

Setting up your Outlook

mailbox

In order to access your Outlook app and find all your emails, you must do the following steps.

Go to the "Control Panel"



ΙΙ.

Then on "User Accounts"



Select "Mail (Microsoft Outlook)"



IV. Follow the following steps:

Oreate New Profile

Profile Name:

Solutions30

			General
Email A	ccounts		
	Setup email accounts and directories.	Email Accounts	Outlook
Data Fil	es		
	Change settings for the files Outlook uses to store email messages and documents.	Data Files	v
Profiles			Add Remove Properties Copy
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles	When starting Microsoft Outlook, use this profile: C Prompt for a profile to be used Always use this profile
		Close	OK Cancel Apply
		4 count of Account Setup Manual secup of an	account or connect to other server types.
		Email Account	
		0	
		Your Name:	
		Your Name:	Example: Filen Adams

ОК

Cancel

Manual setup or additional server type

< Back Next > Cancel Help

count	×	curité Windows	>
õse Your Account Type	The second secon	Application de courrier	
Microsoft 36: Automatic setup for Microsoft 365 accounts		Connexion à firstname.lastname@solutions30.com	3
Email Address: firstname.lastname@solutions30.com Example: ellen@contoso.com		firstname.lastname@solutions30.com	
O POP or IMAI Advanced setup for POP or IMAP email accounts		••••••••	
C Exchange ActiveSyn		1	
Advanced setup tor services that use exchange Activesync		 Mémoriser mes informations d'identification 	
		OK Ar	anuler





If you have previously exported your mailbox to a local PST archive, attach your archive on your new Outlook profile by double clicking on the PST file from the Windows Explorer.

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A computer problem?

Email us at **be-support.migration@solutions30.com** or call us on **+32 3 217 21 91** (phone support available from 8:30 a.m. to 6:30 p.m.)