

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server: **Type this**

Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: **Lastname, First** **then click Check Name**

Then click next

Connect to USCOGR00EXC4BI.global.cor...

Connecting to USCOGR00EXC4BI.global.corp.prod

User name: **Username is global\last - the same as your login to the network**

Password:

Remember my password **Check the box**