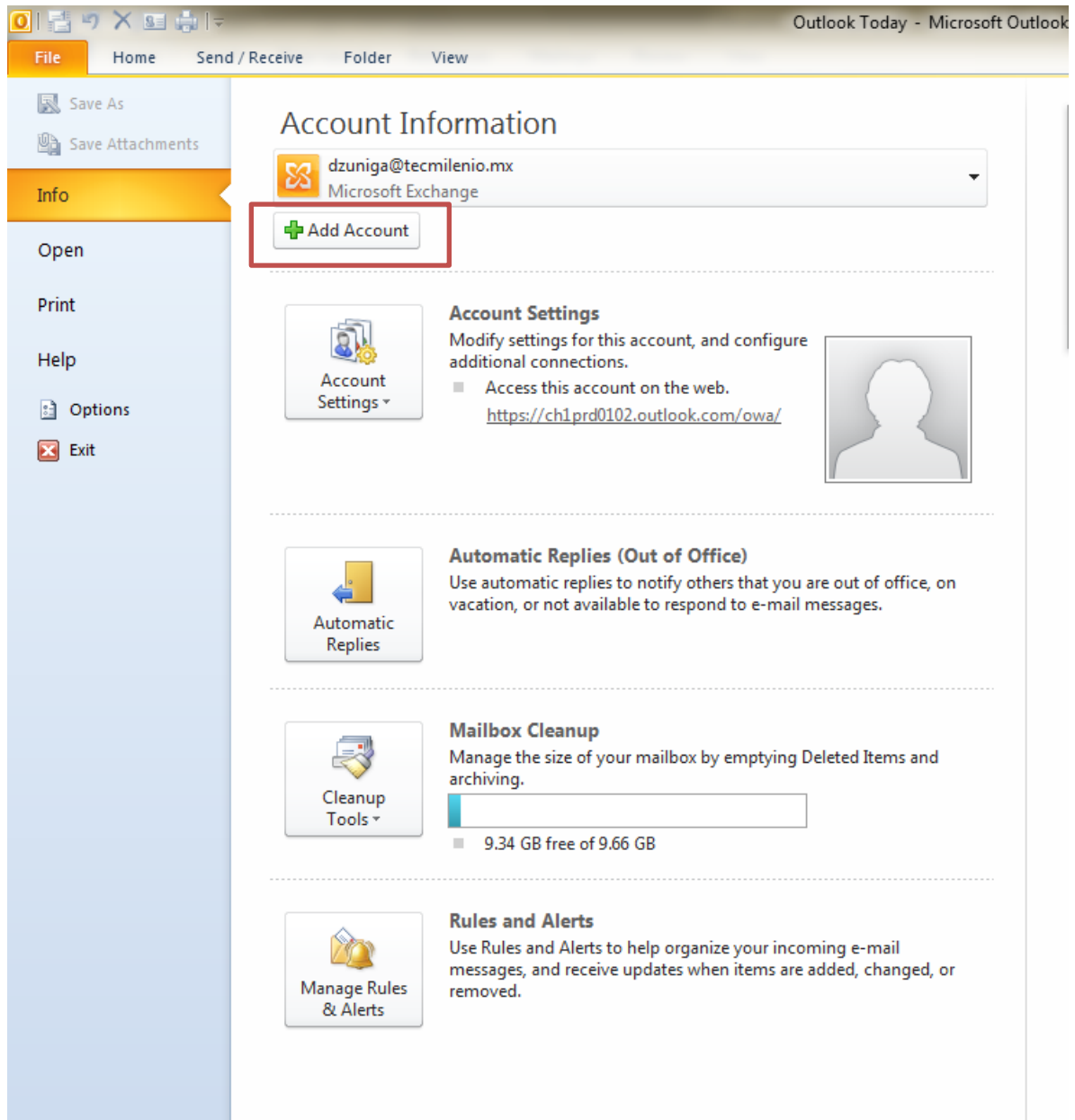


Manual de Configuración de Cuentas de Correo en Outlook 2010.

