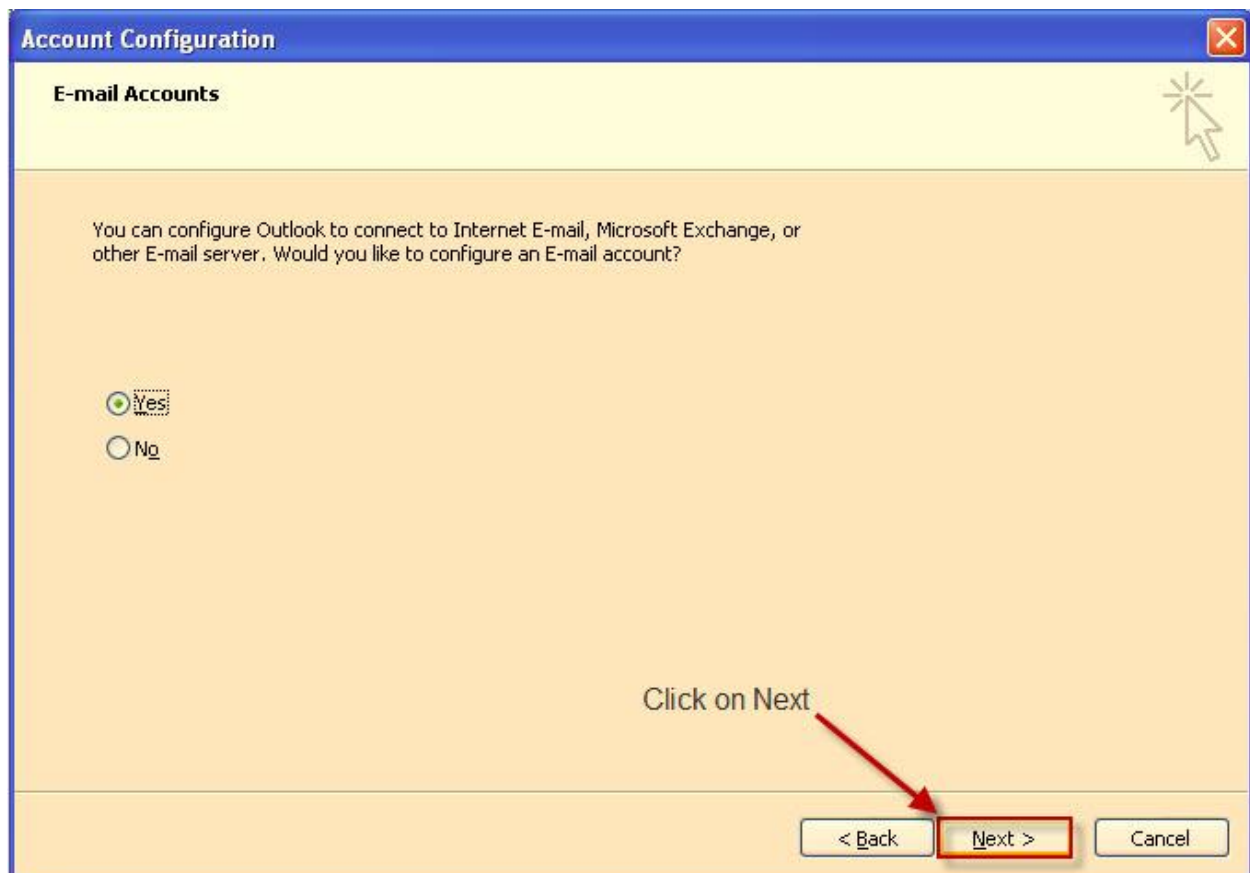


Double-click on the Microsoft Outlook 2010 icon to launch the program.



This is the first screen you will see after double clicking the Microsoft Outlook 2010 icon is the Microsoft Outlook 2010 Startup Wizard.

Click on the “Next” button to continue.



By default, the bullet next to "Yes" is selected for you. Click on the "Next" button to continue.

