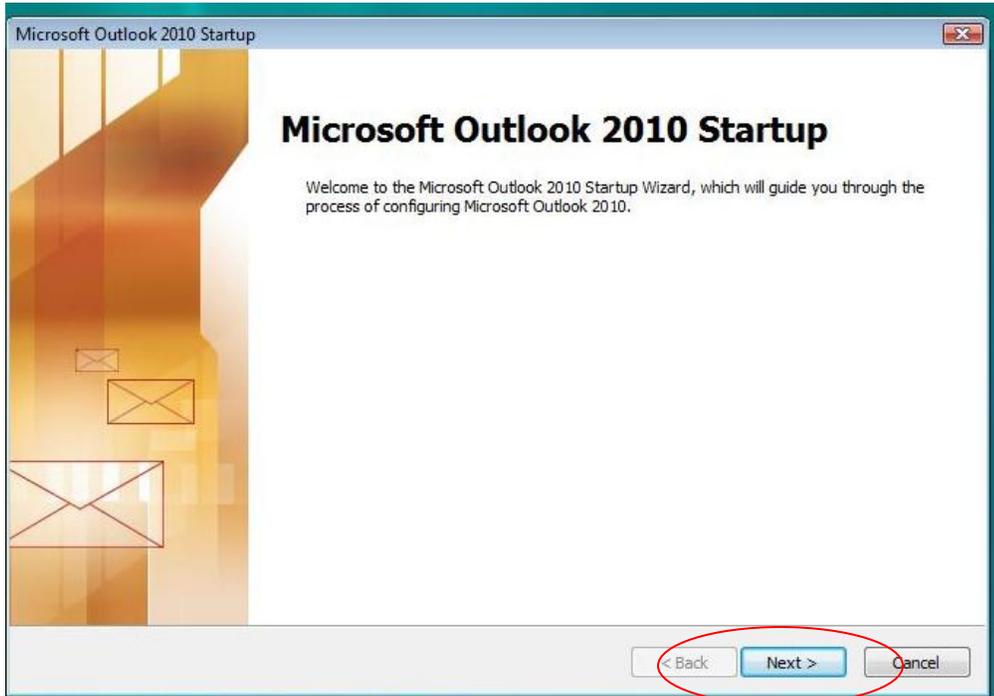
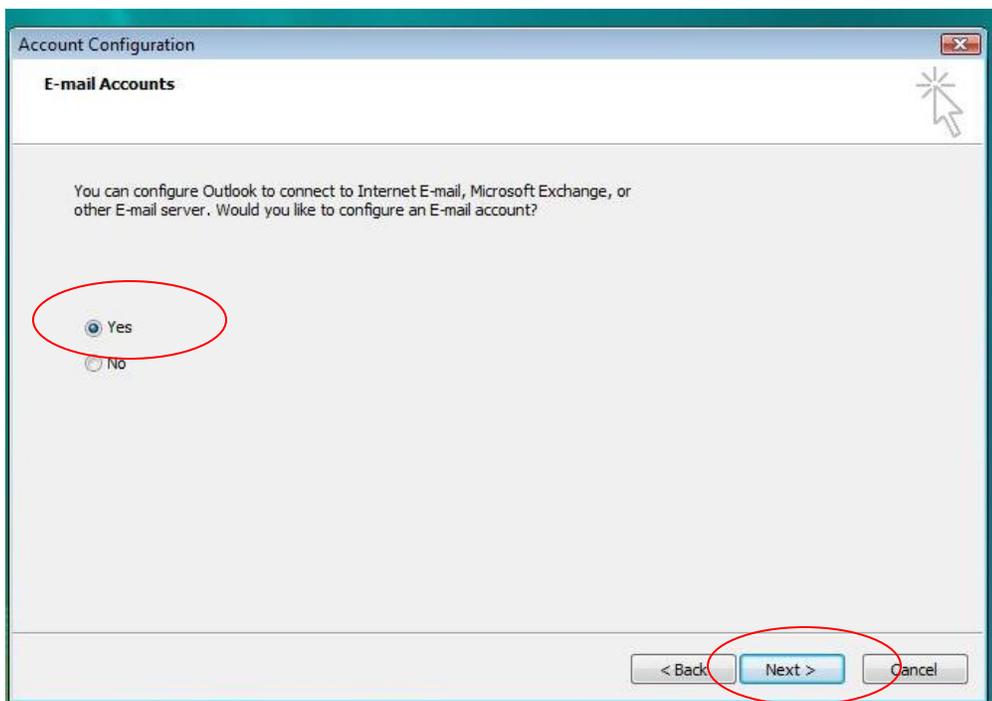


Microsoft Office 2010 Wizard setup

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

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

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

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.

Windows Security

Microsoft Outlook
Connecting to dellch02@gettysburg.edu

Remember my credentials

OK Cancel

Type gettysburg\email name
In this box

Add New Account

Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

- Establish network connection
- Search for dellch02@gettysburg.edu server settings**
- Log on to server

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.

