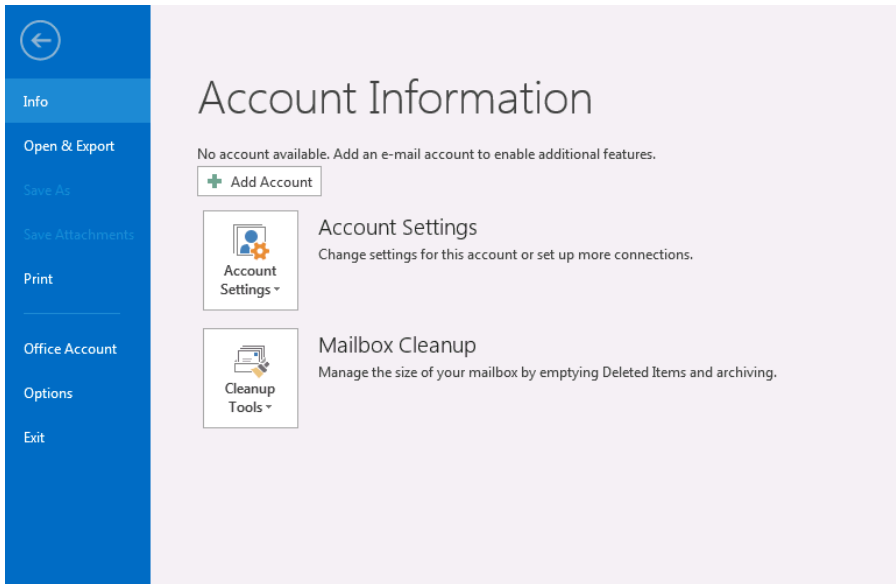


Setting up PTS Email in Microsoft Outlook on PC

To add an initial Exchange email account to Outlook on a PC:

Start Microsoft Outlook. The following screen appears. Click **Add Account**.



Fill in your name, email address and password. Then select Manual set up or additional server types

Choose outlook.com or Exchange ActiveSync compatible service. Click Next

Choose Service



Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Other
Connect to a server type that is listed below

Fax Mail Transport

Fill in your PTS Info

1. Your Name
2. E-mail address (firstname.lastname@ptsem.edu)
3. User name (firstname.lastname)
4. Your PTS password
5. Click **Next**.

Add Account ✖

Server Settings
Enter the information that is required to connect to an Exchange ActiveSync service.

User Information

Your Name:

E-mail Address:

Server Information

Mail server:

Logon Information

User Name:

Password:

Remember password

Offline Settings

Mail to keep offline: 1 month

You'll see a connection screen. Once all three phases of verification are complete, your email account has been set up. Enjoy!