

Welcome to Big Rig Media Hosted Exchange Server. Below you will find detailed information on how to set up your email account for outlook.

Outlook Online Server: (like gmail, aol, hotmail.)

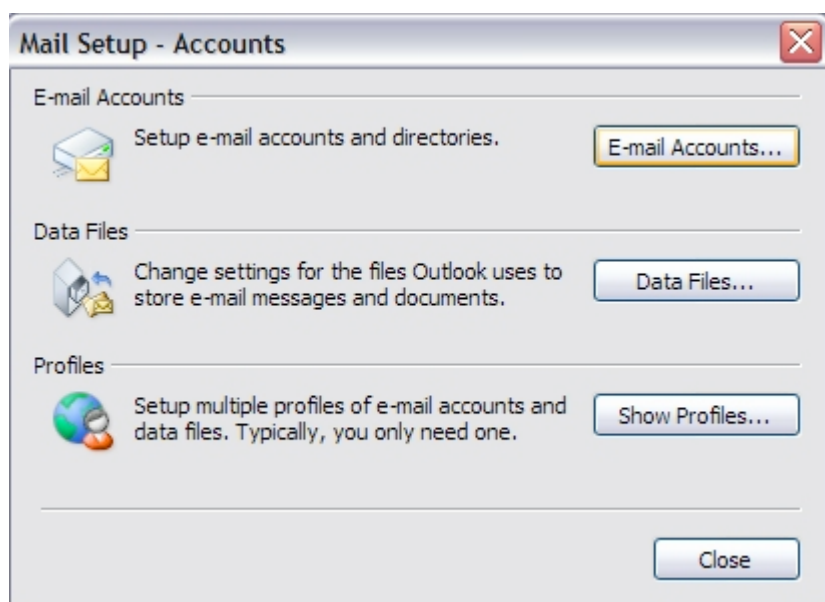
<https://bigrigmail.com/owa>

Outlook Set Up information below.

