Microsoft Office 2010 Wizard setup

Click on outlook to start program. Click on Next.

In Account Configuration, click on the Yes radio button and click next.
Put your email information in the Add New Account setup. Click on Next

The wizard will search for your Gettysburg email. A box titled “Windows Security” will popup and your email name will be already inserted in the top line. You will need to delete your email name from this box and type in Gettysburg\email name. Type your Gettysburg email password in the second box and check the box “Remember my Credentials”, click on OK.
Click on Finish and Outlook will open and retrieve your Gettysburg email from the server. This may take some time depending on how much mail you have.