Instructions for Logging into the New Exchange System

1. When you log into your workstation you should get a pop-up that looks similar to the one below.
2. It should say “Connecting to Your NetID”

![Figure #1]

3. Next type in your NetID@tamu.edu (i.e. johndoe@tame.edu) for the username as seen in Figure 2 below.

![Figure #2]
4. Next, type in your NetID password and click the “OK” button.

![Image 3](image3.png)

5. Now Outlook should start and you will see either your name or your NetID@exchange.tamu.edu as seen in the callout in Figure

![Image 4](image4.png)