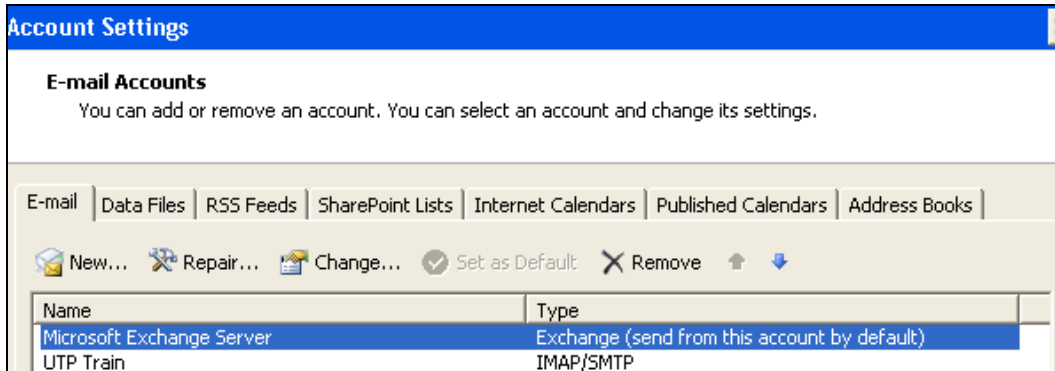


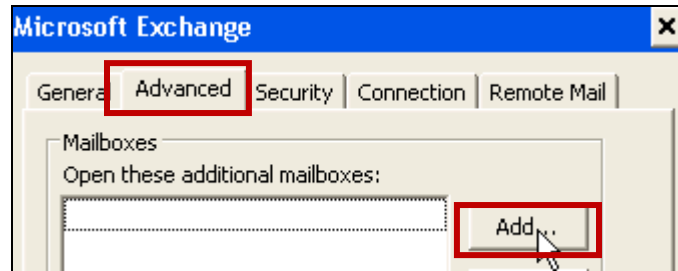
Adding a Group Account to Your Personal Outlook Profile

This allows individuals who have full rights to a Group Account to manage the e-mail to this account through their personal Outlook profile.

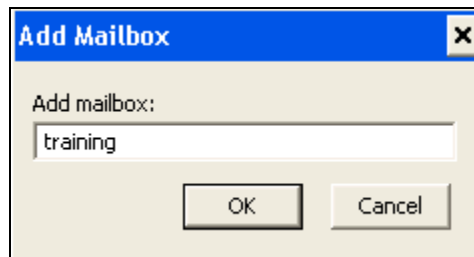
1. Get into your personal Outlook email account.
2. Go to Tools > Account Settings
3. Under the Email Tab, double-click Microsoft Exchange Server.



4. From the Change E-Mail Account window, click "More Settings" at the bottom right.
5. From the Advanced Tab click "Add."

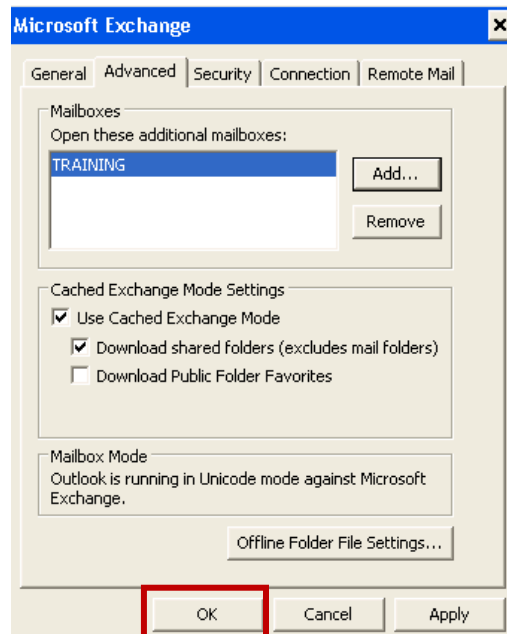


6. In the Add Mailbox window, enter the name of the account (what is before the @csueastbay). This name will be checked against the Outlook Exchange Address Book.

