

Information Systems and Technology

HOW TO SETUP OUTLOOK ACCOUNT

Here is a complete guide to setup your Outlook account

ist.lums.edu.pk

For quieries and further assistance, please write us helpdesk@lums.edu.pk



Open Outlook:

Launch the Outlook application on your computer.

Add Account:

outlook	Silenter Education Commission Silenter Education Commission
	Enter password
Email address	Password
Advanced options -	Forgot my password
Cannact	Sign in with another account
No account? <u>Course an Outfook com amail address to get staded</u>	Sign in

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.





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Email Accounts You can add or remove an account. You can se	elect an account and change its settings.	Qlums.edu.pk
Email Data Files RSS Feeds SharePoint Lists Int	rernet Calendars Published Calendars , fault X Remove * *	Use Cached Exchange Mode to download email to an Outlook data f Download email for the past:
Name Omer.iftikhar@lums.edu.pk	Type Microsoft Ex	

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.





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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.





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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.





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