

Outlook 2019/21 on Windows 10/11

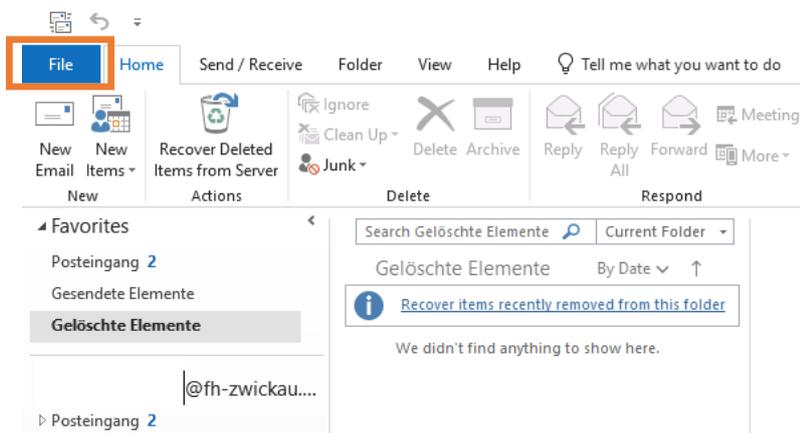
on a personal computer

Requirements: active VPN connection

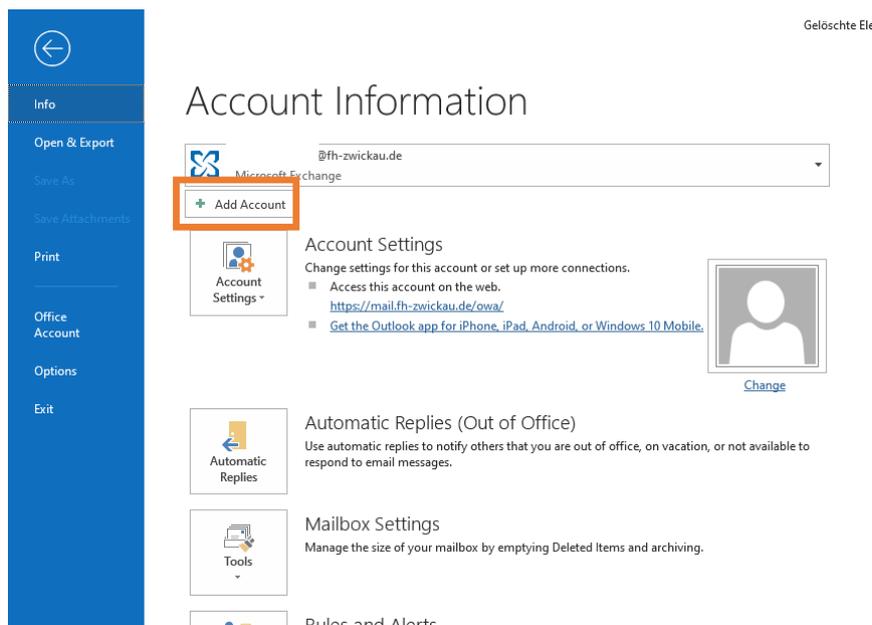
If you already use Outlook with another email account and want to add your WHZ email account to Outlook, the setup starts at **step 1**.

If you start Outlook 2019 for the first time after installation, the setup starts at **step 2**.

Step 1: Open Outlook → “File” in the menu bar.

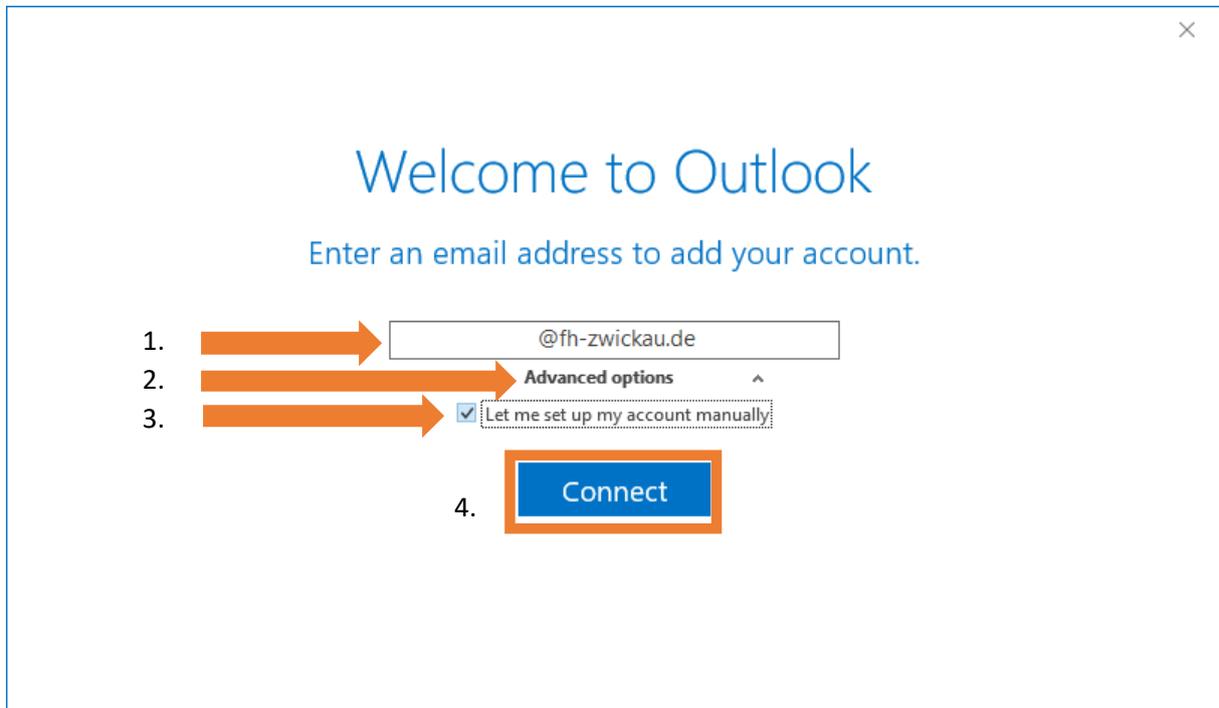


From the window which appears, select “Add Account”.