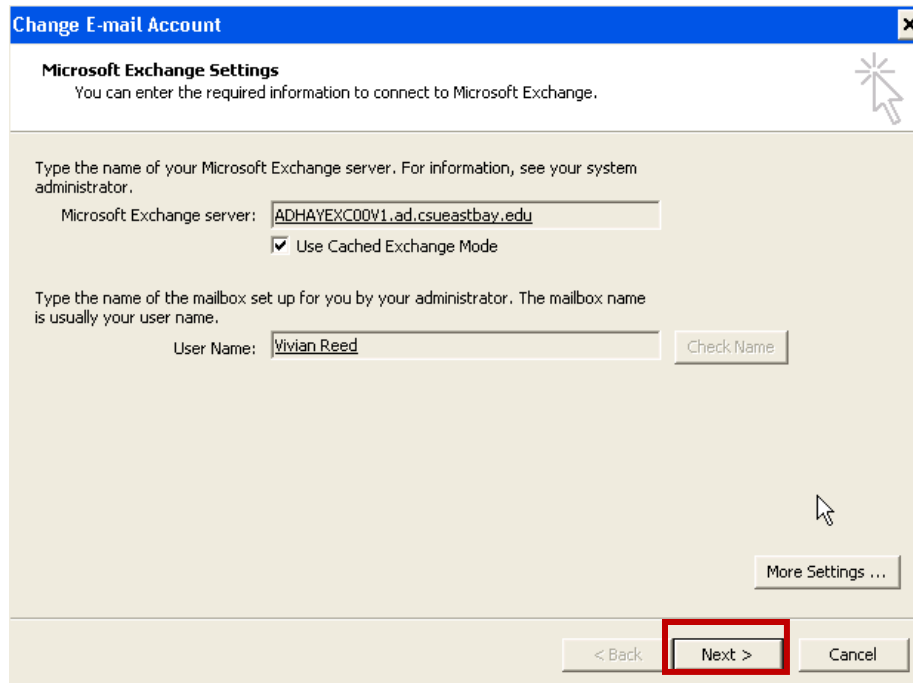


Adding a Group Account to Your Personal Outlook Profile

7. Click OK.



8. You will be returned to the Change E-mail Account window.
Click Next.



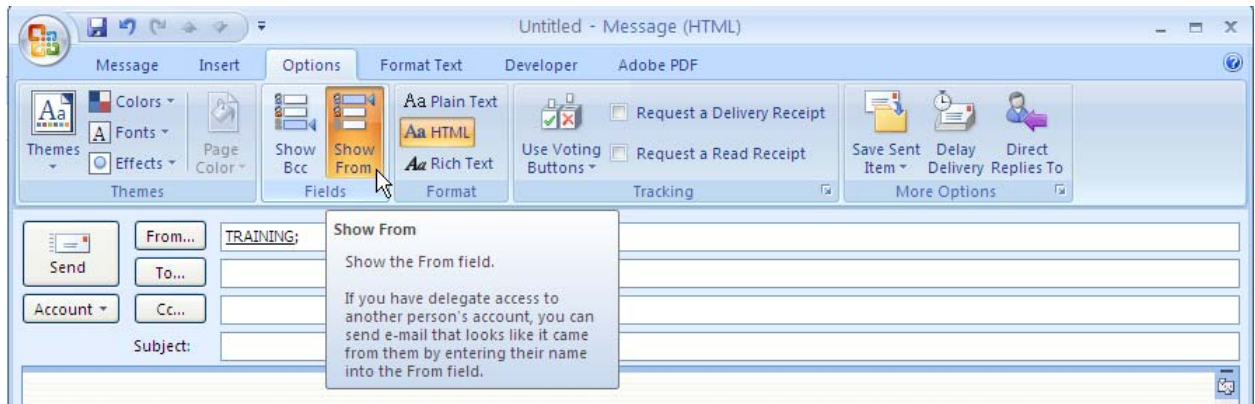
9. You will receive a congratulatory message saying that the account has been successfully setup.

