

# TNG|OSS

## **Information Services**

Service Desk Guides

Adding TNG & OSS 0365 Email to Outlook

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#### About this document

This document will provide information on adding your TNG O365 Email to Outlook client.

#### Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change	
1.0	04/15/2020	Stefan Hrycko	Initial version	

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

### Configuring Outlook Profile

1. Open up the "Control Panel" and select "Mail"

← → ✓ ↑ 🖾 > Control Panel > All Control Panel Items >				
Adjust your computer's setting	5			
Administrative Tools	📑 AutoPlay	🐞 Backup and Restore (Windows 7)	🚨 BDE Administrator (32-bit)	🏘 BitLocker Drive Encryption
💶 Color Management	Credential Manager	🚔 Date and Time	Contract Programs	😂 Dell Audio
🔲 Dell Touchpad	📇 Device Manager	📾 Devices and Printers	Ease of Access Center	File Explorer Options
File History	🖌 Flash Player (32-bit)	Fonts	🔒 Indexing Options	🛜 Intel® PROSet/Wireless Tools
🗟 Intel® Rapid Storage Technology	🔂 Internet Options	🕌 Java (32-bit)	Keyboard	🔕 Mail (32-bit)
Mouse	👯 Network and Sharing Center	🖉 Pen and Touch	Phone and Modem	Power Options
Programs and Features	Recovery	🔗 Region	4 RemoteApp and Desktop Connections	r Security and Maintenance
Sound	🌡 Speech Recognition	Storage Spaces	🔇 Sync Center	🔛 System
Tablet PC Settings	Taskbar and Navigation	📧 Troubleshooting	🍇 User Accounts	🔗 Windows Defender Firewall
Windows Mobile Device Center	Windows Mobility Center	📕 Windows To Go	Work Folders	

2. Click on "Show Profiles"

٩	Mail Setup - Office 365	×		
E-mail Ad	E-mail Accounts			
	Setup e-mail accounts and directories.	E-mail Accounts		
Data File	5			
<b>\$</b>	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles		
Profiles -				
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	<u>S</u> how Profiles		
		<u>C</u> lose		

3. Click on "Add" and enter profile name "TNG"

Mail	×
General	
The following profiles are set up on this computer:	
Gmail MAIL Outlook Outlook - NEW TNG	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
<ul> <li>Always use this profile</li> </ul>	
Outlook - NEW $\sim$	
OK Cancel Apply	
New Profile X	
Create New Profile	
Profile Name: Cancel	

- 4. Click "OK"
- 5. Configuration wizard will appear click on Email and enter your TNG email address & password

Add Account		×
Auto Account Setur Outlook can autor	p natically configure many email accounts.	×
• E-mail Account		
Your Name:	Stefan Hrycko	
	Example: Ellen Adams	
E-mail Address:	isadmin-shrycko@tng.com	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	*******	
	Type the password your Internet service provider has given you.	
O Manual setup or ac	dditional server types	
	< Back Next >	Cancel

6. Configuring Setting (No action needed)

-		
Add Accou	int	×
Searching f	or your mail server settings	Ť
Configuring	0 0 0	
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
→	Searching for isadmin-shrycko@tng.com settings	
	Logging on to the mail server	
	< Back N	ext > Cancel

7. Congratulations, you have added your TNG email to Outlook.

Add Accou	1004	~
Muu Accor	and the second se	
Congratula	tions!	
Configuring		
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for isadmin-shrycko@tng.com settings	
~	Logging on to the mail server	
Congr	atulations! Your email account was successfully configured and is ready to use.	Add another account
	< Back	Finish Cancel

- 8. Click on "Finish"
- 9. Click on "Always Use This Profile" and select TNG

Mail ×
General
The following profiles are set up on this computer:
Gmail A
NEW1
Outlook
Outlook - NEW
×
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
O Prompt for a profile to be used
Always use this profile
TNG V
OK Cancel Apply

- 10. Click "Apply" & "OK"
- 11. You are all set Close and reopen outlook.