



SETUP OUTLOOK ON VDESKONLINE

INTRODUCTION: This guide will explain how to set up Outlook on vDeskOnline.

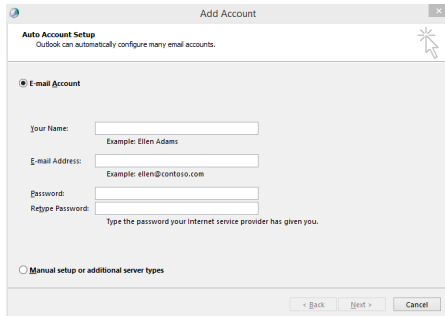
SYSTEM REQUIREMENTS: You will need a vDeskOnline account and Microsoft Outlook

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

Make sure you have username (email address) and password ready before commencing with this guide

STEP ONE

When you are creating your Outlook profile you will be presented with the Window below. Please fill out your name, email address and password – click next

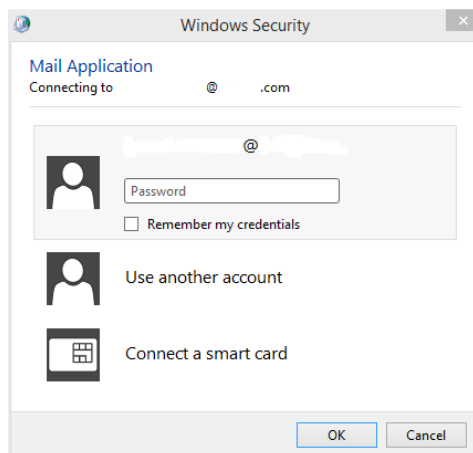


STEP TWO

You will be prompted for your username (email address) & password numerous times during the process of attaching your mailbox – please note the mailbox you are ‘Connecting to’ at the top of the Window

Your username should match this username in full i.e. [username@domain.com](#)

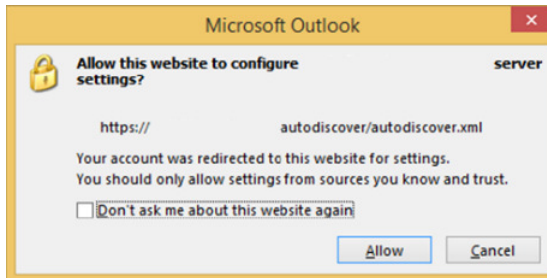
It May be worth selecting ‘Remember my credentials’ so that you are not prompted for your password on future log ins



For support please call +44 (0) 20 3740 1060, or email support@it-logik.com

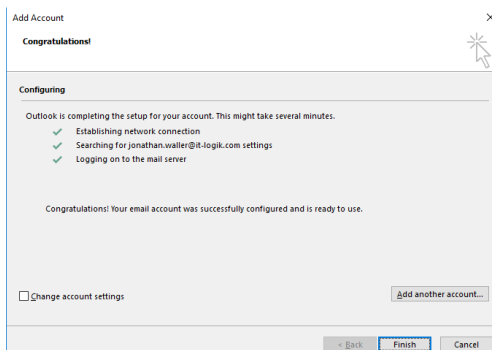
STEP THREE

- 1) You may be presented with the below Window – please tick ‘Don’t ask me about this website again’ and select ‘Allow’



STEP FOUR

Select Finish



STEP FIVE

Please note: Outlook will then need some time to build the local cache and sync with our mail server – and it will say ‘All files and folders are up to date’ at the bottom right of Outlook when completed

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