Set up TCTWS email in Outlook Desktop Client
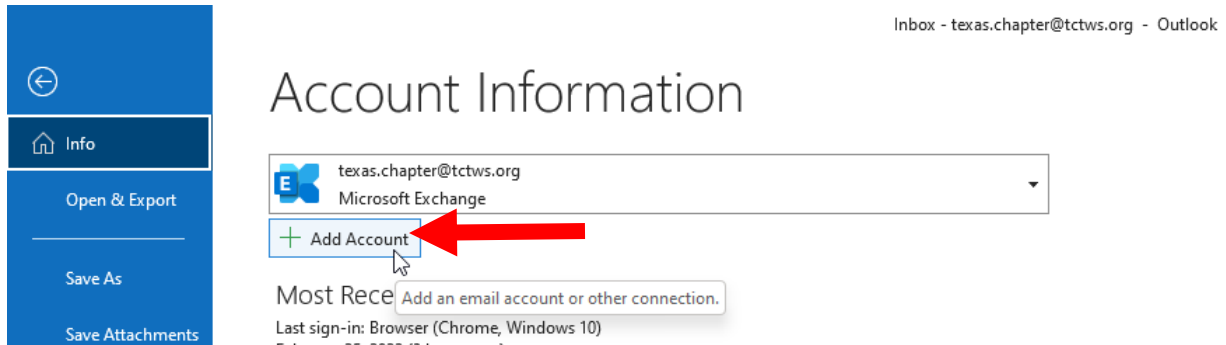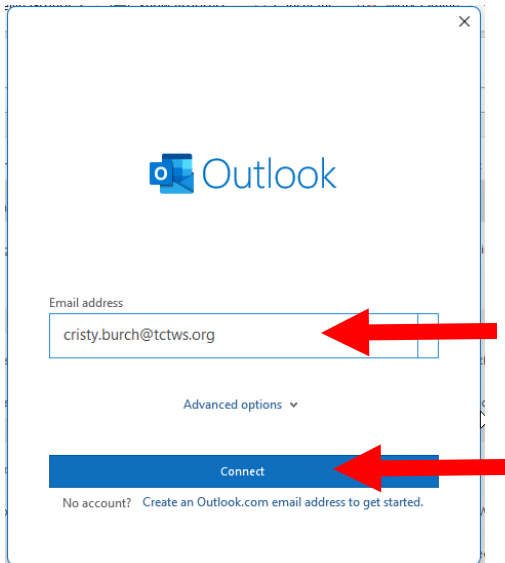
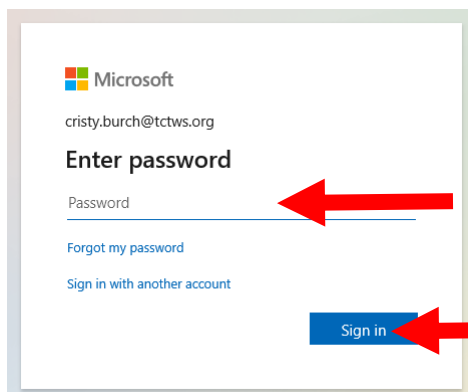1. Open your Outlook Desktop Client and select the File Menu.
2. Click the Add Account button.

## Account Information

texas.chapter@tctws.org
Microsoft Exchange

+ Add Account

Most Rece Add an email account or other connection.

Last sign-in: Browser (Chrome, Windows 10)

Info

Open & Export

Save As

Save Attachments

3. Enter your tctws email address (this will be your firstname.lastname@tctws.org) found in the Microsoft email forwarded to you from Texas.chapter@tctws.org and click Connect.

Outlook

Email address

cristy.burch@tctws.org

Advanced options ⌄

Connect

No account? Create an Outlook.com email address to get started.

4. Enter your password (Make sure this is not the first time you have logged in to your account. You need to login to office.com first to change your password and set up multifactor authentication) and click Sign In.

