



**LUMS**

Information Systems  
and Technology

# HOW TO SETUP **OUTLOOK** **ACCOUNT**

Here is a complete guide  
to setup your  
Outlook account

[ist.lums.edu.pk](mailto:ist.lums.edu.pk)



For queries and further assistance, please write us  
[helpdesk@lums.edu.pk](mailto:helpdesk@lums.edu.pk)



## Open Outlook:

Launch the Outlook application on your computer.

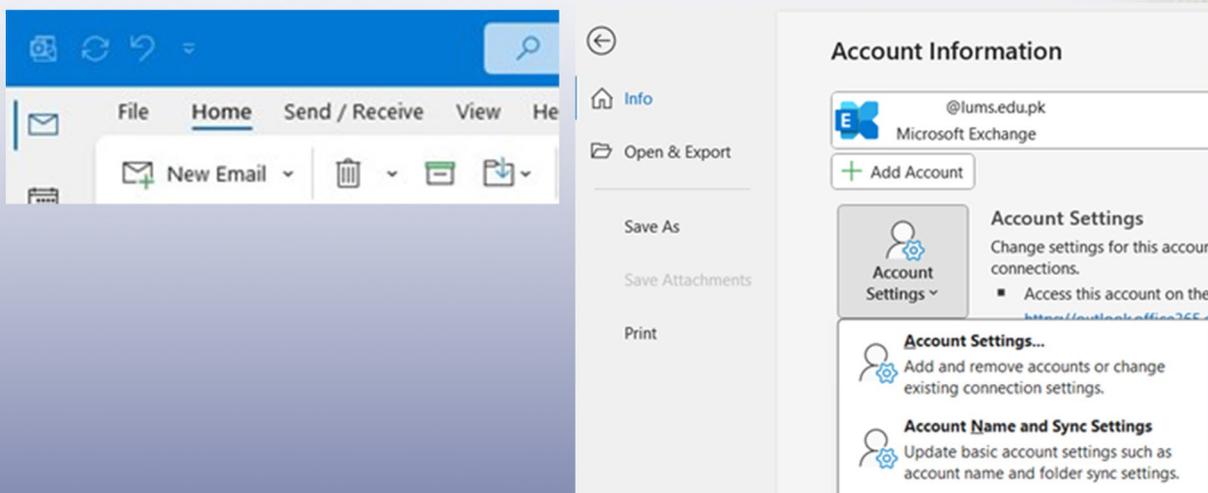
## Add Account:

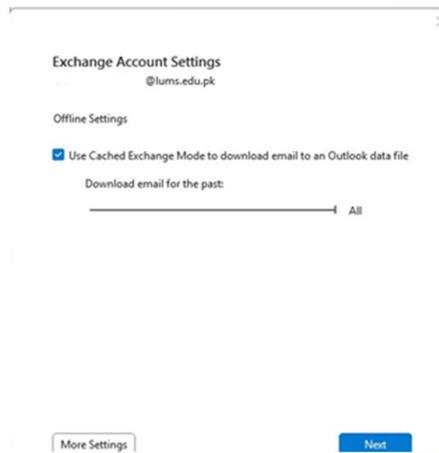
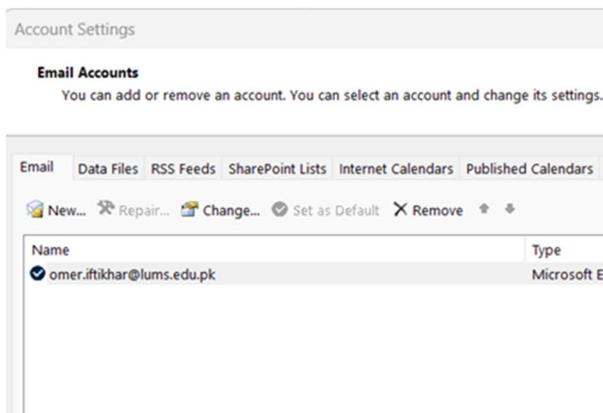


