

Outlook 2010 Configuration

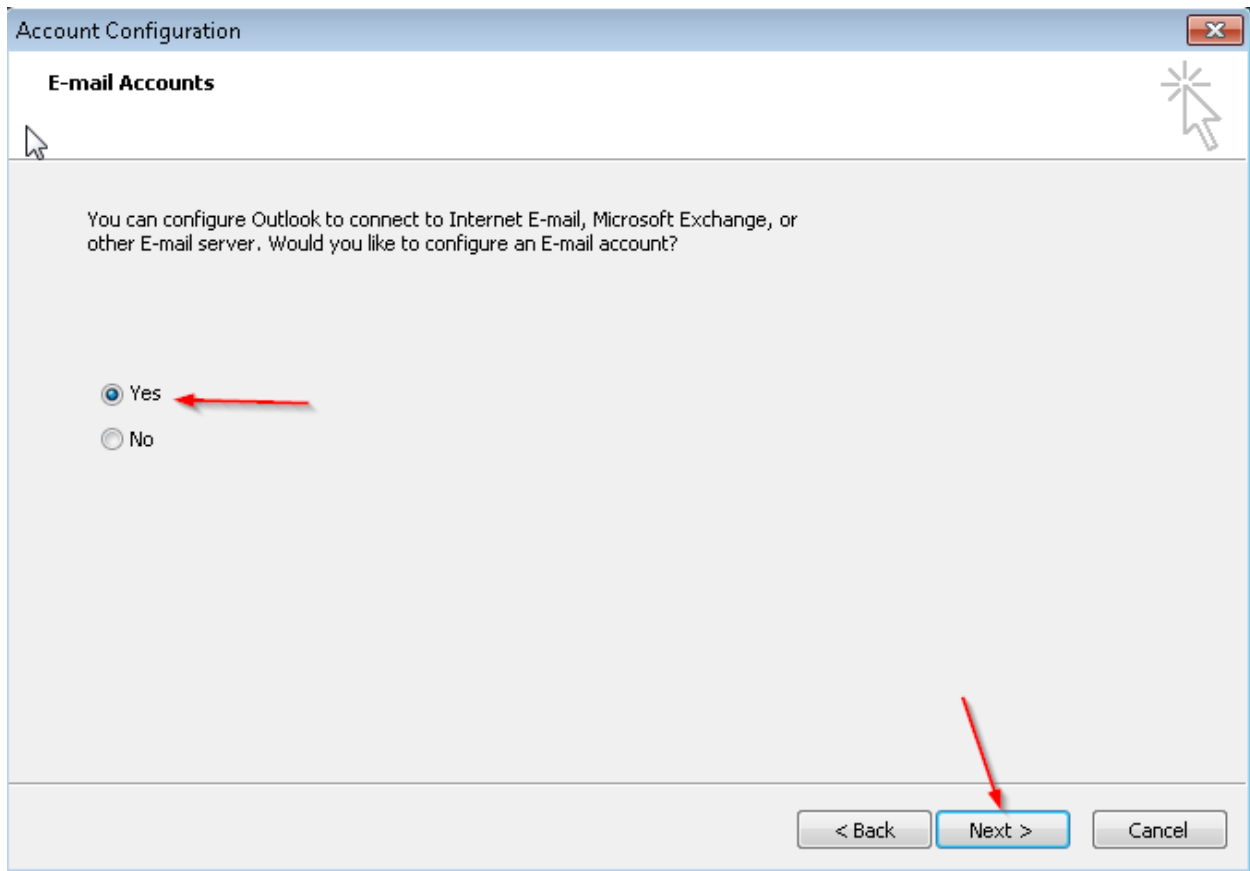
1. Open Outlook by clicking the Outlook icon in the Start Menu or on the desktop



2. The new Profile dialog box will come up, click Next



3. Make sure the YES radio button is selected and click Next again



4. Make sure the Name and Email address match your information, this will all be filled out automatically. If it doesn't come up correctly you will need to contact the helpdesk for assistance. Click Next if the information is correct.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

