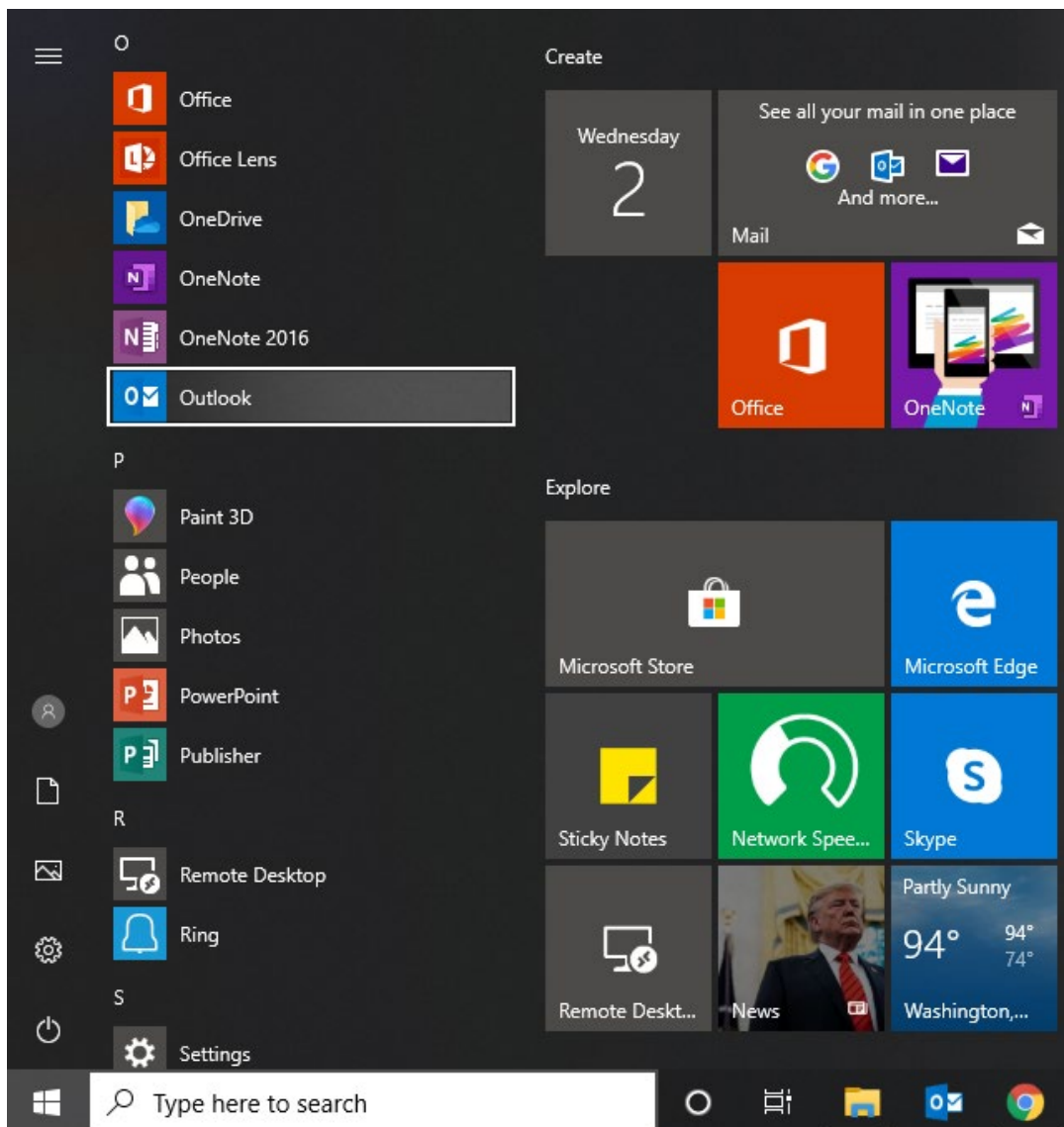


## How to setup Outlook 2019 for Viterbi Exchange

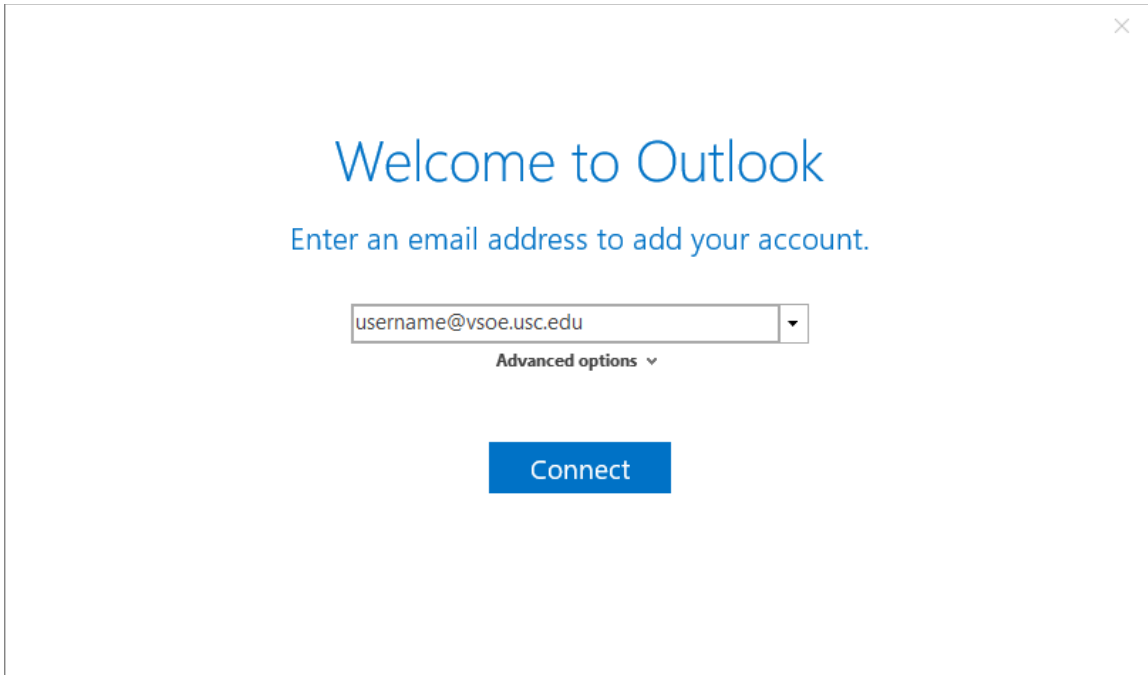
- ❖ Prerequisite: Check host file for Autodiscover line. If there is no existing line, add a line at the bottom of file like this:  
128.125.203.240          autodiscover.usc.edu

