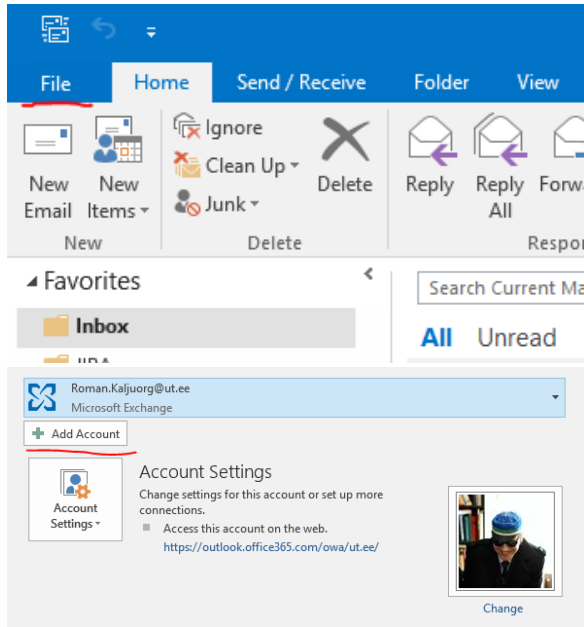
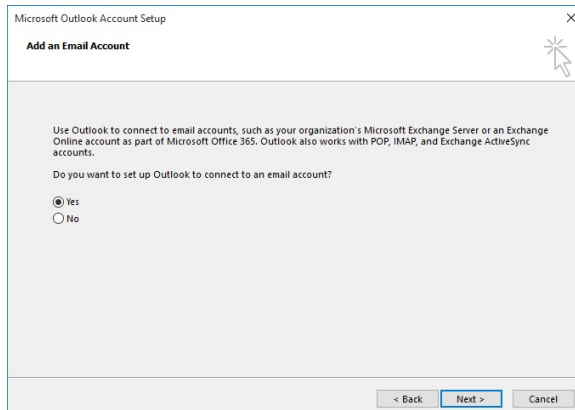


Exchange Online (Office 365) - Outlook 2013, Outlook 2016

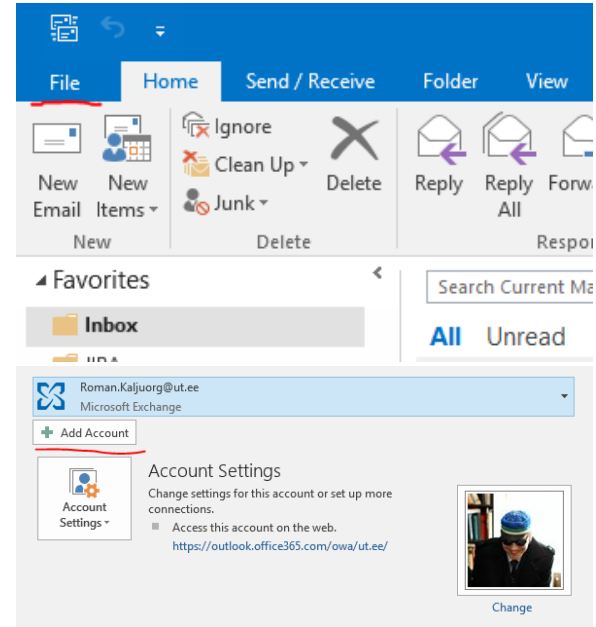
Käesolev juhend puudutab esimese konto lisamist Outlooki. Kui Outlooki on varasemalt mõni teine konto seadistatud, siis tuleks kõigepealt valida ülevalt vasakul menüüribalt valik **File** ja seejärel valida **Lisa konto** või **Add account**. Seejärel jätkka juhendi punktist 1.



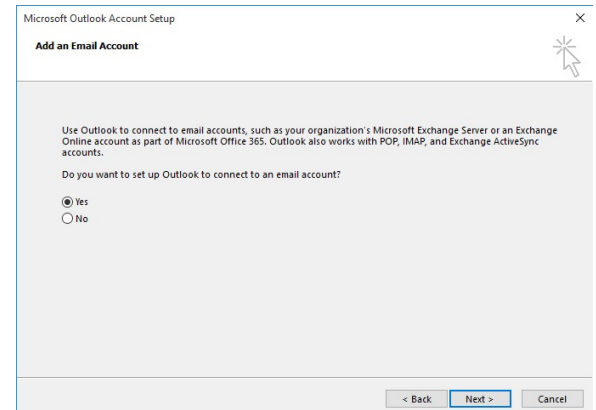
1. Account Configuration lehel valida **Yes** ja vajutada **Next**.



