

How to set up your Outlook Email on your computer.



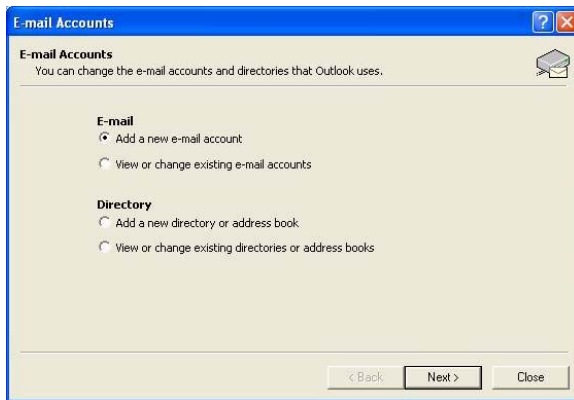
- 1) Go to Start -> Control Panel
- 2) Click on Switch to Classic View
- 3) Double-click on the Mail Control Panel



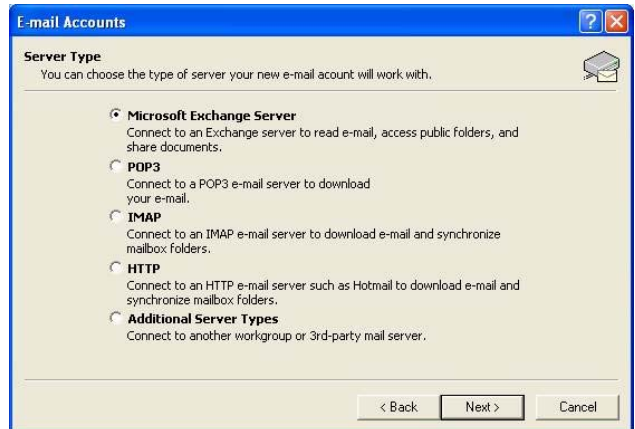
- 4) Click on email accounts



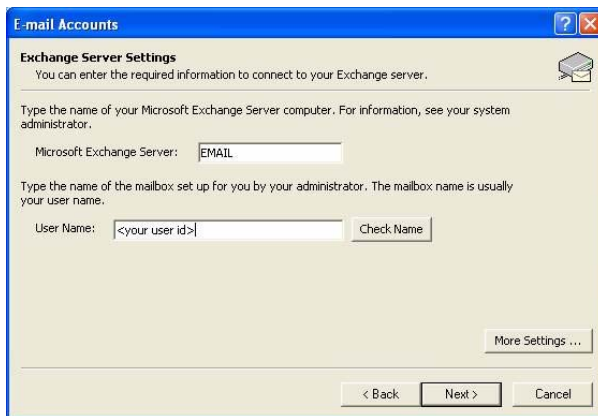
- 5) Select Add a new Email Account and click Next



- 6) Select Microsoft Exchange Server and click Next



- 7) Type in EMAIL for your Microsoft Exchange Server and your user id (the first part of your email address before the @ symbol) and click Next



- 8) Click Finish



- 9) Open Outlook