Go to **Control Panel** and Double Click the **Mail** Icon

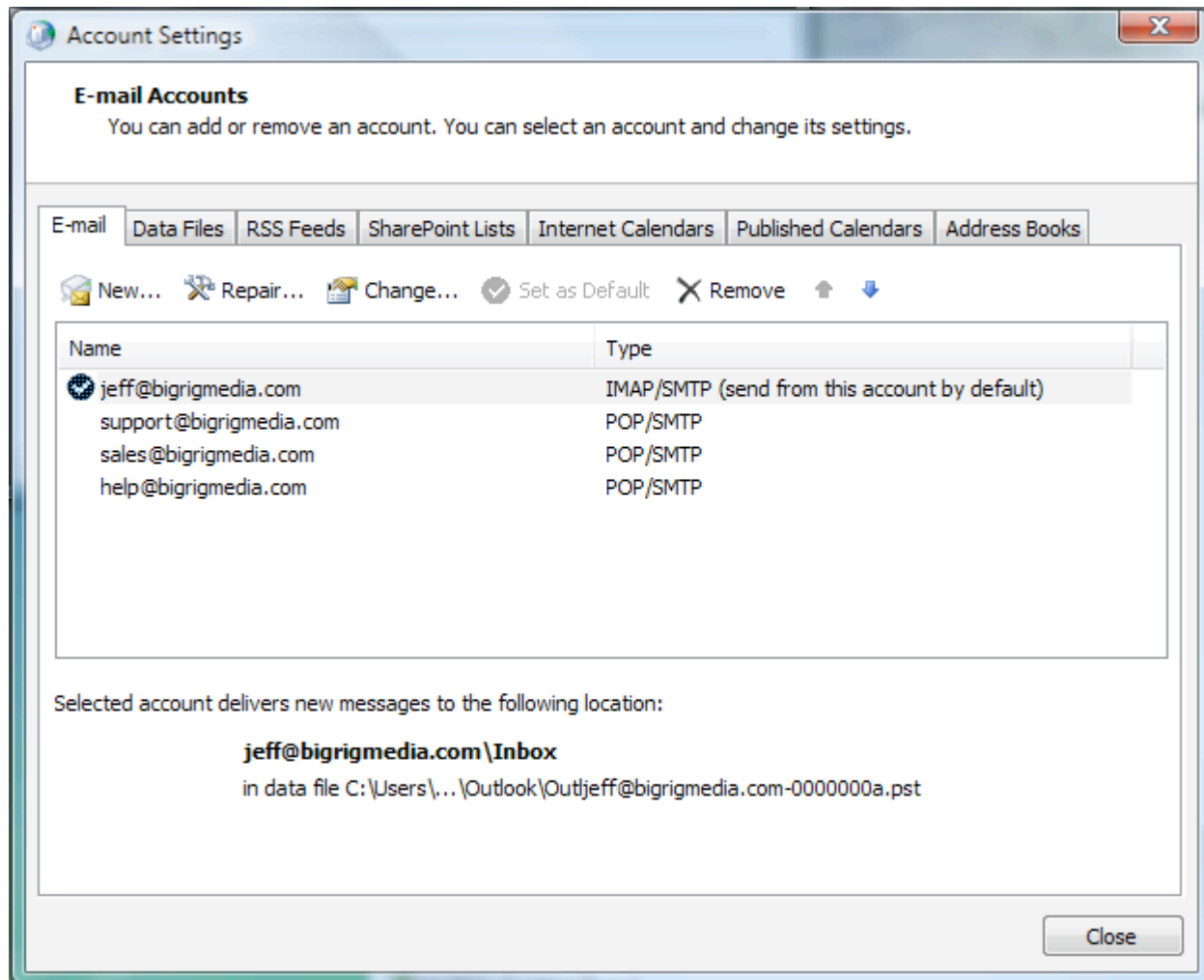


A window will open up like the window below.

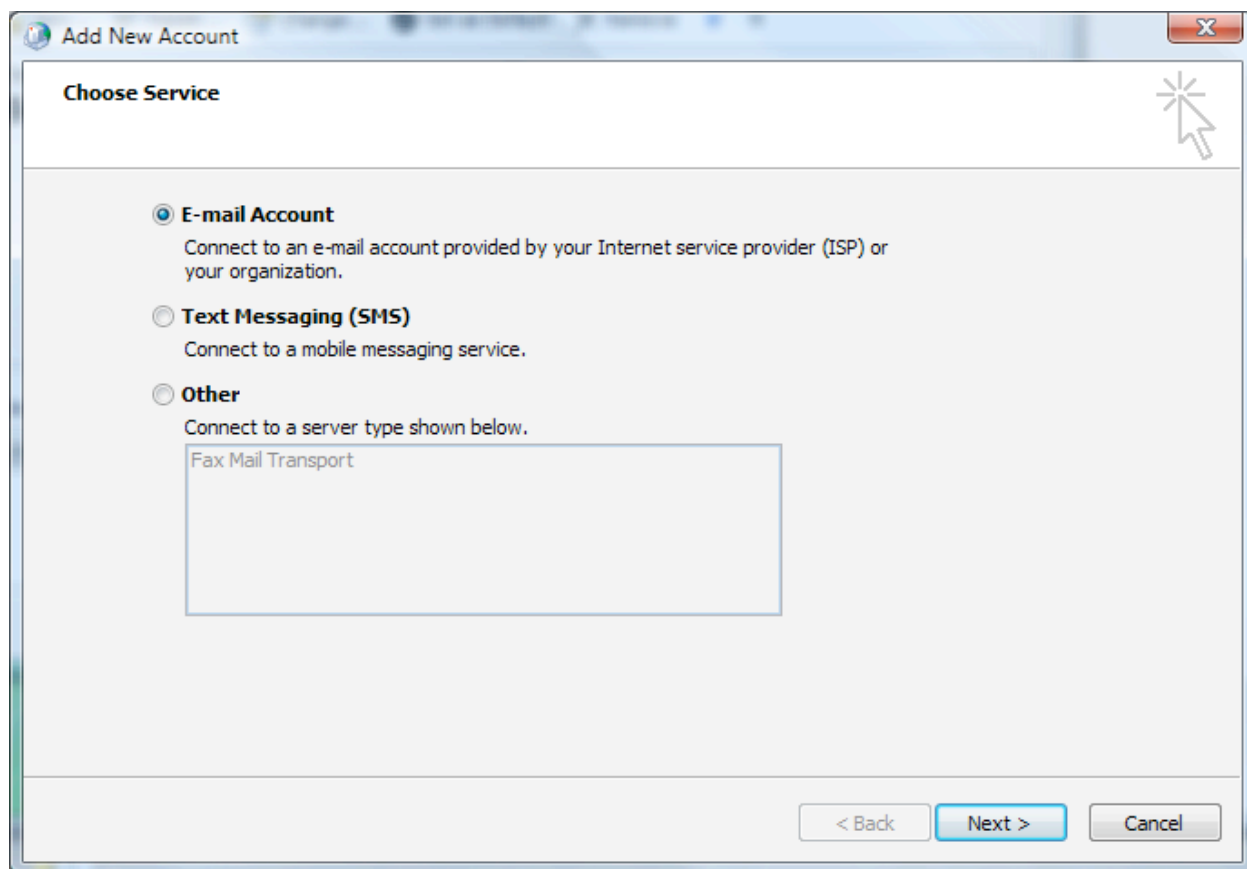


Click on **Email Accounts**

Click on New...



If you are using the Exchange Autodiscover Method Click on Email Account and click Next >



Type in Your Name, Email Address, Password and click Next >

The screenshot shows a Windows-style dialog box titled "Add New Account". Inside, the "Auto Account Setup" section is active, with a mouse cursor pointing to a "Next" button icon. Below this, there are three radio button options: "E-mail Account" (selected), "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "E-mail Account" section contains four input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

On the following screen click finish

