- 1. Configure outlook 2013/2016/2019 version.
 - a. Close Outlook if running then Go to Control Panel select Mail app and click on Email Accounts

					-		-	6.481	
	R=	File Explorer Opt	ions	6	File History	A	Fonts	R	In
		Keyboard			Mail (Microsoft Outlook) (32-bit))	Mouse	<u>.</u>	N∈ C€
	٦	Power Options	A 10	õ	Programs and Features		Recovery	P	Re
γp	Þ	Security and Mai	Email Acc	ounts			h Recognition		St
		System	Data Files	Setup email	accounts and directories.	Email Accou	leshooting	<u>88</u>	U
		Work Folders	6	Change sett store email r	ings for the files Outlook uses to nessages and documents.	Data File	5		
			Profiles –	Setup multip data files. Ty	ole profiles of email accounts and pically, you only need one.	Show Profi	les		
						Clo	ise		

b. Click on New option

Mail Setup - Jawa		×	Account Settings		×
mail Accounts Setup email a	accounts and directories.	Email Accounts	Email Accounts You can add or remove an account	t. You can select an account and change its settings.	
Data Files			4		
Change settin store email m	ngs for the files Outlook uses to ressages and documents.	Data Files	E Email Data Files RSS Feeds Share	Point Lists Internet Calendars Published Calendars Addres	ss Books
Profiles			Repair 🚰 Change.	🕲 Set as Default 🗙 Remove 👚 🛡	
Setup multip	le profiles of email accounts and	Show Profiles	Name 🔨	Туре	
		Close			
	🝞 b.	Close			
	7 b.	Close	Selected account delivers new message	s to the following location:	
	₽ b.	Close	Selected account delivers new message jawasthi.doit@raja	s to the following location: sthan.gov.in\nbox	
	🟹 b.	Close	Selected account delivers new message jawasthi.doit@raja in data file CAUsers	s to the following location: sthan.gov.in\nbox I\Outlookyawasthi.doit@rajasthan.gov.in - Jawa.ost	

c. Enter user details as required and click next outlook will configure account after credential verficiation and select finish.

rie	Add Account Auto Account Setup Outlook can autom	atically configure many email accounts.	
lo			Address E
	Email Account		
	Your Name:		-
cc d c		Example: Ellen Adams	
	Email Address:		ccount by d
		Example: ellen@contoso.com	
-	Password:		
	Retype Password:		
		Type the password your Internet service provider has given you.	
	Manual setup or ad	ditional server types	-
			t
			_
		Rack Next > Cancel Help	
		Concer nep	

- d. Launch Outlook, after launch outlook may ask password for the account. Enter password and check remember me option. If any password change after as previous setup then go to control panel-> credential manager-> windows credential-> remove all saved password of User account.
- e. Go to send/receive in Outlook and configure some changes related to account.

File F	lome	Send / Receive	Folder	View	Help \	/ Iell me what you want
Send/Receive All Folders	ی ای	pdate Folder end All end/Receive Groups	Sho Progr	w Cancel ess All	Download Headers	→ Mark to Download ↓ Unmark to Download ↓ Process Marked Head Server
▲ Favorites	5 "jav	vasthi.doit@rajastha	n.gov.in" (nly		
Sent Items		Inbox			4	
Deleted Ite	in 🚉	Download Address E	ook	iread	1	
	1	Define Send/Receive	Groups	-		
✓ jawasthi	.c	Disable Scheduled S	end/Receiv	e :er@j	jaipurdairy	.com
▷ Inbox [211	4]		Hell	o Team, Jee	i ry - Request : wesh ji,	for New Donot Reply Email
Drafts			⊳ RII	CO@RIIC	O.CO.IN	

Send/R	eceive Groups		×
ê	A Send/Receive gr folders. You can sj during a send/rec	oup contains a collection of Outlo pecify the tasks that will be perform eive.	ok accounts and ned on the group
	Group Name	Send/Receive when	
	All Accounts	Online and Offline	New
			Edit
			Copy
			Remove
			Rename 11.
Setting	for group "All Acco	unts"	
-	Include this gro	oup in send/receive (F9).	
	Schedule an au	tomatic send/receive every 1	🚔 minutes.
	Perform an aut	omatic send/receive when exiting.	
W	nen Outlook is Offl	ine	
	Include this gro	oup in send/receive (F9).	
	Schedule an au	tomatic send/receive every 1	≑ minutes.
	Schedule an au	itomatic send/receive every 1	÷ minutes.

Send/Receive Settin	gs - All Accounts		×
Accounts	 ✓ Include the selected account in thi Account Options Select the options you want for the select the options ✓ Send mail items ✓ Receive mail items 	s group elected account Make folder home page offline Synchronize forms Ownload offline addre Address Book Setting	Account Properties s available tss book s
	Folder Options Select folders from the selected account attachments will be downloaded for selected indox [2114] Indox [2114	int to include in send/receive. C subscribed folders. in Oownload headers Oownload complete attachments Download only larger than 50 \$ KB	Complete items including only e item including headers for items
			OK Cancel

g. After setup account go to File -> Info -> Account setting

e	Account Information
û Info	iswethi dait@raisthan asv in
Open & Export	Microsoft Exchange
Save As Save Attachments Print	 Add Account Account Settings Change settings for this account or set up more connections. Access this account on the web.
	Add and remove accounts or change existing connection settings.
	Account Name and Sync Settings Change

h. On Email Tab select account recently added and select change Tab. Account Settings

Email Accounts You can add or remove an account. You can select an account and change its settings. Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Boo	
Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Boo	
	iks
🧟 New 🛠 Repair 🚰 Change 📀 Set as Default 🗙 Remove 🔹 🛡	
Name Type	
Similar Content of the second text of tex of text of text of text of tex of tex	
Selected account delivers new messages to the following location:	
jawasthi.doit@rajasthan.gov.in\lnbox	
in data file C:\Users\\Outlook\jawasthi.doit@rajasthan.gov.in - ja.ost	
Cir	ose

i. After selecting change Tab scroll option "Download email for the past" to select the length of period email to synchronize in outlook and click next and Press F9 button to synchronize mails for the setting.

ettinas		
		\times
	Exchange Account Settings	
	i@rajasthan.gov.in	
	Offline Settings	
	✓ Use Cached Exchange Mode to download email to an Outlook data file	
	Developed events	
	Download email for the past:	
	All	
	More Settings Next	

j. After synchronization of all mail in Outlook go to File - > Open & Export-> Import/export



k. Select export to file



I. Select Outlook data file (.pst)

Export to a File		
	Create a file of type: Comma Separated Values Outlook Data File (.pst)	⊧d fi <u>.go</u> ʻ
	< Back Next > Cancel	

m. Select folder which u want to take backup include subfolder If required.

Export Outlook Data File		×
	Select the folder to export from:	
	Include subfolders Filter	
	< Back Next > Cancel	

n. Select path to save .pst file



- o. After completion of process Import .pst file in File->Open & Export->Import/Export to check backup status as given.
- p. After successful backup order mails in Outlook -> Inbox in descending order date wise and select bunch of older mails and delete before delete (ensure mailed backup is complete). Remove mail from deleted folder also. Deletion of mails will free space from allotted Inbox quota.

Note – If facing issue in account setup, first close outlook

- 1. Check internet connection of system.
- 2. Outlook application properly installed (for better functionality install license version).
- 3. Use Microsoft Outlook Version 2013 onward recommended.
- 4. Go to Control Panel -> Credential manager -> Windows credential
 - a. Remove all saved credential entries for the account you wants to add in outlook.