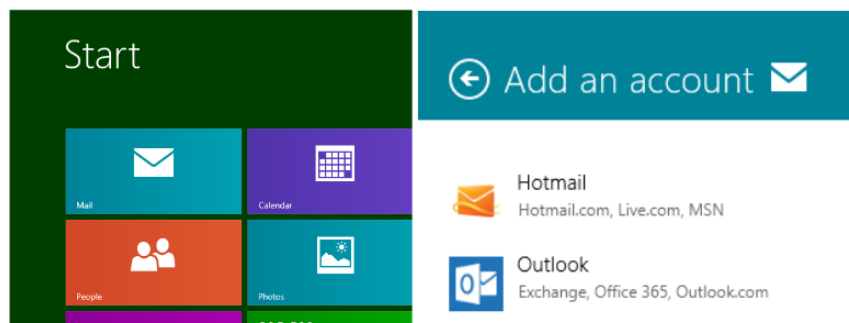


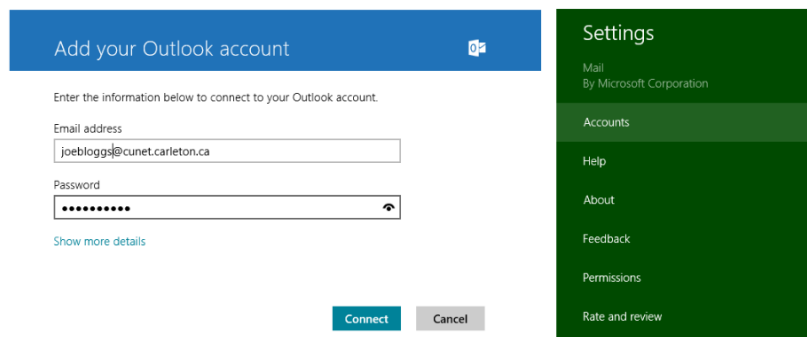
Setting Up Exchange Email in Windows 8 Mail

Note: When sending an email, we strongly recommended using the Global Address Book (GAL) to select the recipient instead of using cached/stored email address in your list. Sometimes a cached email address can point to the wrong location and fail to deliver. If you don't have access to the GAL then entering the users full email i.e. johnDoe@cunet.carleton.ca instead of the alias is also the better option.

1. Make sure that you are connected to the Internet, then from the main start screen, select 'Mail'. If you already have an email account setup on your machine then enter the mail screen and hover the mouse in the bottom right hand corner of the screen to access the side-menu. In the side menu select 'Settings' and then 'Accounts' at the top. You will then see the 'Add an Account' link. If you don't have an account setup you should see the options on the left hand menu straight away.



2. In the 'Add an Account' menu, select the Outlook option (which includes Exchange).
3. Enter your **FULL** email address i.e. username@cunet.carleton.ca and your normal password. Click Connect.



4. Windows should then check and automatically add your account details. Windows may display a message about enforcing security policies on your PC. Click 'Enforce the policies' to continue. This should then display your email account in the mail client, including all your subfolders.
5. To finalize the settings you need to change the timeframe for emails displayed. To do this hover the mouse over the bottom right-hand corner of the screen and in the side-menu select 'Settings'. Select 'Accounts' and click on your Carleton Email from the list. In the list you will see an option to change the 'Download email from' timeframe from 'last two weeks' to 'Anytime'.
6. Click back on the 'Inbox' link on the left hand side to save and exit.