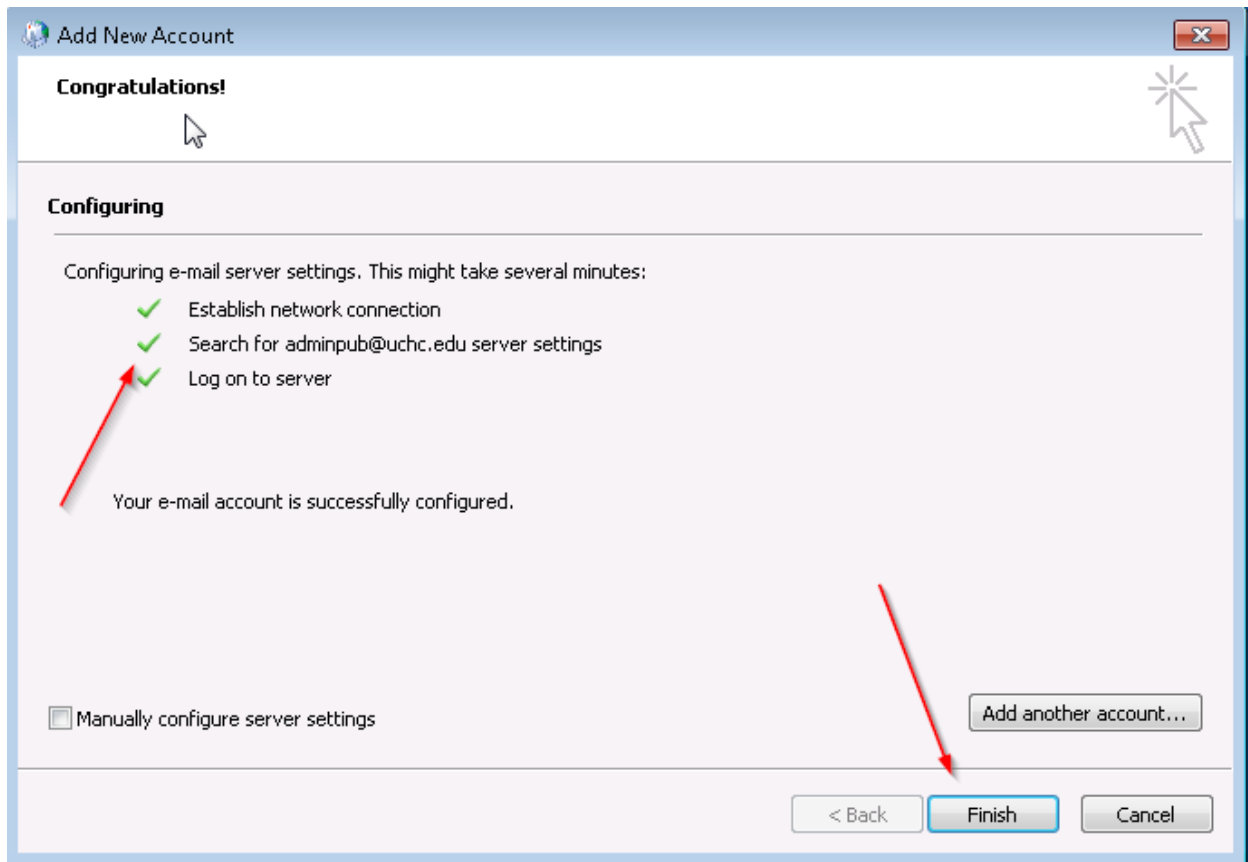
Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Text Messaging (SMS)

Manually configure server settings or additional server types

5. Make sure that all 3 steps get green check marks, then click Finish



6. Outlook is configured and ready to use, if Outlook displays any errors or fails to bring up your email please contact the helpdesk for further information.