

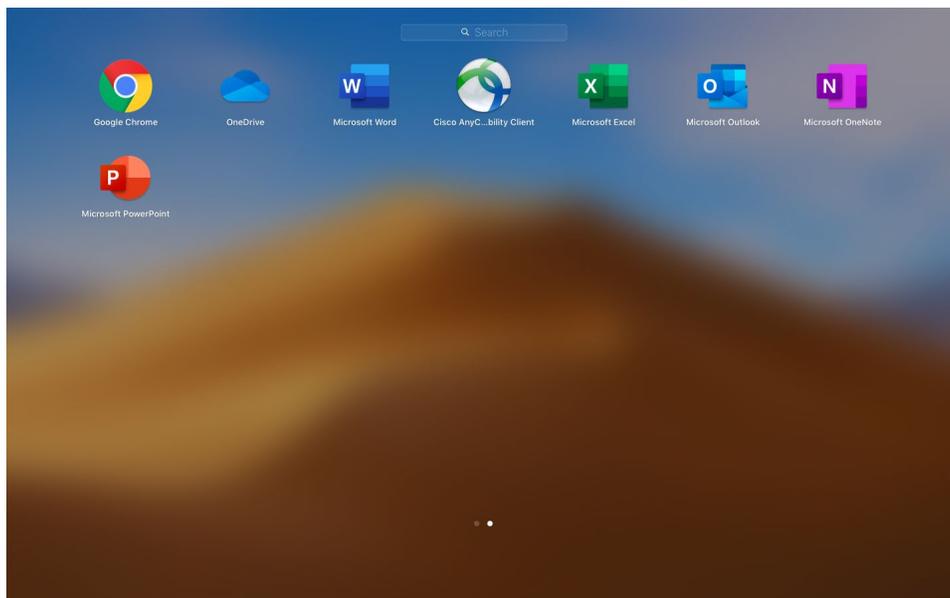
How to setup Outlook 2019 for Viterbi Exchange

- ❖ Prerequisite: Check host file for Autodiscover line. If there is no existing line, add a line at the bottom of file like this:

