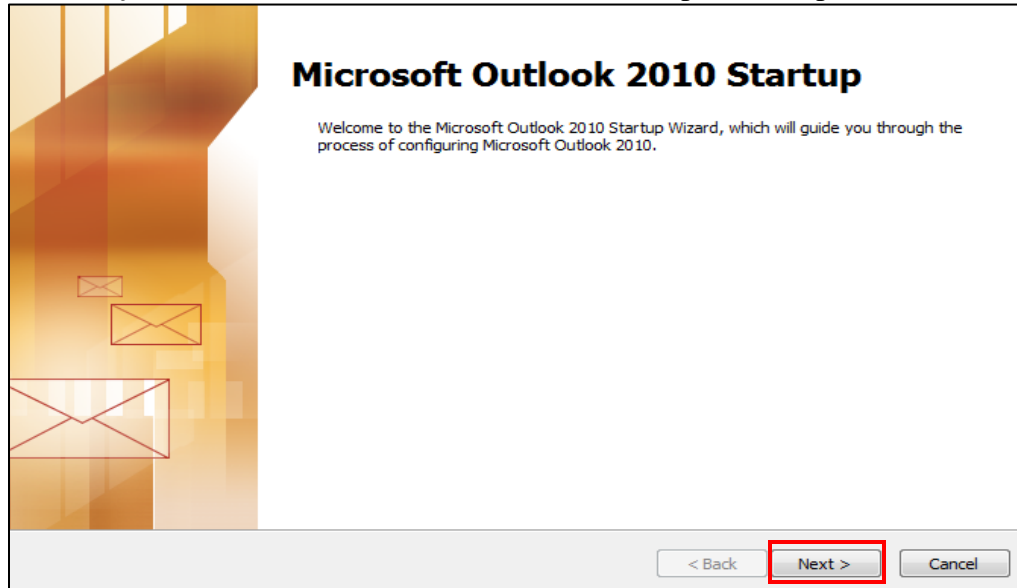


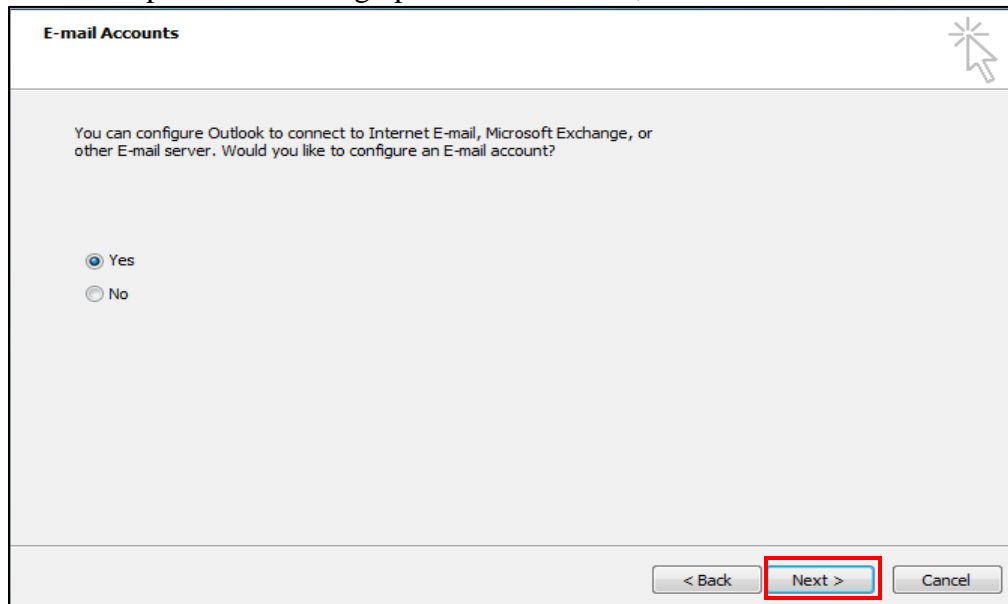
How To Set up Outlook 2010

1. Open Outlook-

Automatically: When the Microsoft Outlook 2010 Startup wizard opens, click **Next**.



The Email Accounts page, will ask you if you are ready to configure an E-mail account. To continue the process of setting up an email account, click **Next**.



Manually: If the Microsoft Outlook 2010 Startup wizard doesn't appear, on the Outlook 2010 toolbar, click the **File** tab. Then, just above the Account Settings button, click **Add Account**.

2. Auto Account Setup-

Automatically: Outlook will fill in the Your Name and Email Address settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your 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

< Back **Next >** Cancel

Manually: If the information on the Auto Account Setup page isn't filled in for you, type the correct settings based on your current email address.

If the information isn't correct, delete the email address in the Email Address field, and new boxes will populate, where you can make changes to any of the fields provided.

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

Password:

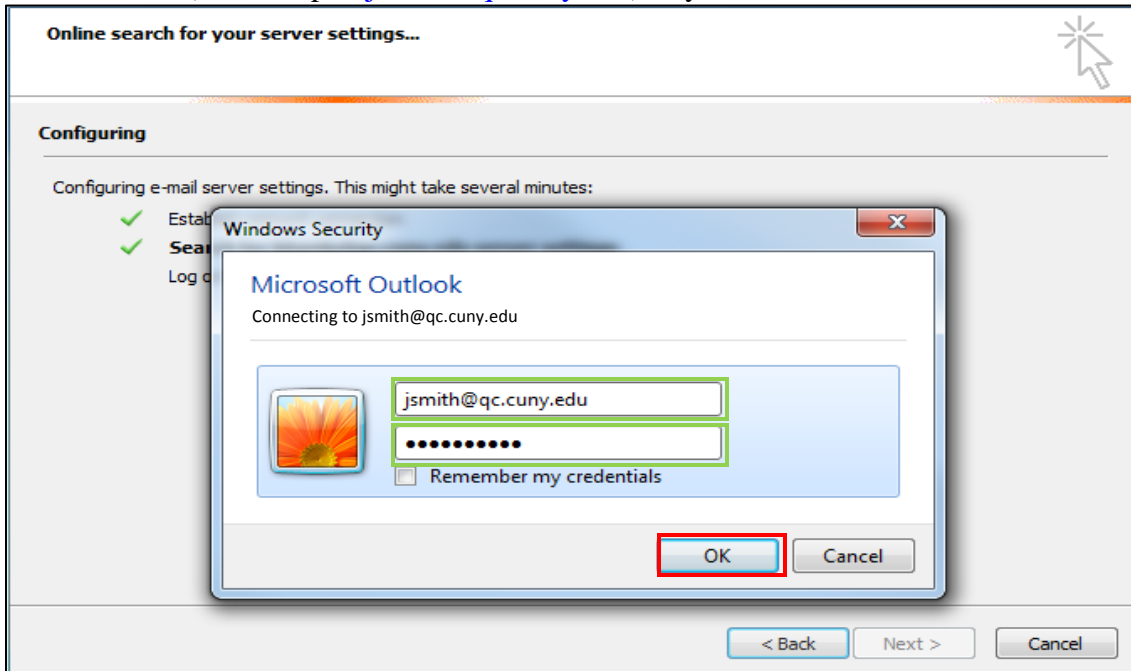
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

3. Outlook will perform a search to find your email server settings. You will be prompted to enter your user name and password during this search. Make sure that you enter your full email address (for example: jsmith@qc.cuny.edu) as your username.



4. Once your account is set up, you will see the following text: *Your email account is successfully configured*. Click **Finish**.

