted Items Junk E-mail	'ytettey@chs.ug.edu.gh' WELCOME ONBOARD "MICROSC Dear TETTEY YAO (Staff ID: 16693)	FT EXC Sat 9/19	🔥 Unable to log i	in to: SharePoint.			
Mail Calendar Do	'sotu-amoah@uq.edu.qh'	•					
ITEMS: 7,793						□ 🕸	+ 100%

When it takes effect, you will notice that the "Exchange" type account moves to the top as shown below. Click on close when done.

	FOI DER VIEW	Sent Items - okasan	nafo@ug.edu.gh - Outloc	ık		? 🖻 – 🗗 🗙				
New New Email Items- New Delete	Reply Reply Forward All Respond	MDR G To M. ☐ Team Email ✓ Done G Reply & Delete ♀ Creat Quick Steps	e New	Rules OneNote	Unread/ Categorize Foll Read • Up Tags	Search People Search People Search Zearch				
✓ Favorites Inbox 9 Sent Items	Search Sent Iter Account Settings All Unread E-mail Account 4 Today You can add	is d or remove an account. You can sele	ect an account and change	e its settings.	×	fo@ua.edu.ah>				
Drafts A OProject@ug.edu.gh	'etiburu@ Test Mail Hello, This I: 4 Tuesday	es RSS Feeds SharePoint Lists Ir Repair 🚰 Change 📀 Set as	nternet Calendars Publis Default 🗙 Remove 🖷	hed Calendars Add	iress Books	<u>^</u>				
Inbox 9 Drafts Sent Items Deleted Items 1	'adadson(Mailing List FYA Warm re	Dug.edu.gh (1) Dug.edu.gh	Type Microsoft Exchange (se POP/SMTP	end from this accoun	it by def					
Junk Email Outbox RSS Feeds Search Folders	'Augustine RE: WELCOM Dear August 'ILSI UGL'									
▷ bcobblah@ug.edu.gh	RE: RE: [Fwd: Dear ILSI Ple 'Bismark S BE: WEI CON	delivers new messages to the follow	ving location:							
 okasamafo@ug.edu.gh Inbox 281 MailBoxFull 3348 NDR 35 	Carnel ni re: WeLCON Dear Samuel	OProject@ug.edu.gh\Inbox in data file C\Users\Jab1\\Microsoft\Outlook\okasamafo@ug.edu.gh (1).ost								
NotConfirmed 1 Drafts [1]	✓ Last Week	al samuel at Week Close								
Deleted Items Junk E-mail	WELCOME ONBOARD "MICROSC Dear TETTEY YAO (Staff ID: 16693)	ONBOARD 'MICROSOFT EXC Sat 9/19 1/AO (Staff ID: 16693), Automatic StarePoint.								
Mail Calendar Pe	ople Tasks …									
TIEMS: 7,793						L La + 100%				

You can now send from Exchange through the Outlook Client.

To Sync Mails from Axigen to Exchange through Outlook

Click on the Axigen mail box, select the entire inbox and drag and drop it on the Exchange mailbox. Repeat this process for Drafts, Sent boxes. This would move your Axigen mails to Exchange.



If you get an error message as the one shown below,

Click OK and close MS Outlook,



Open "Control Panel"

In Windows 8, Open Control Panel by swiping in from the right edge of the screen, tapping Search (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search), entering Control Panel in the search box, and then tapping or clicking Control Panel. Or

Press Windows key and the X key. This opens a menu in the lower-right corner of the screen, with Control Panel listed among its options. Or

Press Windows-I. This opens the Settings menu of the charms bar on the right edge of the screen, with, yes, the Control Panel as one of its options.



Click on the "Category" button as shown and select large icons.



Click on mail as shown below

Recycle Bin	Wiware Share	InProgress	ADMPReport (1)	How to Configure	mailingist2 Personalized UG communic Month	cs s. iyr. 201	ren Shot 5-09-24				
DreamPlan Home D	A A A A A A A A A A A A A A A A A A A	iso-standard	s ChangeEmail	ເ⊛ ເ€ ⊙ Adjust	↑ → Control Panel → A your computer's settings	II Control	All Control Pane	l Items		View by Large icons *	□ ×
Google Chrome	ADOA	jøyceBak	Compared	*	Action Center	P	Add features to Windows 8.1	¢:	Administrative Tools	C	Ĵ
Mozilla Firefox	Awareness	Media	Compared		AutoPlay Date and Time		Colour Management Default Programs		Credential Manager Device Manager		
NCH Suite	CurrentWork	RiskRegister	EXAMPLE (IT PLANNING		Devices and Printers Family Safety		Display File History	89 1	Ease of Access Center Flash Player (32-bit)		
SendBlaster 3	Done	screenshots	FinalEmail	& -	Indexing Options		Internet Options		Java		
VMware Shared F	everything	untitled folder	How to Configure	Õ	Mail) ⁄⁄́́	Mouse	1	Network and Sharing Center		v
	e 🔋	1	(3	9 9				<u>ہ</u>	P* 🛃 🛍 🙀 🌒 ENG	5:51 AM 9/24/2015