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

- Go to start
- Click on **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 screen.



Welcome to Outlook

Enter an email address to add your account.

username@vsoe.usc.edu

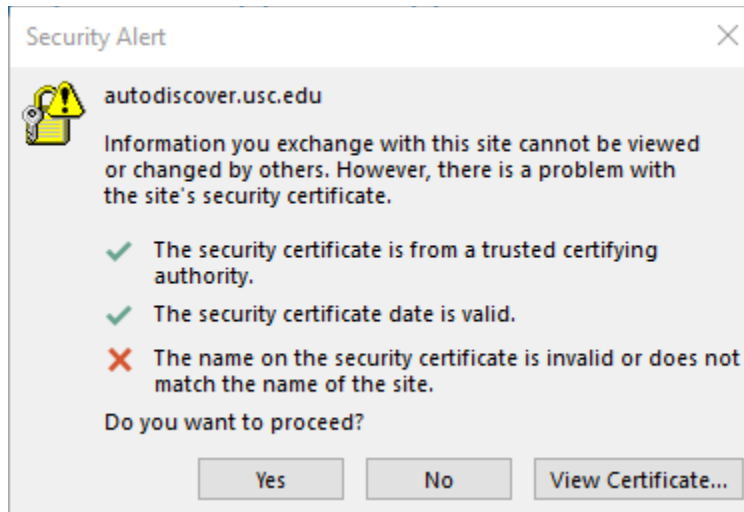
Advanced options ▾

Connect

- Enter an email address:
  - i. If joined to VSOE domain and logged in with domain account, user's email should autofill with email address.
  - ii. If not joined to domain or on local account enter:  
<username>**@vsoe.usc.edu**
  - iii. (For example: If your USC email is trojan@usc.edu, your user name would be trojan)
- Click **Connect**

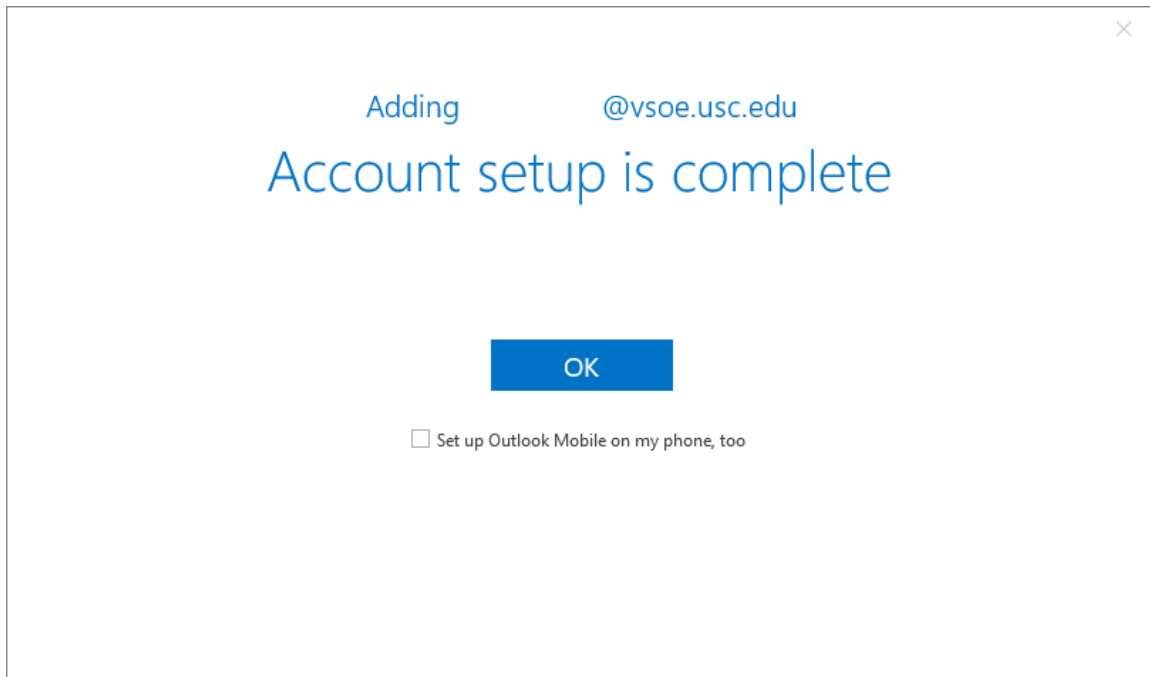
### 3. Autodiscover Prompt

- You may see an Autodiscover prompt like below.
- Click Yes



#### 4. Account setup is complete

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



## 5. Microsoft login prompt

- You may see a Microsoft password prompt like the one below.
- Do not enter password or attempt to sign in.
- Click the “X” on top right of window to close the prompt.
- This prompt is attempting to connect to O365 account but we are trying to connect Exchange account.

