- 1. Open your Outlook Desktop Client and select the File Menu.
- 2. Click the Add Account button.

		Inbox - texas.chapter@tctws.org - Outlook
Θ	Account Information	
û Info		
Open & Export	texas.chapter@tctws.org Microsoft Exchange	•
Save As	+ Add Account Most Rece Add an email account or other connection.	
Save Attachments	Last sign-in: Browser (Chrome, Windows 10)	

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



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		
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Entor paceword		
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.

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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*.

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10. Enter your committee/officer email address and click OK.

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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.

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