**Enter Email Address:** Enter your Microsoft 365 email address.

**Enter Password:** Enter the password to set up your account.

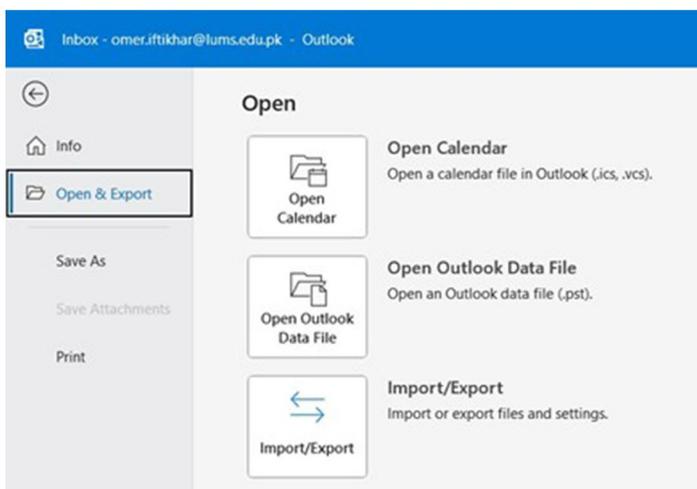
Once your email account is configured. Click on File Tab and go to Account settings and double Click on your Email Account to set Download emails for past to all and restart the Outlook App.



