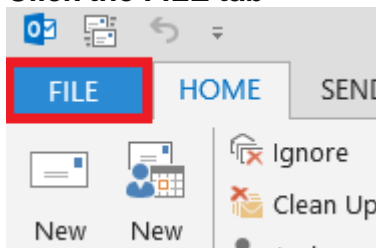# Making Changes to Existing Managed Exchange and Office 365 in Microsoft Outlook

## Version 1.0
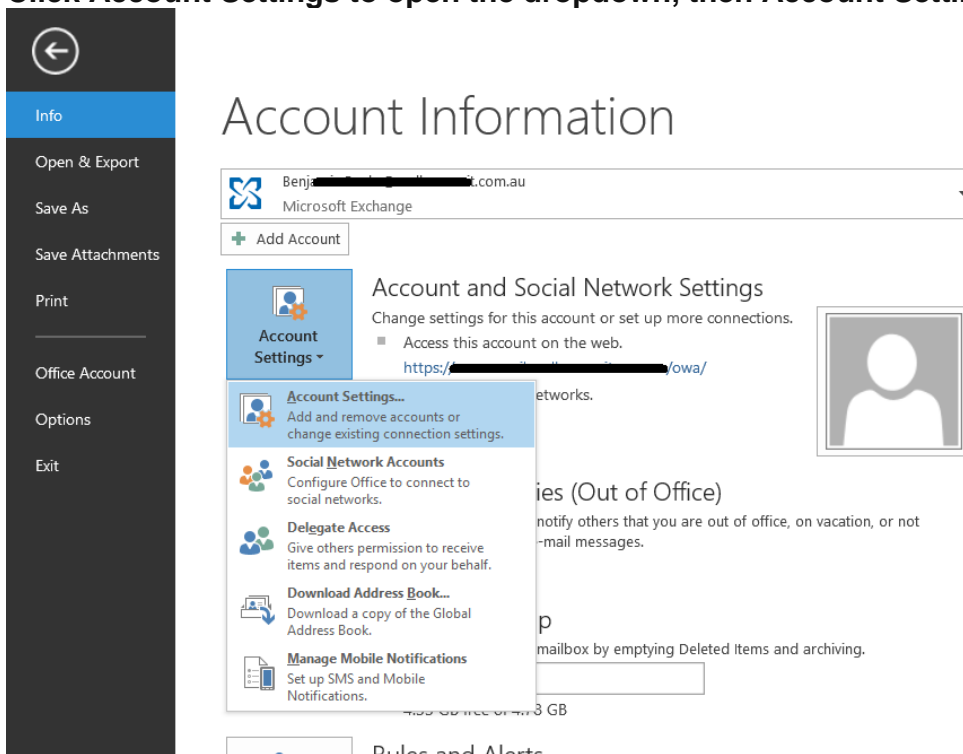
# Making Changes to an existing Managed Exchange or Office 365 Account