These instructions explain how to add your first account to Outlook. If you have previously added an account to Outlook, You need to click **File** in the top left corner of window and then choose **Add account**. After that, follow the instructions below from step 1.



1. In the Account Configuration, choose **Yes** and click **Next**.



2. Kui arvuti on domeenis, siis leitakse konto sätted automaatselt ja ise midagi seadistama ei pea.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

2. When the computer is connected to the university's domain, the settings will be applied automatically.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

3. Kui arvuti ei ole domeenis, siis tuleks käsitsi sisestada oma nimi, e-posti aadress ja parool ning vajutada **Next**.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

3. When the computer is not connected to the university's domain, you need to enter your name, your e-mail address, and your password and click **Next**.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

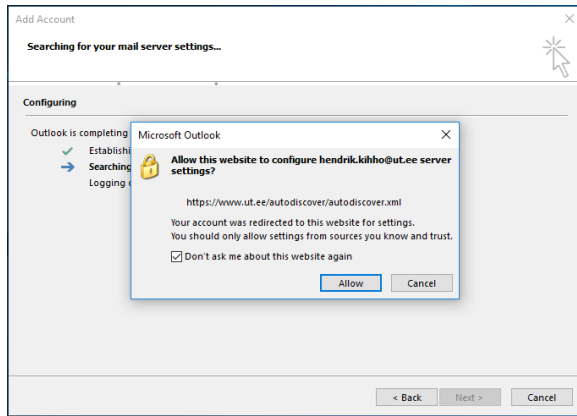
Retype Password:
Type the password your internet service provider has given you.

Manual setup or additional server types

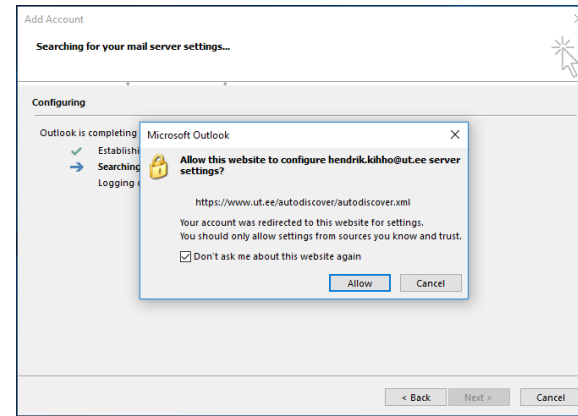
< Back **Next >** Cancel

4. Vahepeal võib tulla konto lisamisel selline aken. Tehke linnuke "Don't ask me about this website again" ning vajutage **Allow**.