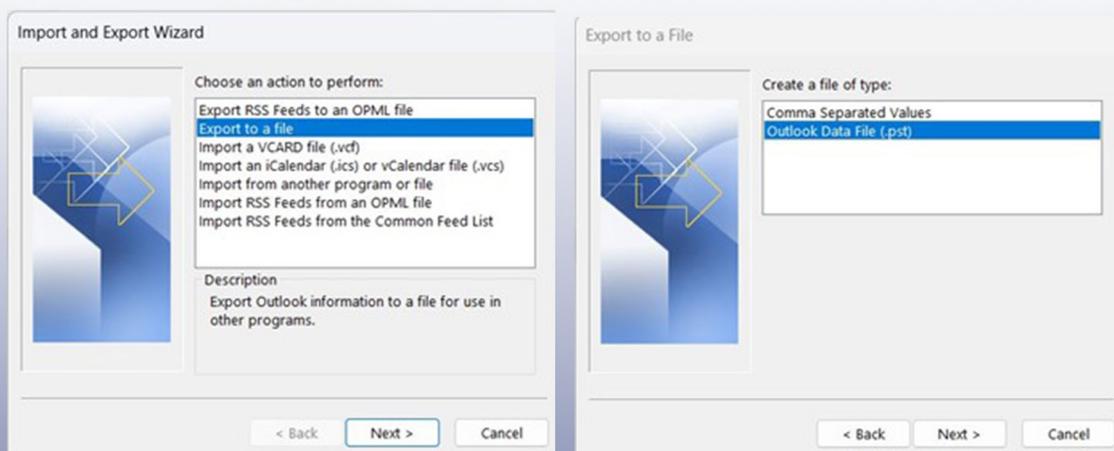


## Email Backup using Outlook PST Export Feature

Open Outlook and Go to File > Open & Export > Import/Export

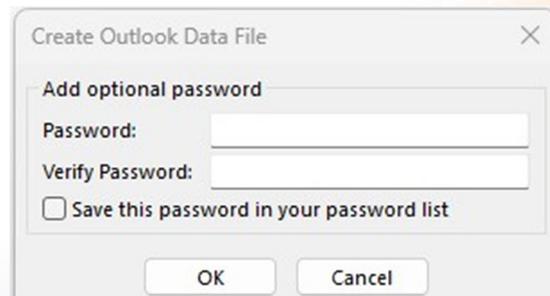
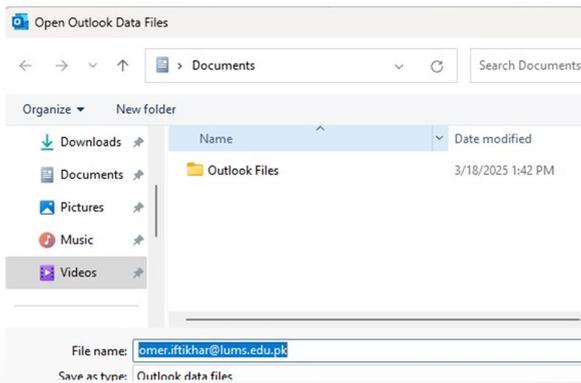
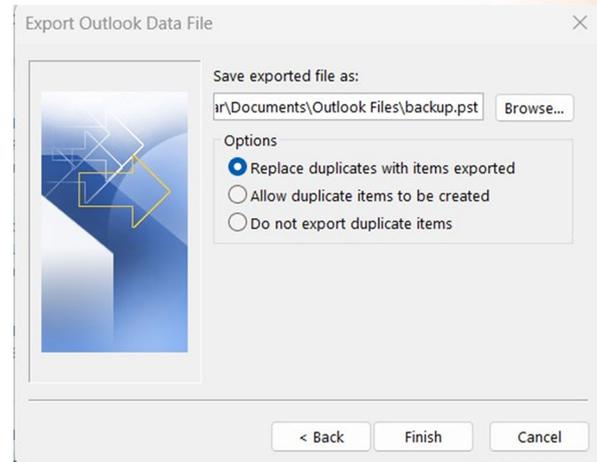
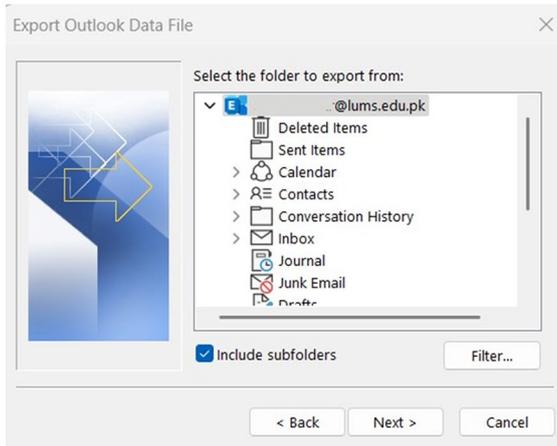


Choose "Export to a file" and click Next and then select Outlook Data File (PST) and Click Next.



## Choose the folders to export and click Next

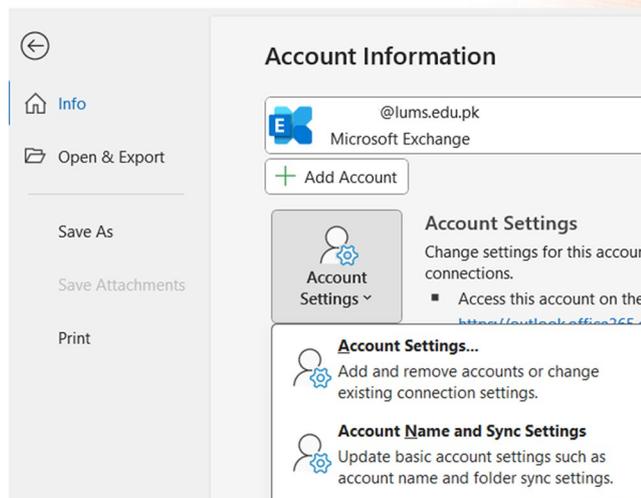
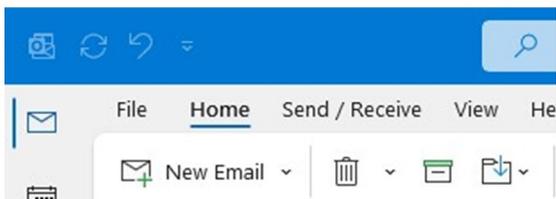
Select your email to export complete emails, folders and sub-folders and click Next to Browse the location to save PST file and click Finish. Click Ok to Create Outlook Data File.



## Add Outlook PST File to any other Outlook Account

You can add the created Outlook PST File to your other email account (Gmail, Hotmail etc.) configured in Microsoft Outlook App. After adding the Outlook PST File, you can access your emails.

To add Outlook PST File, Click on File Tab and go to Account Settings.



Navigate to Data Files and Click on Add, Browse the location and select the Outlook PST and Click Ok to add. Click on Outlook Data File to view your emails.