1. Da Click en "Add Account"



The screenshot shows the Microsoft Outlook 2010 interface. The title bar reads "Outlook Today - Microsoft Outlook". The ribbon at the top includes "File", "Home", "Send / Receive", "Folder", and "View". On the left, the "Info" ribbon is active, showing options like "Save As", "Save Attachments", "Open", "Print", "Help", "Options", and "Exit". The main area is titled "Account Information" and displays the account "dzuniga@tecmilenio.mx" with "Microsoft Exchange" as the provider. A red box highlights the "+ Add Account" button. Below this, there are sections for "Account Settings", "Automatic Replies (Out of Office)", "Mailbox Cleanup", and "Rules and Alerts".

Outlook Today - Microsoft Outlook


File Home Send / Receive Folder View

Save As
Save Attachments

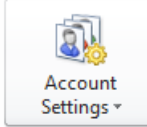
Info

Open
Print
Help
Options
Exit

Account Information


 dzuniga@tecmilenio.mx
Microsoft Exchange


+ Add Account

 **Account Settings**
Account Settings ▾

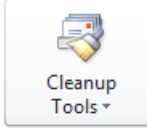
Account Settings
Modify settings for this account, and configure additional connections.

- Access this account on the web.
<https://ch1prd0102.outlook.com/owa/>




 **Automatic Replies**

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

 **Cleanup Tools**
Cleanup Tools ▾

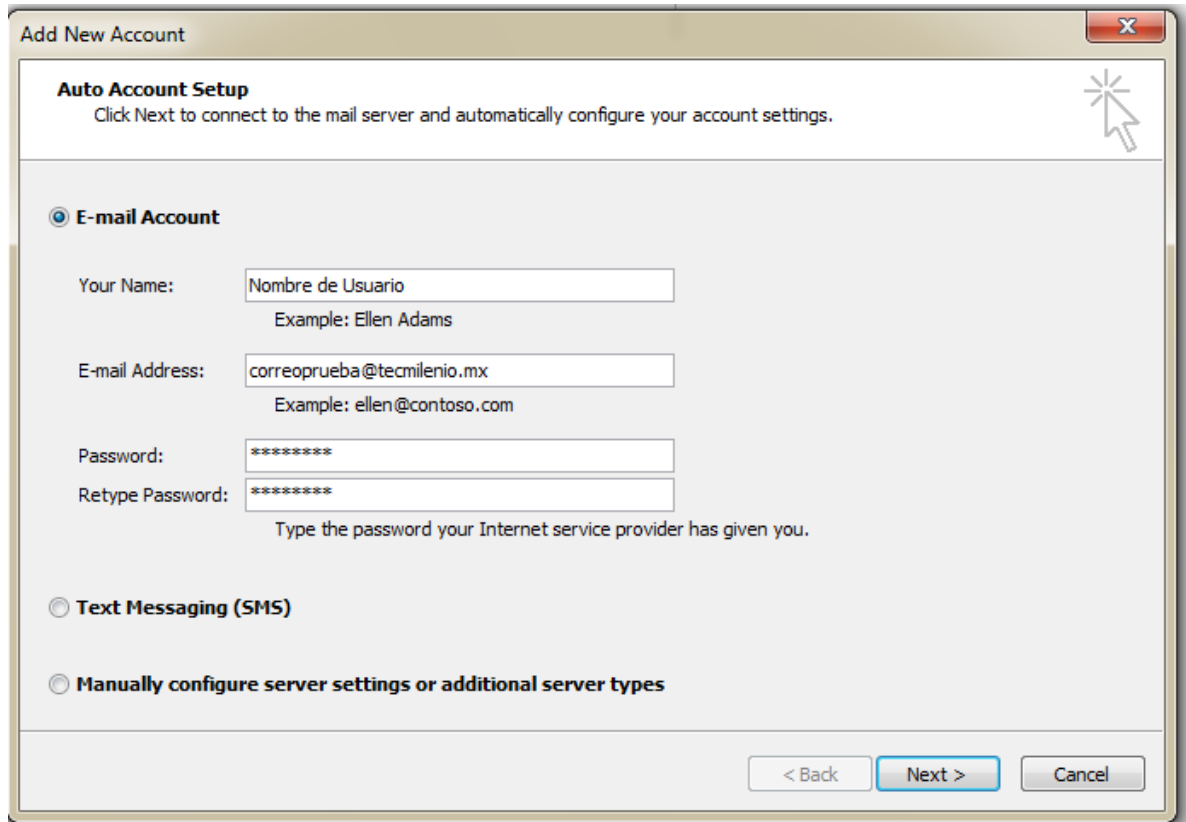
Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