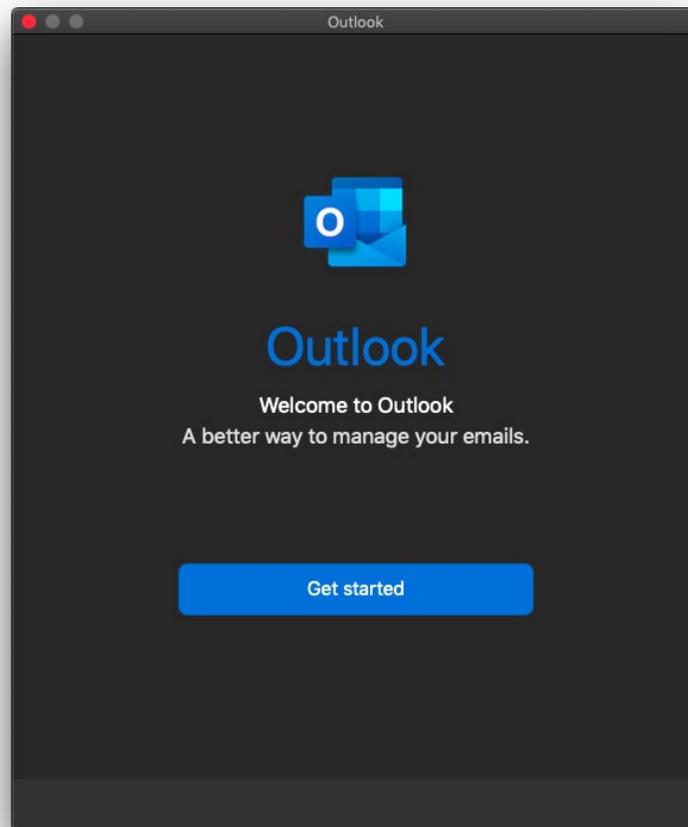
128.125.203.240 autodiscover.usc.edu

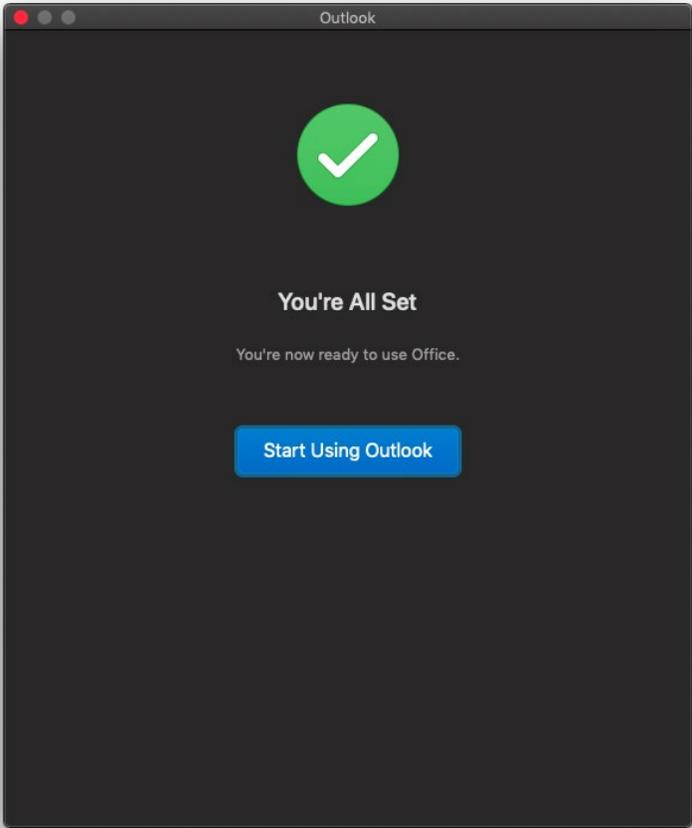
1. If this is the first time you are setting up Outlook to receive your emails.

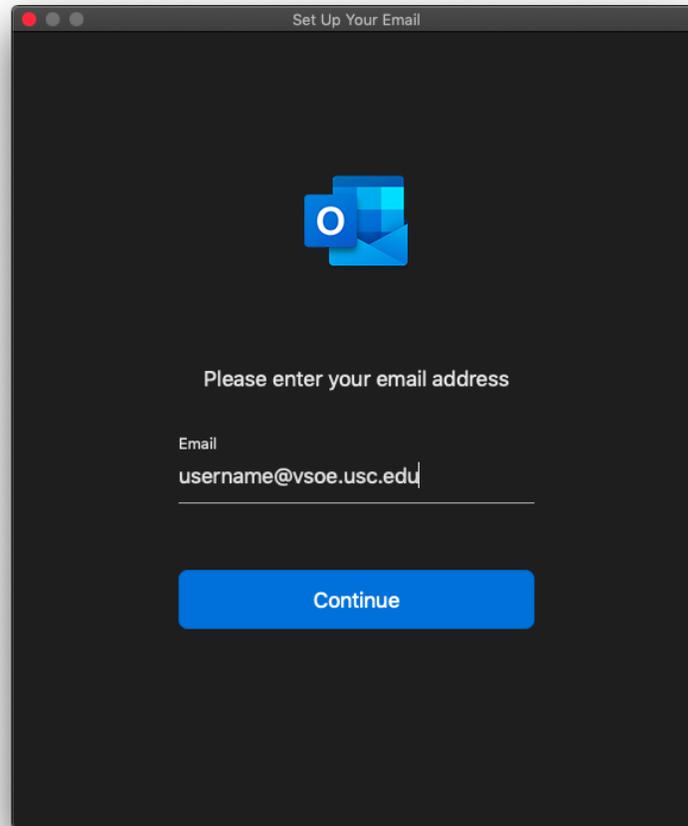
- Go to Launchpad or Applications
- Click on **Microsoft Outlook**.



2. If no account has been setup on the outlook before, Outlook will ask you to setup a new account by showing the following screens.