**Opening the Change Account Wizard**

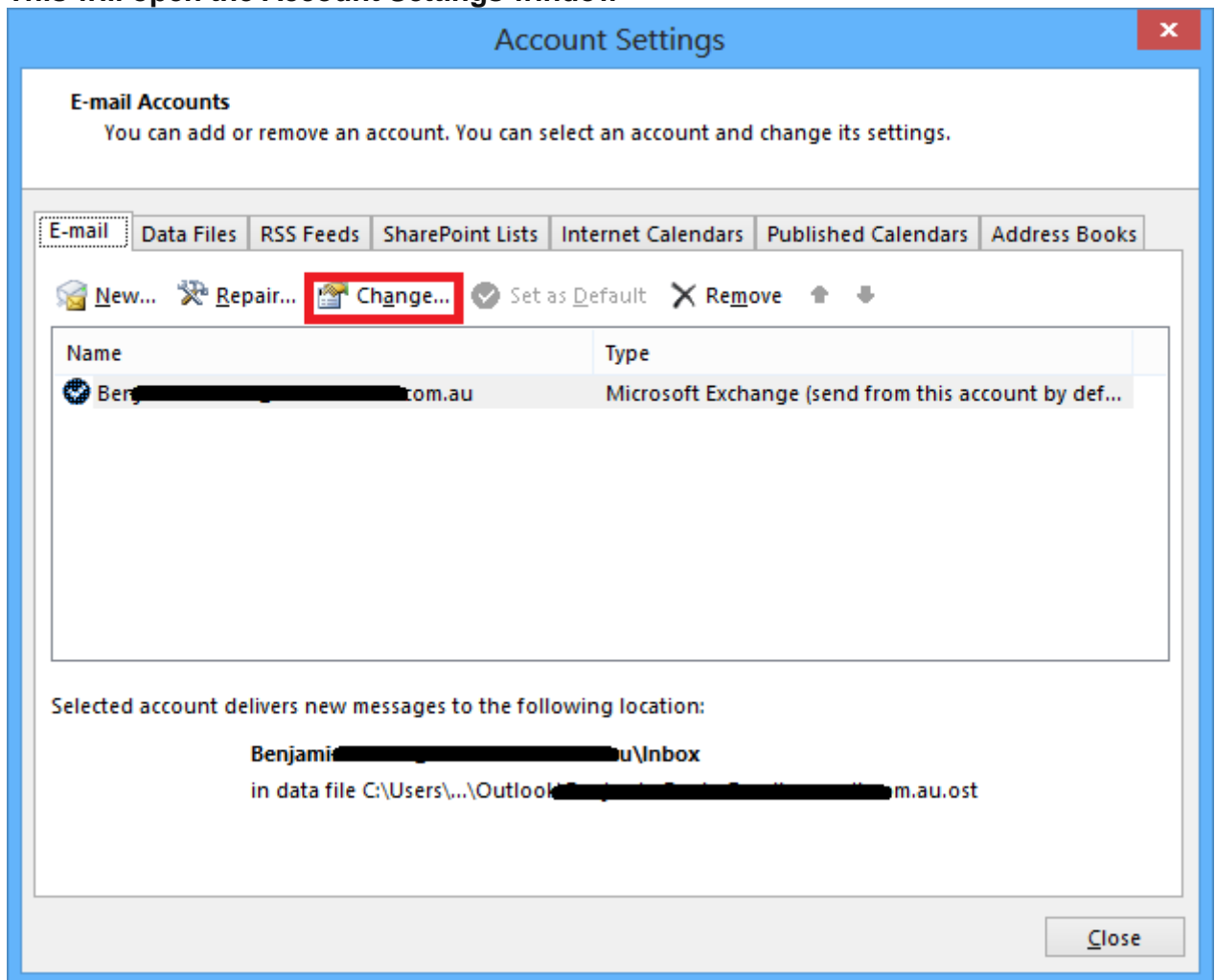1. **Click the FILE tab**



2. **Click Account Settings to open the dropdown, then Account Settings.**

3. **This will open the Account Settings window**



4. **Click on the account you want to modify and then click on Change to launch the Wizard**

**Change Account Wizard**

1. **Enter the new account information**

Change Account ✕

**Auto Account Setup**
Outlook can automatically configure many email accounts.

◉ E-mail Account

Your Name: Benjamin
Example: Ellen Adams

E-mail Address: benjamin███████████om.au
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

2. **Outlook will continue and possibly display some warnings, messages and security prompts.**

