



Open & Export

Save As

Save Attachments

Print

Account Information



Microsoft Exchange

+ Add Account

1.



Account
Settings ▾

Account

Change settings for this account or set up more connections.

☐ Access this account on the web.

2.



Account Settings...

Add and remove accounts or change existing connection settings.



Account Name and Sync Settings

Update basic account settings such as account name and folder sync settings.



Delegate Access

www.outlook.com/

[iOS or Android.](#)

others that you are on vacation