9.34 GB free of 9.66 GB

 **Manage Rules & Alerts**

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

2. Te aparecerá una ventana donde tendrás que introducir los datos de la cuenta de correo y da click en "Next".



Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

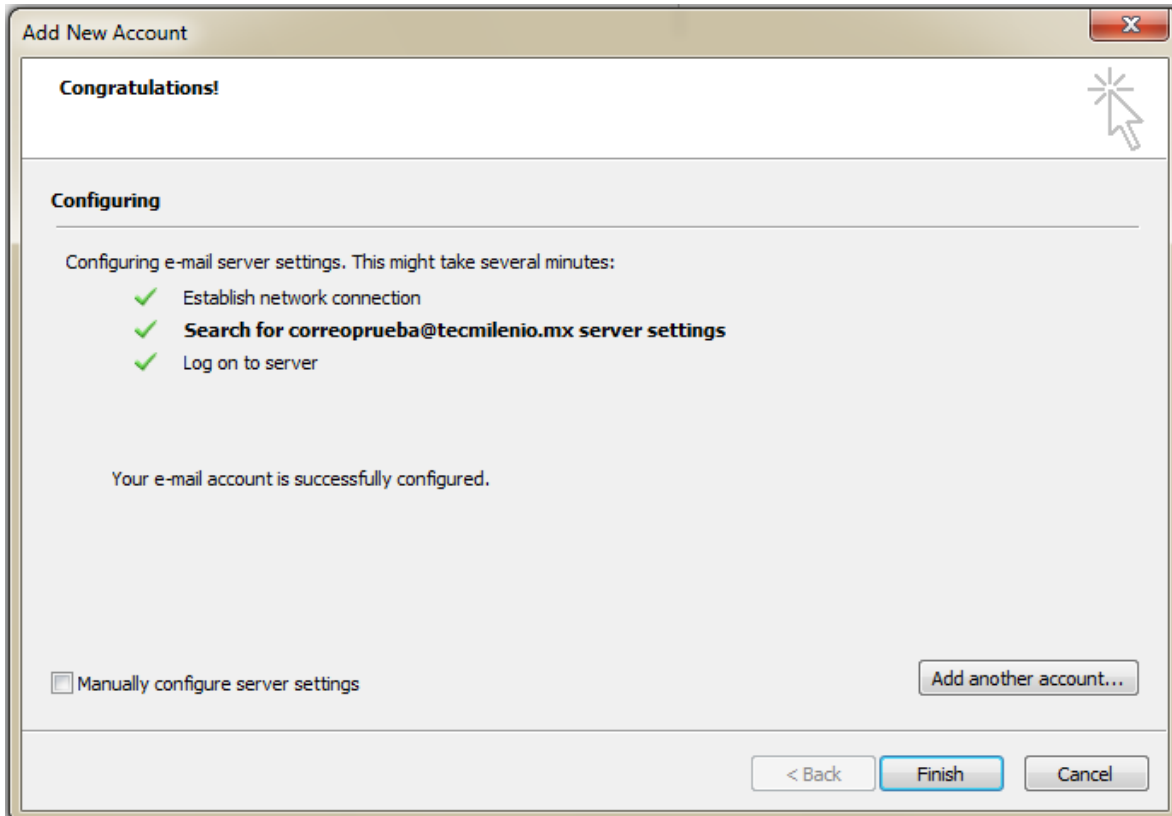
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

3. La configuración la realizará automáticamente, como se muestra en la imagen:



4. Y finalmente te pedirá Reiniciar Outlook para concluir con la configuración.