Adding a Group Account to Your Personal Outlook Profile

Sending E-mail from the Group Account

By default, email sent from group account is sent from the individual's personal email account and stored in the individual's sent folder. You can have the Group Name displayed as "FROM" by turning on the Show From field.

1. Get into the Group e-mail In Box.
2. Select New Message.
3. Go to the Options Tab.
4. Turn on "Show From"
5. In the "From" field, enter the name of the Group Name.
You should be able to use the Address Book to get to the Group Name.



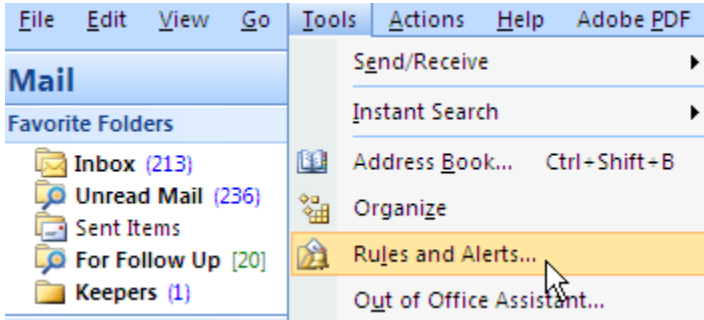
Adding a Group Account to Your Personal Outlook Profile

Filtering All Sent E-Mail to the Server's Sent Folder

By default all email will be put into the individual's Sent folder, even if the "From" is changed to the Group Name. If you want email from everyone to go to a specific Folder on the Server, you must create a Filter/Rule for this.