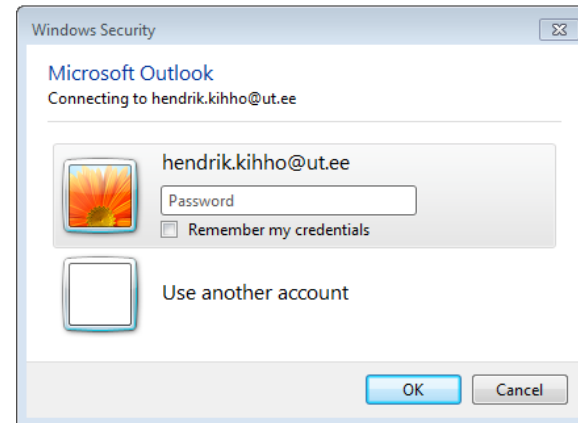
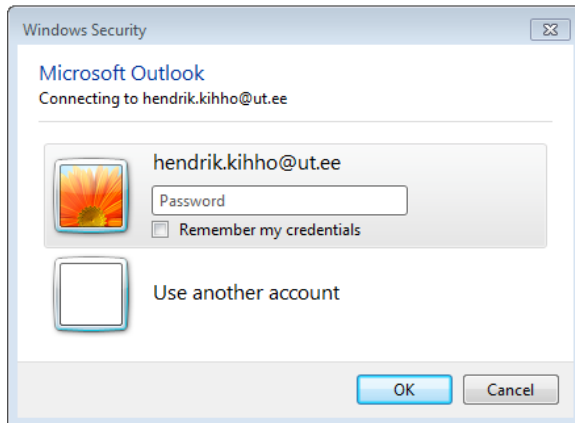
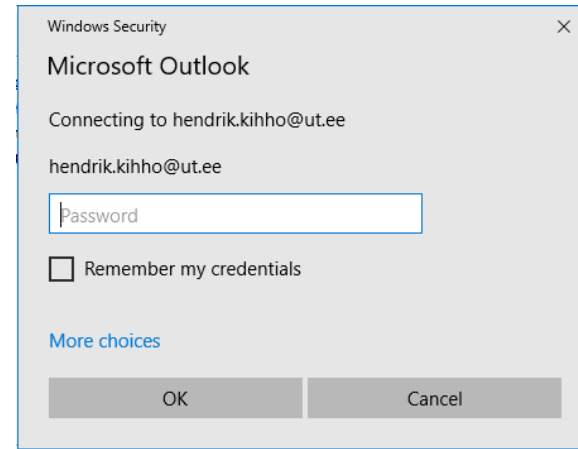
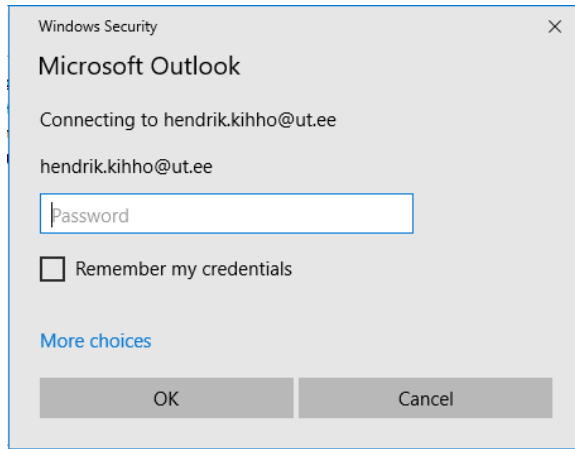
4. Tick "Don't ask me about this website again" and click **Allow**.



5. Seejärel küsitakse uuesti kasutajanime ja parooli. Domeenivälises masinas lisatakse kasutajatunnuseks eesnimi.perenimi@ut.ee, kuid tegelikult on vaja sisestada ülikooli kasutajatunnus. Windows 10 puhul vajutage nupul **More choices**, Windows 7 puhul **Use another account**.

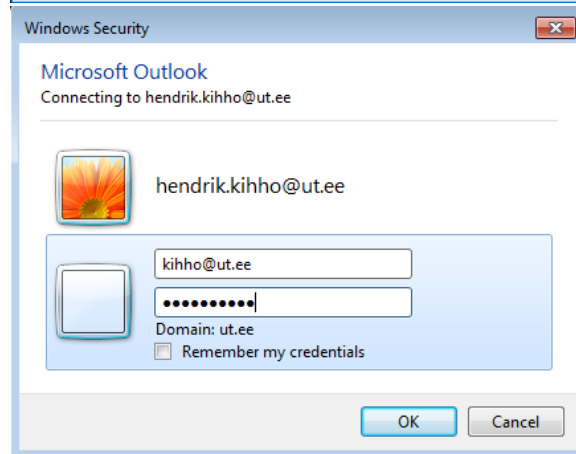
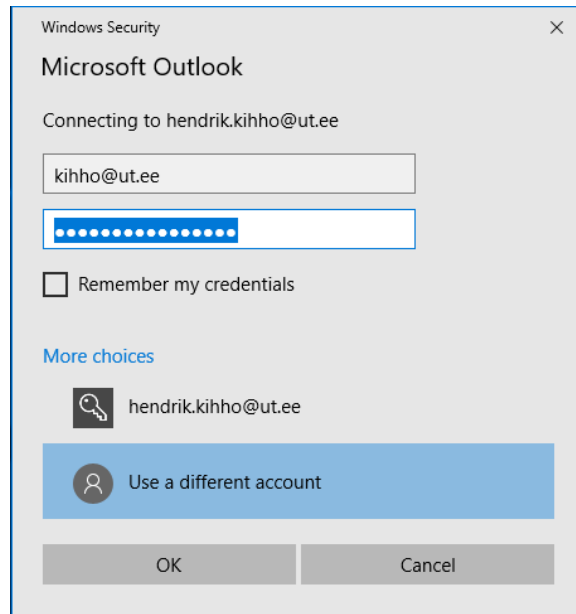


5. You will be prompted for the username and password. Computers outside the University's domain add your username as firstname.lastname@ut.ee, but it is required to write your university's account. For Windows 10, click **More choices**. For Windows 7, click **Use another account**.

