Create new exchange account on Outlook 2007/2010

1- Open Outlook 2007/2010 and click on “Next”

2- Click “yes” and “Next”

3- Press “Manually configure server settings or additional types” then “Next”
4- Press “Microsoft Exchange or Compatible service”

5- Fill in the Server field as per below, type in your user name and press “Check Name”
6- Click on “Finish”