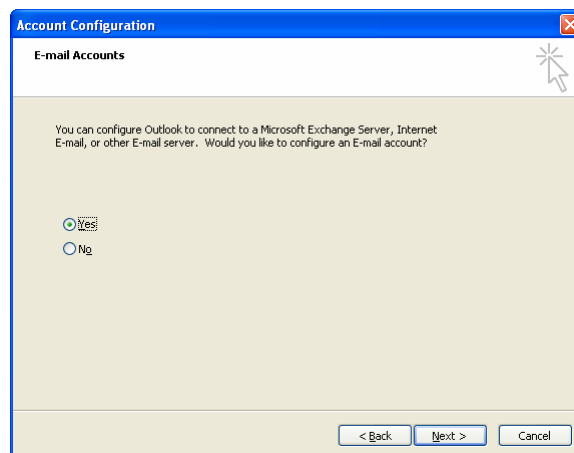


## How Do I Setup My Email in Outlook?

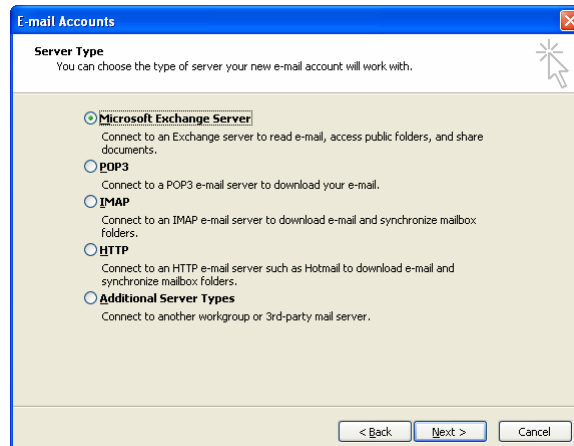
Logon to the PC you will be using and start the OUTLOOK email program.  
Click *Next*



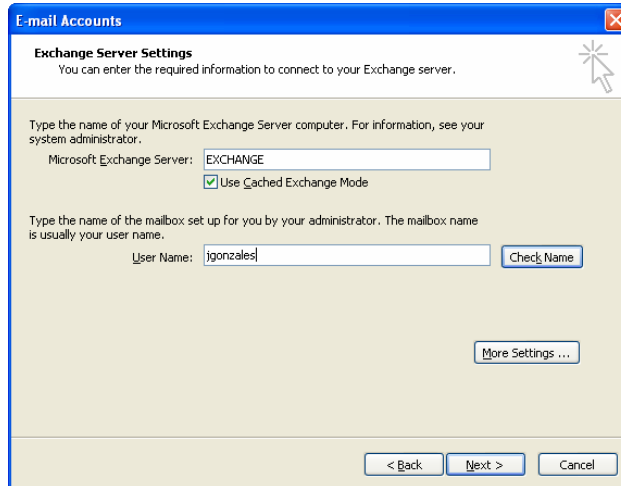
Select *Yes* to configure an email account, click *next*.



Select *Microsoft Exchange Server* for server type, click next

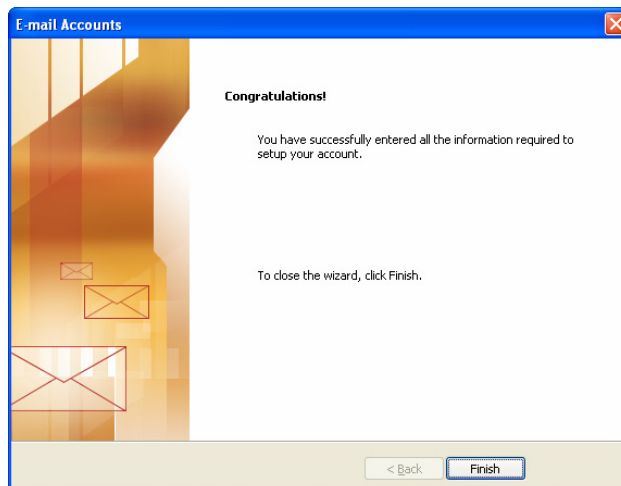


Type *Exchange* for the name of the MS Exchange server. Enter your username (usually first initial + lastname) and press *Check Name*. Click *Next*.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The window title is 'E-mail Accounts'. Below the title bar, it says 'Exchange Server Settings' and 'You can enter the required information to connect to your Exchange server.' There is a mouse cursor icon in the top right corner. The main area contains two sections of text. The first section says 'Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.' Below this is a text box labeled 'Microsoft Exchange Server:' containing the text 'EXCHANGE'. Below the text box is a checked checkbox labeled 'Use Cached Exchange Mode'. The second section says 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' Below this is a text box labeled 'User Name:' containing the text 'jgonzalesj'. To the right of the text box is a button labeled 'Check Name'. Below the text boxes is a button labeled 'More Settings ...'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

Click *Finish* and Outlook will open to your Email account.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Congratulations' step. The window title is 'E-mail Accounts'. The main area has a decorative background on the left with several envelope icons. The text in the center says 'Congratulations!' followed by 'You have successfully entered all the information required to setup your account.' Below this, it says 'To close the wizard, click Finish.' At the bottom of the dialog box are two buttons: '< Back' and 'Finish'.

Your Email account should now be ready to use.

If you encounter any problems or need assistance, please contact the Technology Dept at Ext 1425.