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**

Click on Next

< Back **Next >** Cancel

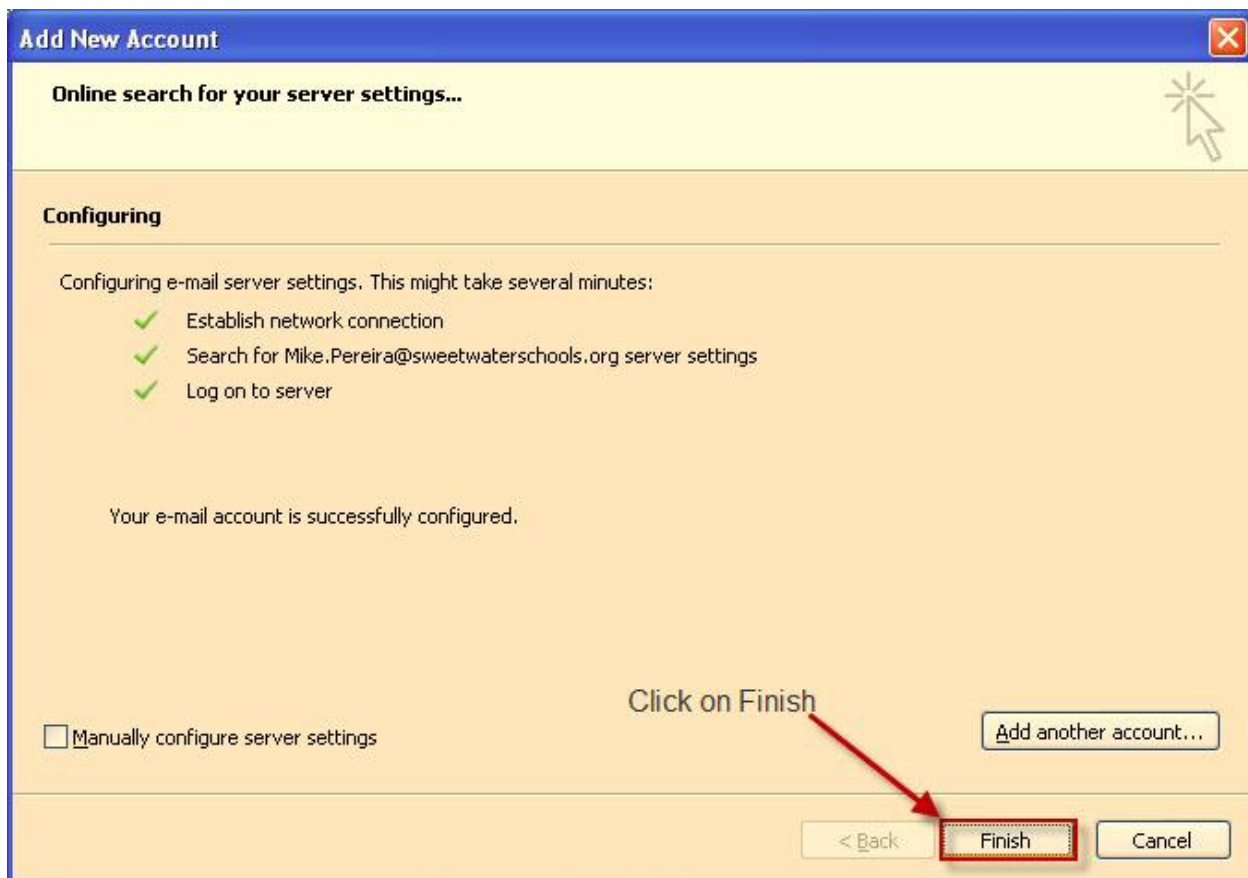
By default, the bullet next to “E-mail Account” will be selected for you.

You will also notice that the “E-mail Address” field has been automatically filled in with your updated e-mail address.