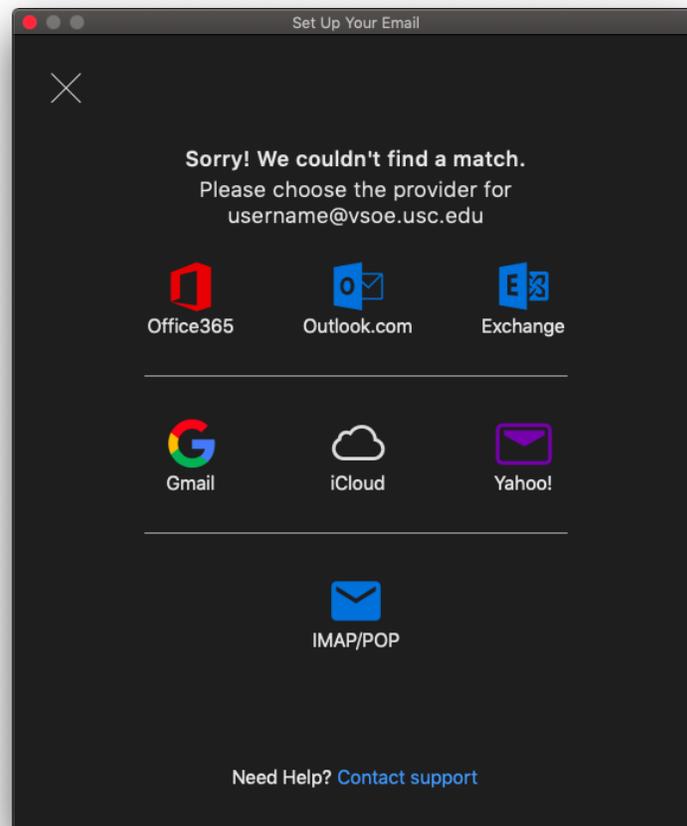




- Click **Get Started**
- Click **Start Using Outlook**
- Enter **Email** address: <username>**@vsoe.usc.edu**
(For example: If your USC email is trojan@usc.edu, your user name would be trojan)
- Click **Continue**

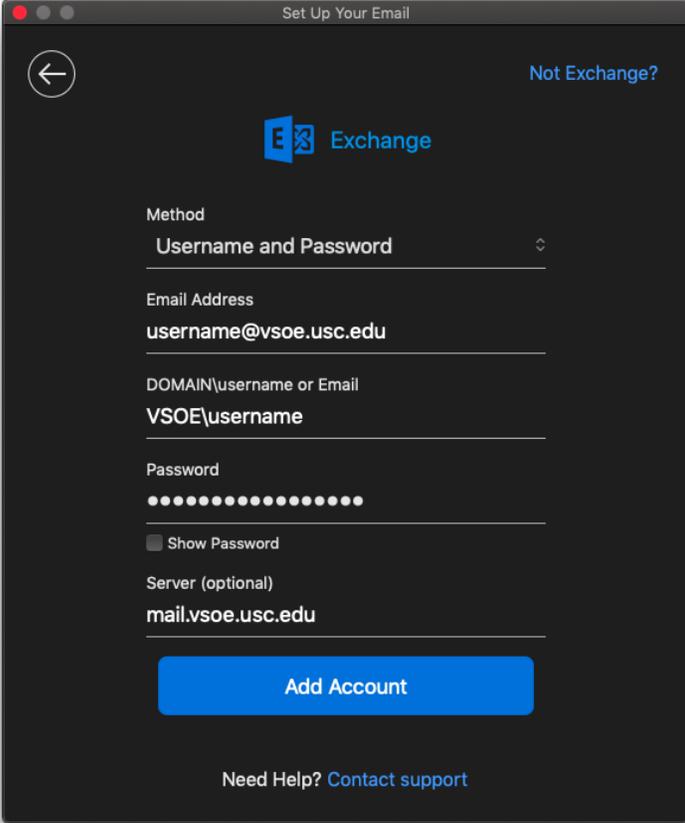
3. Choose Email Provider

- You may see a message: “Sorry! We couldn’t find a match.”
- Click Exchange



4. Set Up Your Email

- For **Method** select **Username and Password**
- Enter **Email Address:** <username>**@vsoe.usc.edu**
- Enter **DOMAIN\username:** **VSOE\username**
- Enter **Password**
- Enter **Server:** **mail.vsoe.usc.edu**
- Click **Add Account**



The screenshot shows a mobile interface for setting up an email account. The title bar reads "Set Up Your Email". In the top right corner, there is a link "Not Exchange?". Below this is the Exchange logo. The form contains the following fields:

- Method:** A dropdown menu currently showing "Username and Password".
- Email Address:** A text field containing "username@vsoe.usc.edu".
- DOMAIN\username or Email:** A text field containing "VSOE\username".
- Password:** A text field with 12 dots representing a masked password.
- Show Password:** A checkbox that is currently unchecked.
- Server (optional):** A text field containing "mail.vsoe.usc.edu".

At the bottom of the form is a large blue button labeled "Add Account". Below the button, there is a link "Need Help? Contact support".

5. Account setup is complete

- Congratulations! Your Exchange account has been added successfully.
- Click **Done**
- Outlook should start showing your emails. It may take some time to load all emails.