Microsoft

cristy.burch@tctws.org

Enter password

Password

Forgot my password

Sign in with another account

Sign in

5. Select your multifactor authentication preference. Depending on your choice, you may need to enter a code. (You should have set these options up when you first accessed your account on office.com)
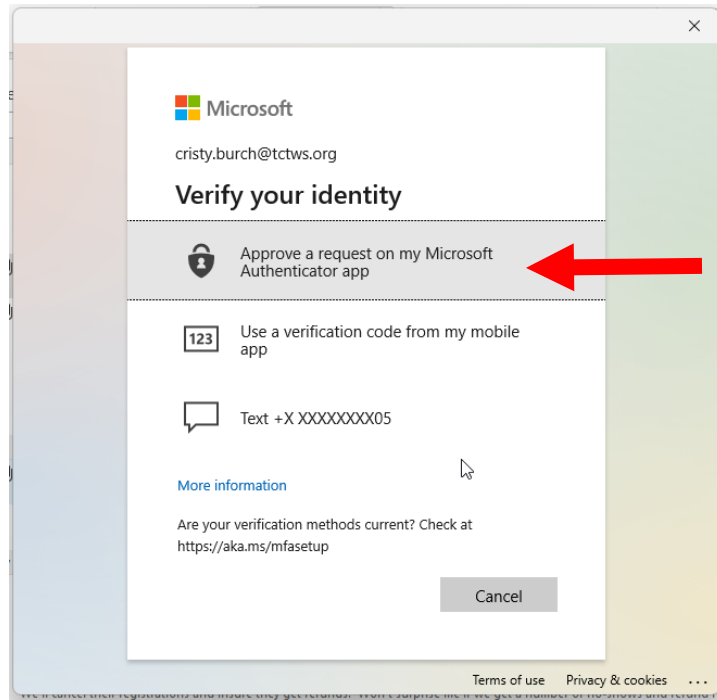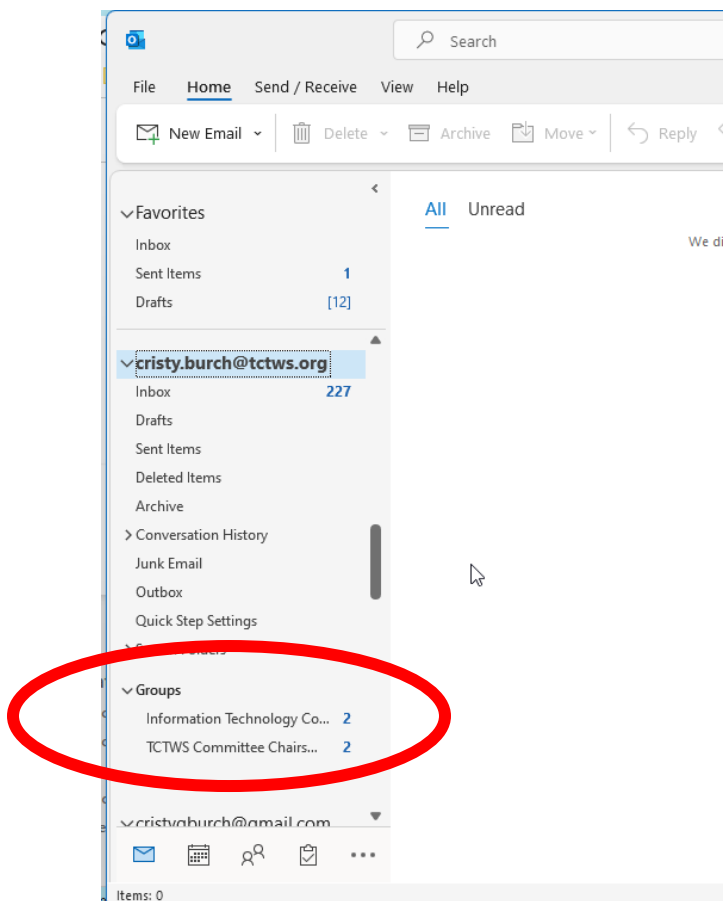
6. Your account has been added successfully. Click Done to proceed.
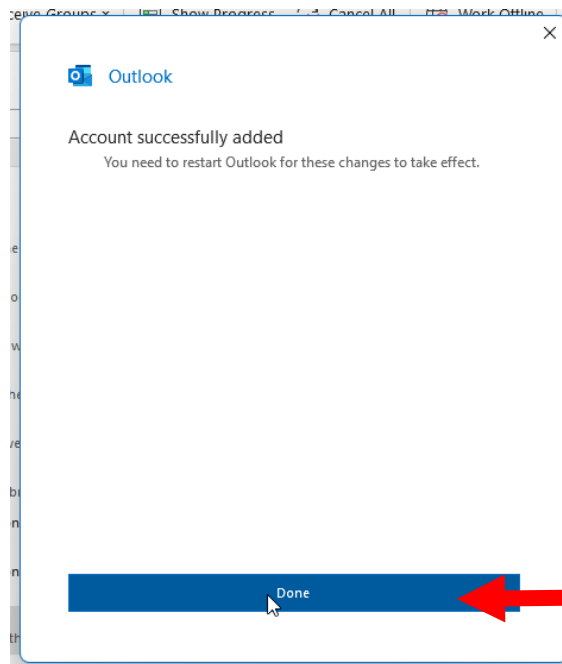
7. When prompted, **uncheck** the option to *Allow my organization to manage my device* and **click** *No, sign into this app only.*
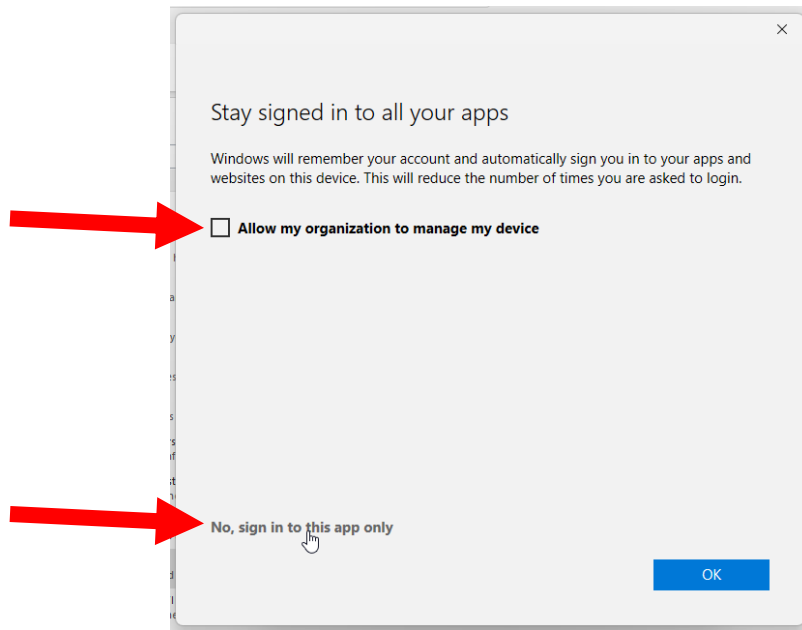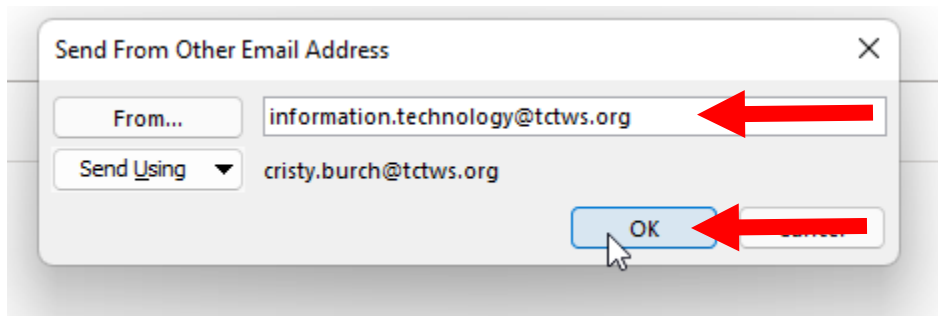