Creating a Rule Using Text in the Subject Field

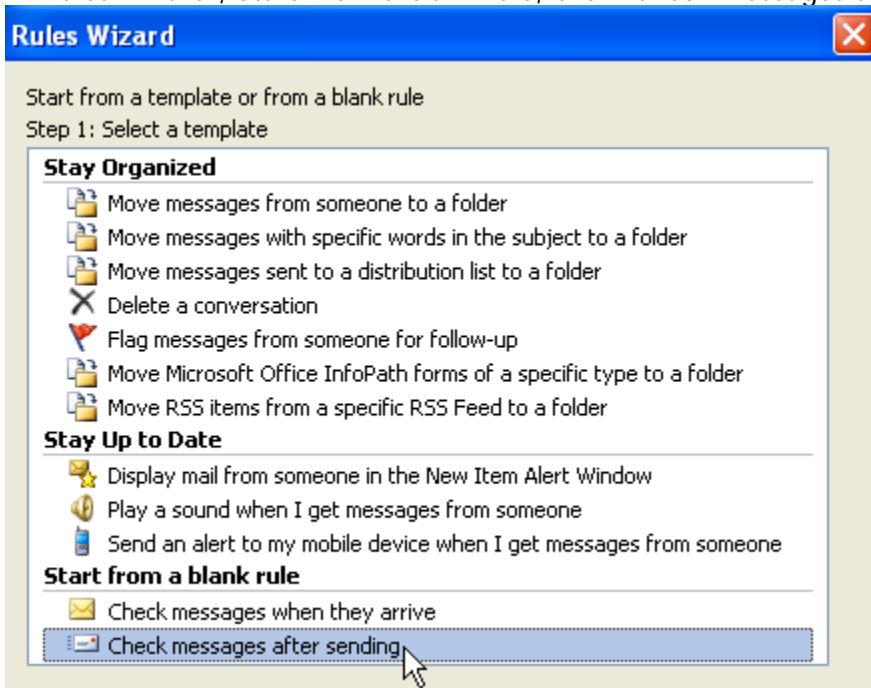
1. Tools > Rules and Alerts



2. Click New Rule

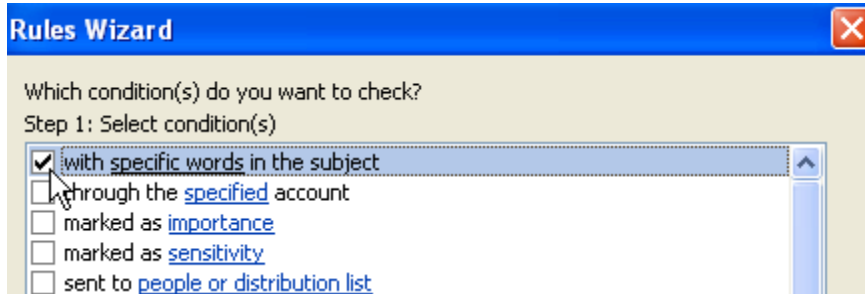


3. In Rules Wizard , Start From a blank rule, Click "Check messages after sending"

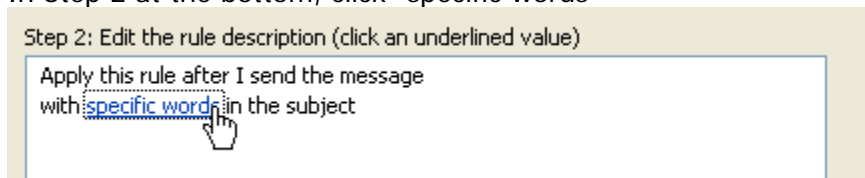


Adding a Group Account to Your Personal Outlook Profile

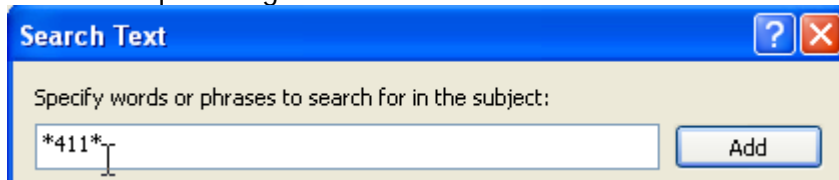
4. Click Next
5. In Step 1 on the top, Check off With specific words in the subject



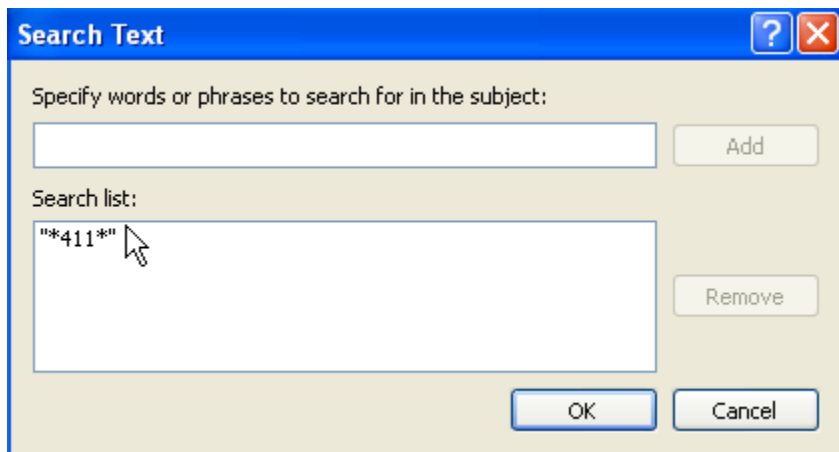
6. In Step 2 at the bottom, click "specific words"



7. Enter a unique string:



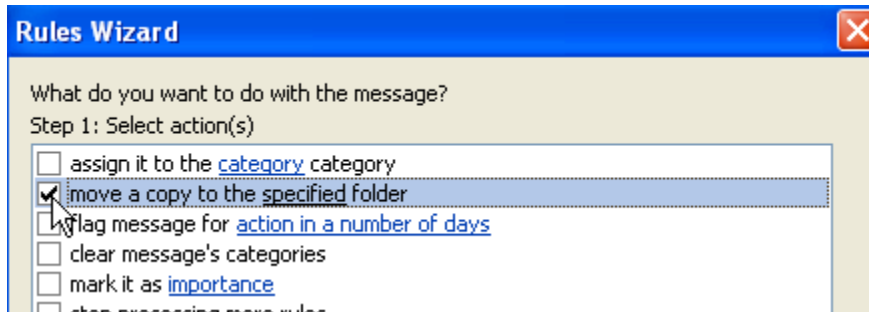
8. Click Add.
9. You will see the specific string appear in the Search list below.