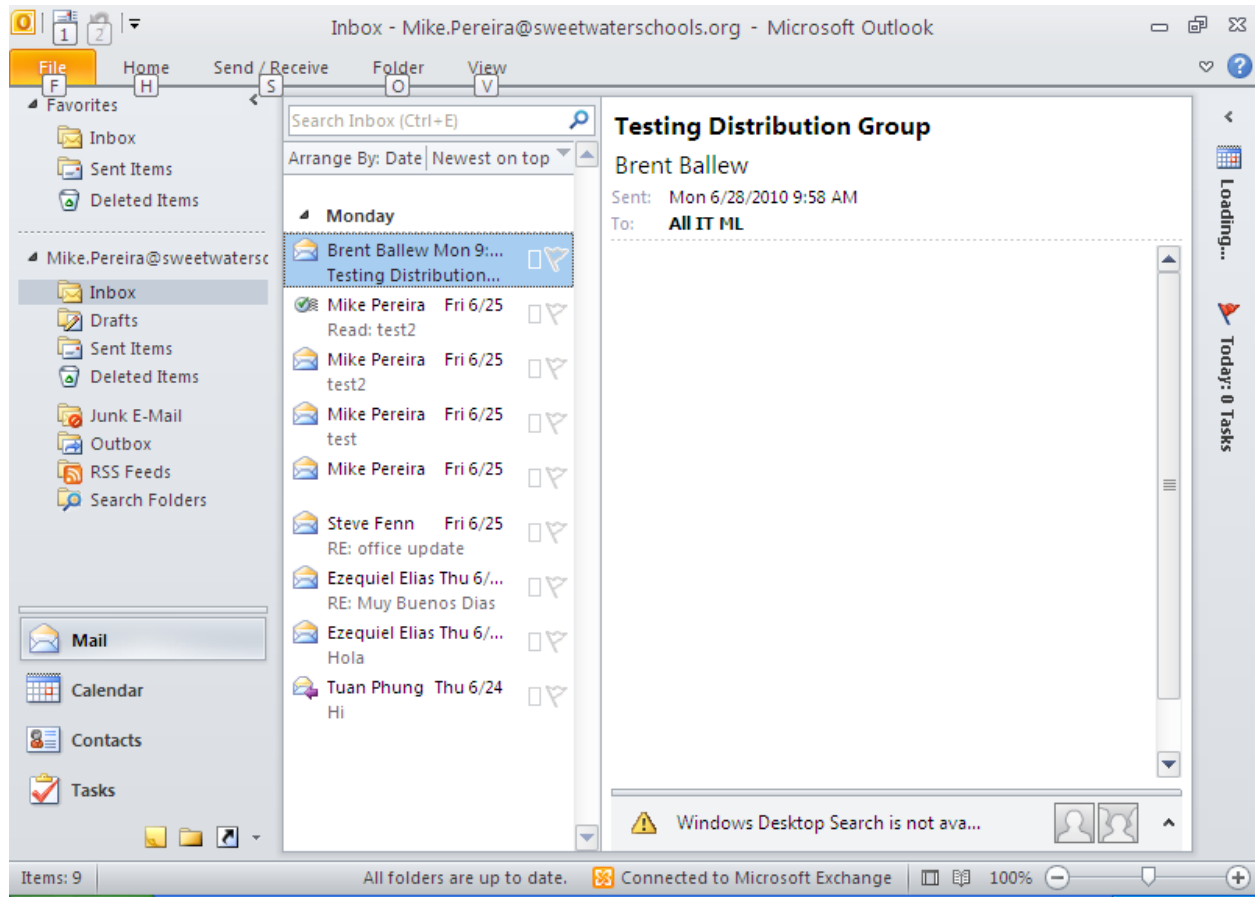
Click on the “Next” button to continue.

Note:

Please contact Applications Support, at 585-7995, if you do not see your e-mail address appear in the “E-mail Address” field.



Click on the "Finish" button to finalize the e-mail account configuration process.



Your new Microsoft Outlook Desktop will now appear as displayed above.