8. Your account should now show in your outlook window. The groups you are a member of will show below your named inbox.

9. To send from your committee/officer email, Click *New Email* and on the *From* button, click the down arrow and select *Other email address*.
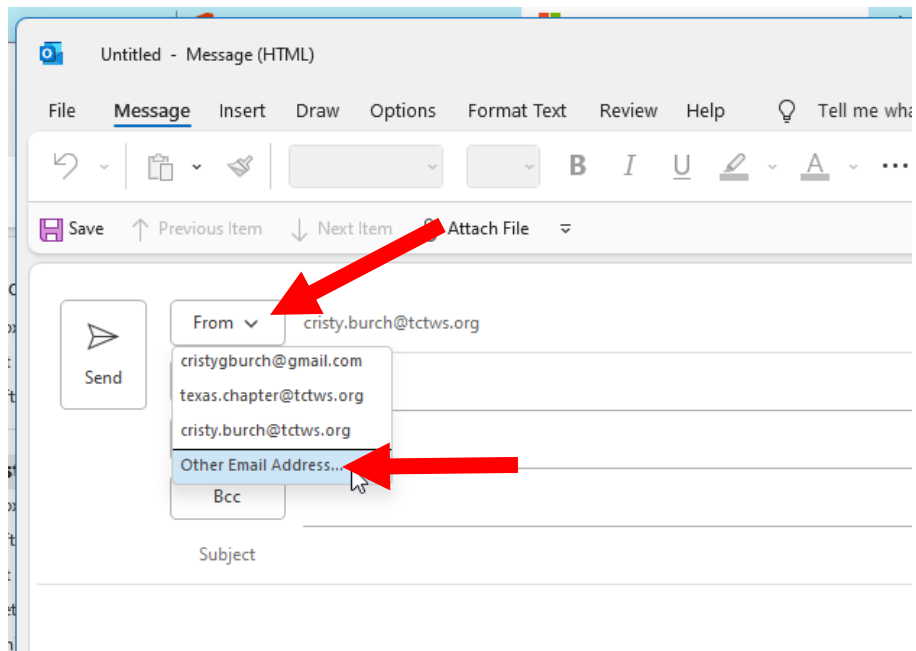
10. Enter your committee/officer email address and click OK.

11. In the future, the option to send from your committee/officer email address will show under the *From* button. Try to use your committee email address when sending messages – this email box will be shared from year to year and the communications could be useful to future committee chairs/officers.