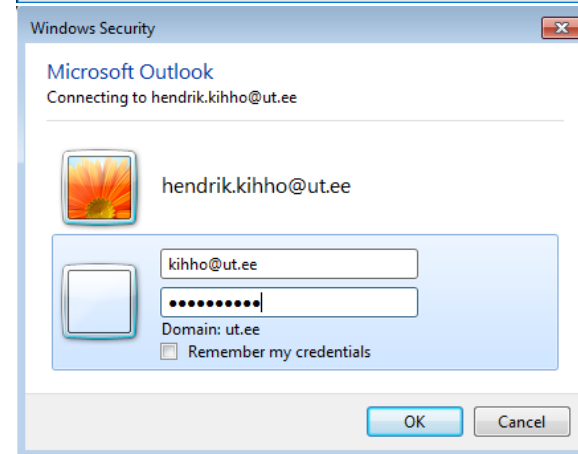
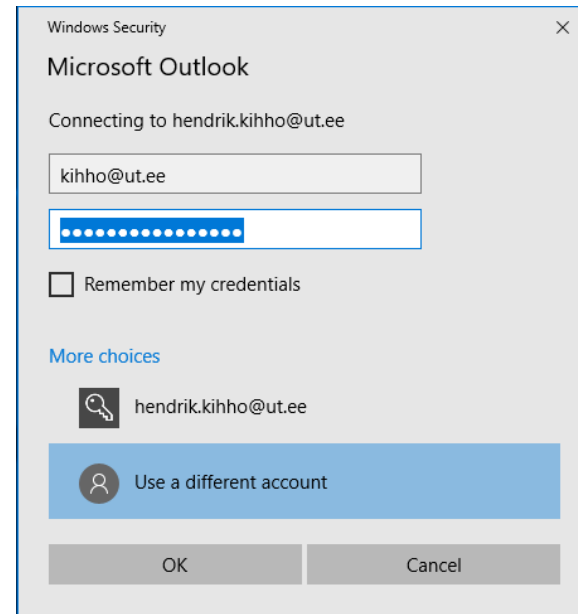


6. Windows 10 vajutage **Use a different account** ning te saate kasutajatunnuse lisada. Kirjutage oma kasutajatunnus kujul **kasutajanimi@ut.ee** ning ülikooli konto parool.

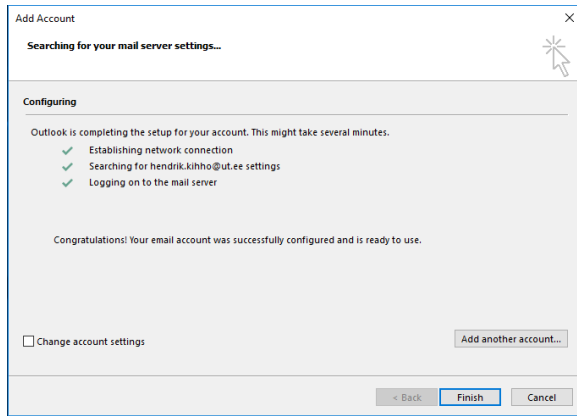
6. For Windows 10, click **Use a different account**, then you can write your username. Write your username as **username@ut.ee** and write your University account's password.



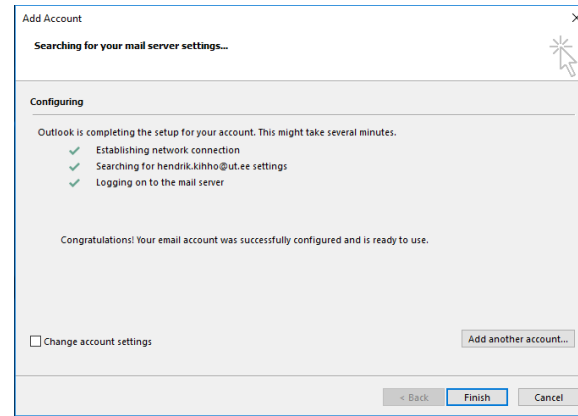
7. Õnnestunud lisamise puhul tuleb ette järgmine aken. Vajutage **Finish**.



7. Next window tells you of a successful configuration, click **Finish**.



8. Konto on nüüd seadistatud.



8. Account is now configured.