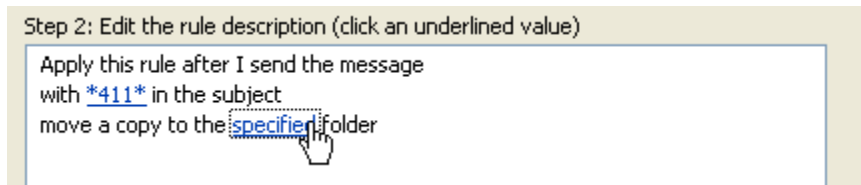
10. Click OK.

Adding a Group Account to Your Personal Outlook Profile

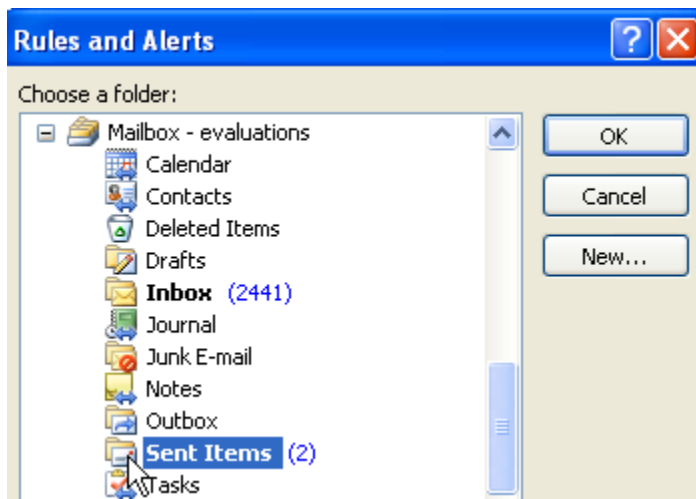
11. Click Next
12. In Step 1 on the top, Check move a copy to the specified folder.



13. In Step 2 at the bottom, Click "Specified"



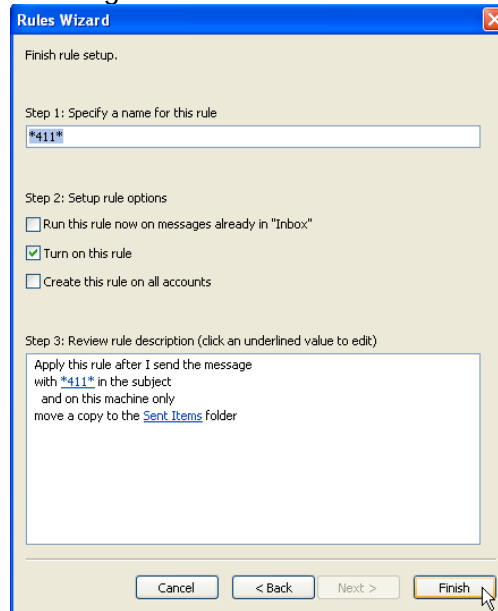
14. Select the folder you want the Sent mail to go to.



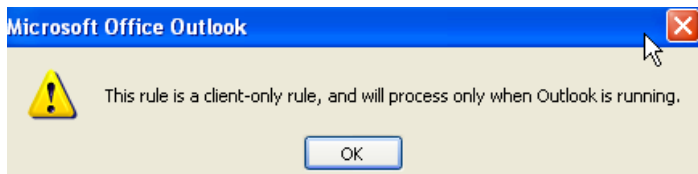
15. Click OK.
16. Click Next.
17. Click Next again.

Adding a Group Account to Your Personal Outlook Profile

18. Accept by clicking Finish or change the name of the rule.



19. Click OK at the client-only rule message.



20. Click OK.

21. Click Apply.

22. Click OK.

Any mail, from the individual or group that contains the specified string in the subject will be moved to that folder.

Outlook Web Access

1. Go to: <https://email.csueastbay.edu/exchange/groupname@csueastbay.edu/>
2. Enter your **personal NetID and Password**.
3. You will be able to see only the group email account.