Microsoft Outlook ✕

🔒 **Allow this website to configure** ber.██████████████.au **server settings?**
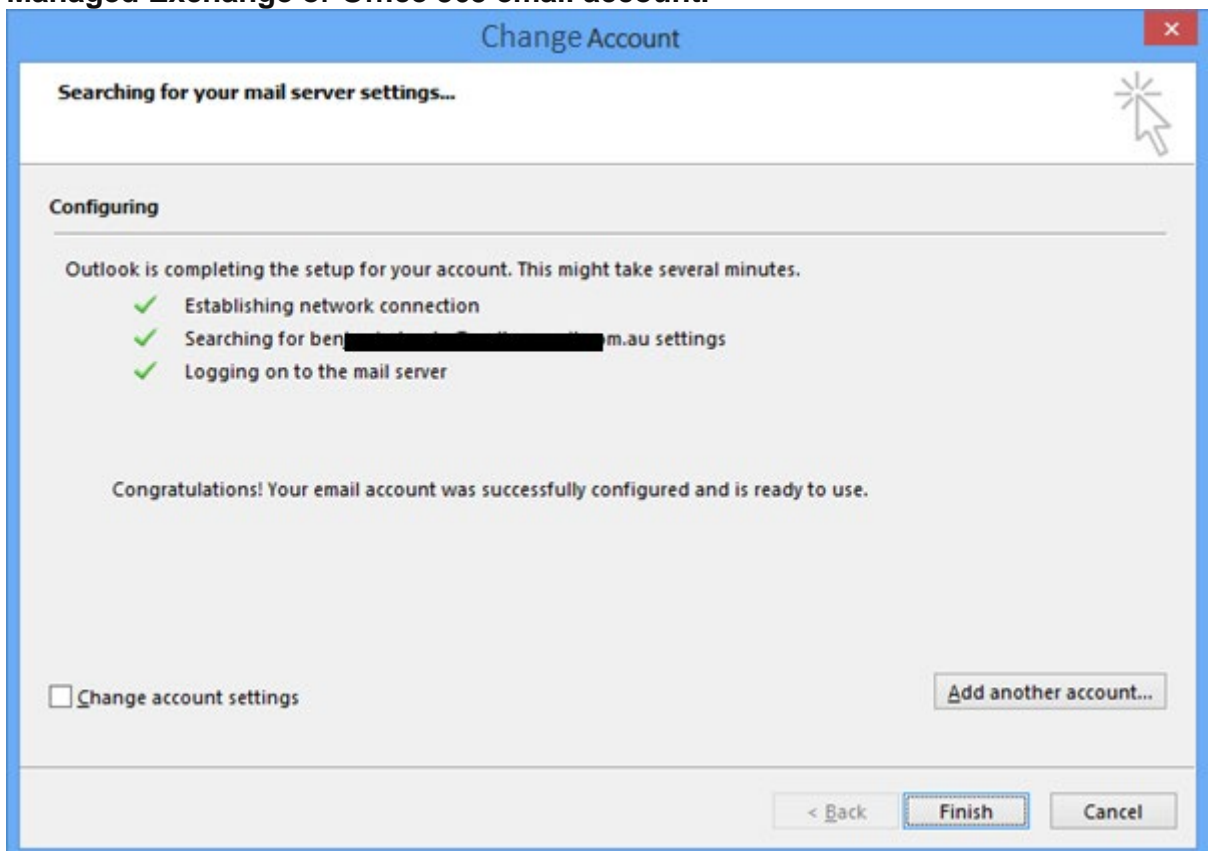
https://secu.████████████odiscover/autodiscover.xml

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

☑ Don't ask me about this website again

Allow    Cancel

## Security Alert ✕

⚠ ~~mailhost~~

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

✓ The security certificate is from a trusted certifying authority.

✓ The security certificate date is valid.

✗ The name on the security certificate is invalid or does not match the name of the site.

Do you want to proceed?

[ Yes ]   [ No ]   [ View Certificate... ]

3. **Accept the prompts as they are displayed on the screen, these are confirming security rules and settings for your Outlook to communicate with your Managed Exchange or Office 365 email account.**

## Change Account ✕

**Searching for your mail server settings...**

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

✓ Establishing network connection

✓ Searching for ben~~...~~m.au settings

✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings                    Add another account...

                              < Back   [ Finish ]   Cancel

4.  Three green ticks will confirm if the wizard has been successful after that simply click 'Finish'. You will now have to restart your Outlook for the email setup to be completed successfully.

5.  **Once you restart Microsoft Outlook, it may ask you enter your username and password a few times, select 'Please Remember my Credentials' and input your email address and password.**