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.

Account Configuration	
E-mail Accounts	关
You can configure Outlook to connect to Internet E-m other E-mail server. Would you like to configure an E-	nail, Microsoft Exchange, or mail account?
(Yes	
O No	
	< Back Next > Oancel

Put your email information in the Add New Account setup. Click on	Next
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Auto Account Setu	p		米
Click Next to conn	ect to the mail server and automatically co	nngure your account settings.	L
E-mail Account			
Vour Namer	Alex Finanda		
Tour Manie,	Example: Ellen Adams		
E-mail Address:	lincab01@gettysburg.edu		
	Example: ellen@contoso.com		
Password:	******		
Retype Password:	Type the password your Internet serv	ice provider has given you.	
Text Messaging (SMS)		
🕅 Manually configu	re server settings or additional serve	er types	

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	Type gettysburg\email name
	gettysburg\lincabD1 Password	In this box
	Remember my credentials	OK Cancel
Add New Acco	ount rch for your server settings	
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
Establish network connection		
-	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.

Add New Account	X
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	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account
< Rack	Finish Cancel