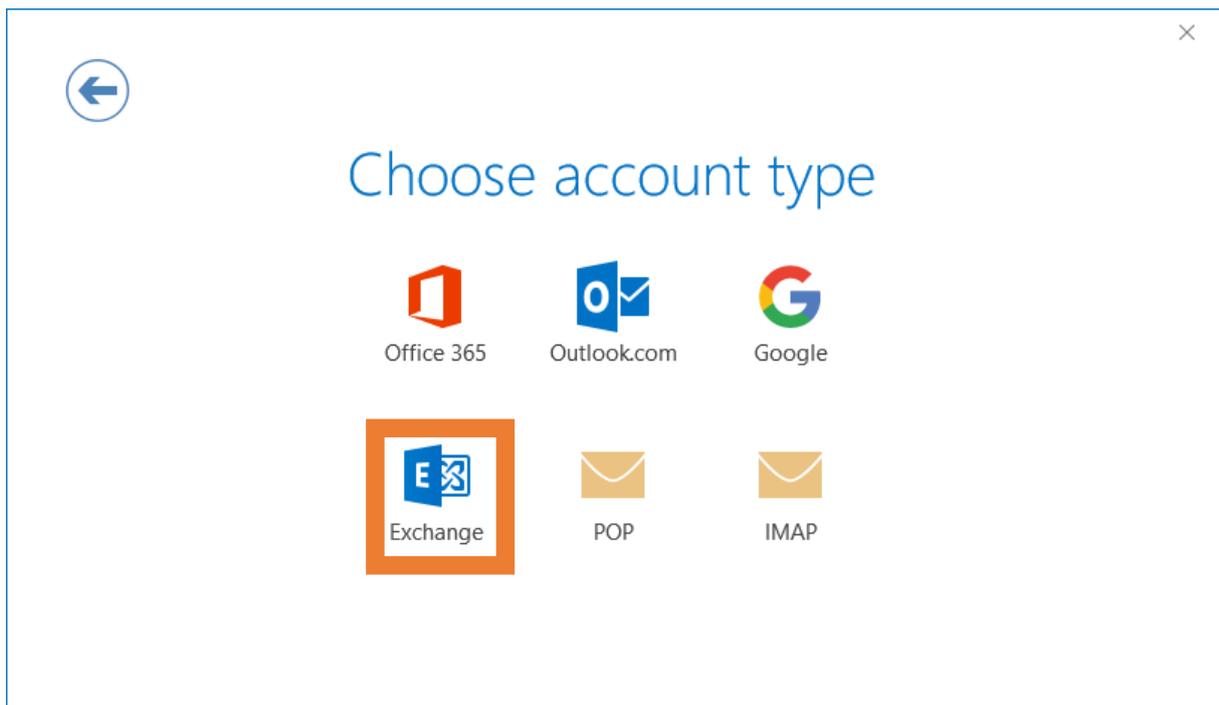
Step 2

- 1. Enter your WHZ E-Mail address
- 2. Click on "advanced options"
- 3. Check the box below
- 4. Click on Connect



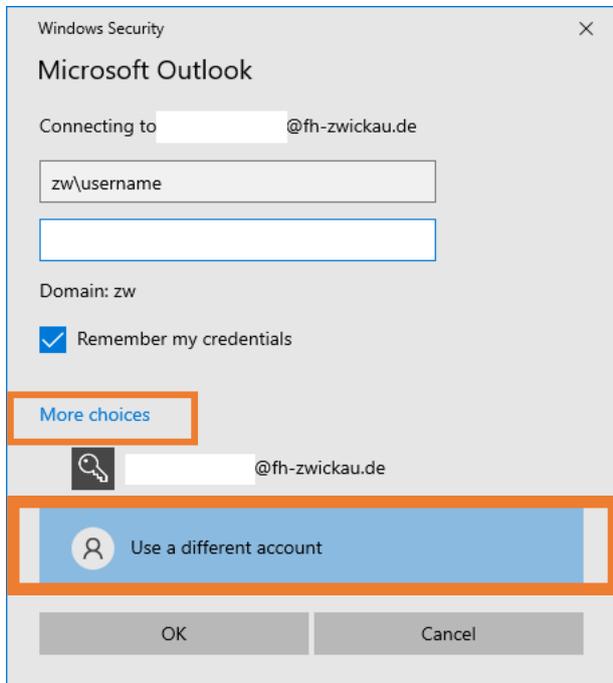
Step 3:

Click on "Exchange (2013 or lower)"



Step 4:

Select "More choices" → "Use a different account".



Step 5:

Enter your WHZ username, specifying the domain **zw\username** and your password. Check the box next to "Remember my credentials" Click on OK.

Step 6:

Finish the process by unchecking the box below and then clicking "OK".

Your account is now set up for use.

