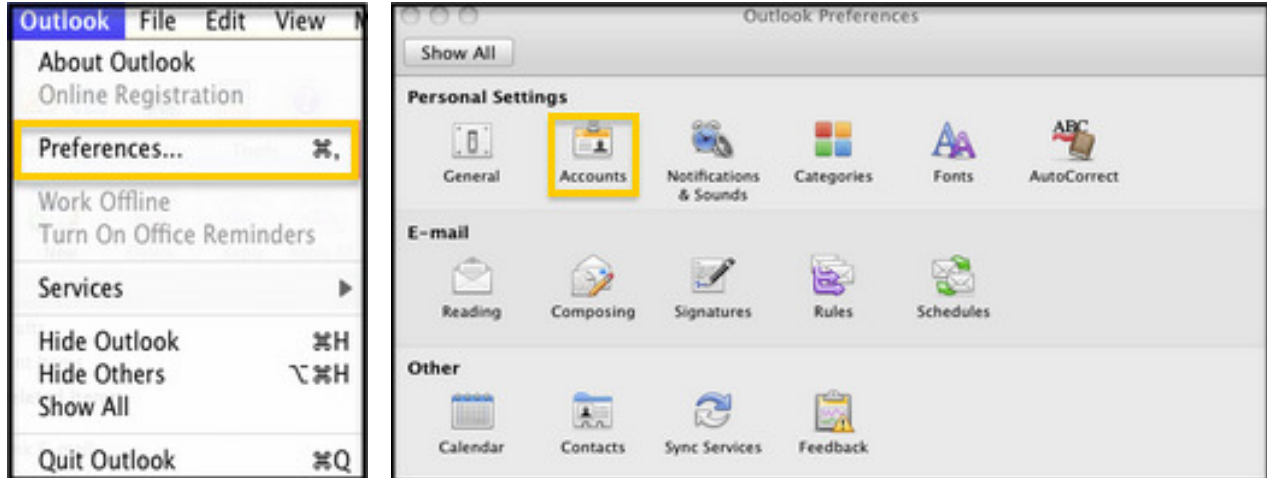


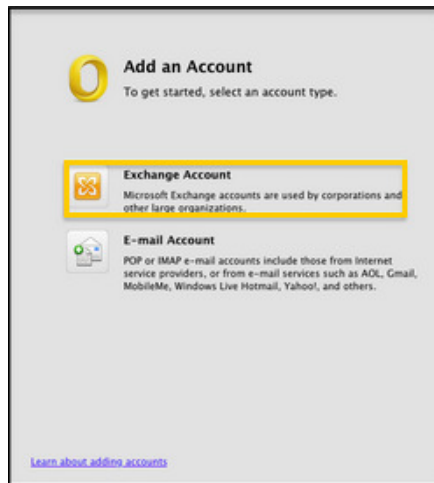
Exchange for Outlook 2011

Please follow the instructions below in order to configure Outlook 2011 with your exchange account.

1. Please open Outlook, from the Outlook drop-down menu select **Preferences**. In the Outlook Preferences menu, select **Accounts**.



2. Once the Accounts screen opens, select **Exchange Account**



3. Enter the following information:
 - a. **Email address:** enter full email address (ex: john@xyz.com)
 - b. **Method:** User Name and Password
 - c. **User name:** enter full email address (ex: john@xyz.com)
 - d. **Password:** enter password for exchange account
 - e. **Server:** shex01.rackwizards.net

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Server:

4. Click **Add Account** and confirm that the amber dot turns to green. It may take a few minutes to do so. The setup has now completed. You may close all windows.