A dialog box opens, click on email accounts as shown below

Recycle Bin	Vidware Share	ADMPReport (1)	How to mail	nglist2 Personalized communic	UGCS Se Montily R 201	reen Shot 5:01:24				
	٥	Mail Setu	o - Outlook	×		All Control Pane	l Items		-	. 🗆 🗡
DreamPlan Home D	E-mail Accounts	mail accounts and di	rectories.	E-mail Accounts	→ All Control	Panel Items			v Ċ Sea	rch Co 🔎
P	Data Files Change store e-n	settings for the files nail messages and do	Outlook uses to cuments.	Data Files	igs				View by: Large icons 🔻	^
Google Chrome	Profiles Setup mi data file	ultiple profiles of e-n s. Typically, you only	nail accounts and need one.	Show Profiles	P	Add features to Windows 8.1	\$ =	Administrative Tools		- 1
				Close	1	Colour Management	Q	Credential Manager		
Mozilla Firefox						Default Programs	ġ,	Device Manager		- 1
NGH		5	Devi	ces and Printers	4	Display	٩	Ease of Access Center		
NCH Suite	CurrentWork RiskRegi	ster EXAMPLE (IT PLANNING	鶺 Fami	ily Safety		File History	F	Flash Player (32-bit)		- 1
Son			Fold	er Options	A	Fonts	R	HomeGroup		
SendBlaster 3	Done screensk	weis FinalEmail	🚕 Inde	xing Options	P	Internet Options	Sector	Java		
			🧼 Keyb	oard	F	Language		Location Settings		
VMware Shared F	everything untitle folde	d How to r Configure	Mail		ð	Mouse	<u>u</u>	Network and Sharing Center		v
• (e 📻 6	ð	و ا					<u>۵</u>	P* 12 11 10 4> EV	IG 5:52 AM 9/24/2015

Fill in the details as shown below using your Exchange credentials. **Do not** check the "Manual Setup up or additional server types" button. Click on next button

Recycle Bin	VMware Share	InProgress ADM/PReport How to mailinginging Personalized UGGS Screen Shot communitie Monthly/R 2015/09/24					
	٢	Mail Setup - Outlook × All Contr	rol Panel	Items		-	- 🗆 🗡
DreamPlan	0	Account Settings				✓ C Sea	rch Co 🔎
Home D	E	mail Accounts You can add or remove an account. You can select an account and change its settings.				View by: Large icons 🔻	
	E-m	ail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	×				^
Google Chrome	\$	Add Account		(¥=	Administrative Tools		
	¢	Auto Account Secup Outlook can automatically configure many email accounts.	$\overline{\mathbb{Q}}$	0	Credential Manager		
Mozilla Firefox	-	E-mail Account			Device Manager		
NCH Software		Your Name: Benjamin Cobblah Example: Ellen Adams		(Ease of Access Center		
NCH Suite	Se Se	E-mail Address: bcobblah@ug.edu.gh		F	Flash Player (32-bit)		
200		Example: ellen@contoso.com Password:		•	HomeGroup		
SendBlaster 3		Retype Passwork Type the password your Internet service provider has given you.			Java		
					Location Settings		
VMware Shared E	everythi	O Manual setup or additional server types Kenter Search Next > Cancer Cancer	cel	<u>.</u>	Network and Sharing Center		v
Sacheert							
- 6) (<u> </u>	P 🗄 🗓 🕅 🌗 🛤	IG 5:53 AM 9/24/2015

Click to allow the "auto-discovery" dialog box to continue

Recycle Bin	VMware Share	InProgress ADM/PReport Flow to Configure mailing/ist2 Personalized UGCS Screen Shot Screen Shot Configure	
DreamPlan Home D	۵ ۵ ۴	Mail Setup - Outlook × All Control Account Settings × mail Accounts You can add or remove an account. You can select an account and change its settings.	Panel Items – – × View by: Large icons ▼
Google Chrome	E-m	III Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Image: Add Account Image: Add Account Image: Address Books Image: Address Books	Administrative Tools Generatian Manager
Mozilla Firefox		Configuring Outlook is complet Cutlook is complet Cutlook Cutlo	- Ease of Access Center
NCH Suite	Gu Se	https://autodiscover.soutlook.com/autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.	Flash Player (32-bit)
VMware Shared F	everythic	< Back Next > Cancel	Location Settings Network and Sharing Center
	3		- ▶ 🖬 🔞 🕼 ()) ENG 603 AM 924/2015



You should get three (3) check boxes as shown below.

Click on finish, start outlook and login with your exchange credentials.

You have successfully configured Outlook Client to work with Exchange.