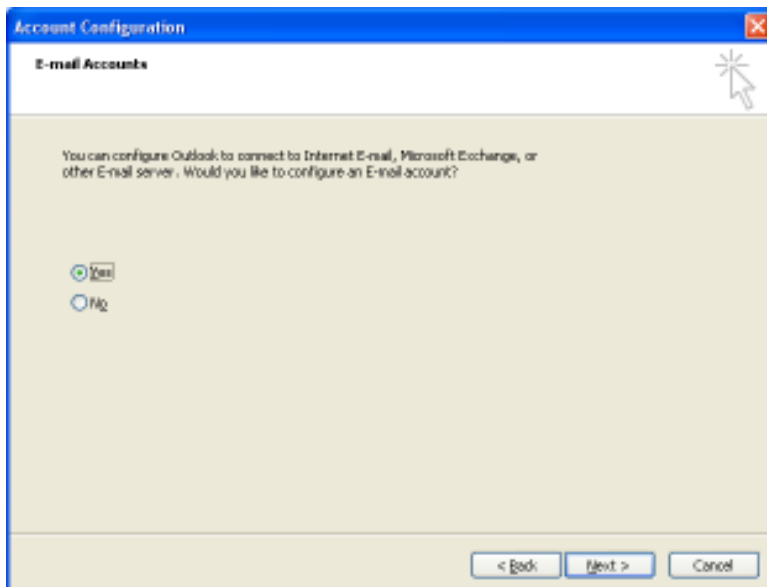


Setup Microsoft Office Outlook 2007

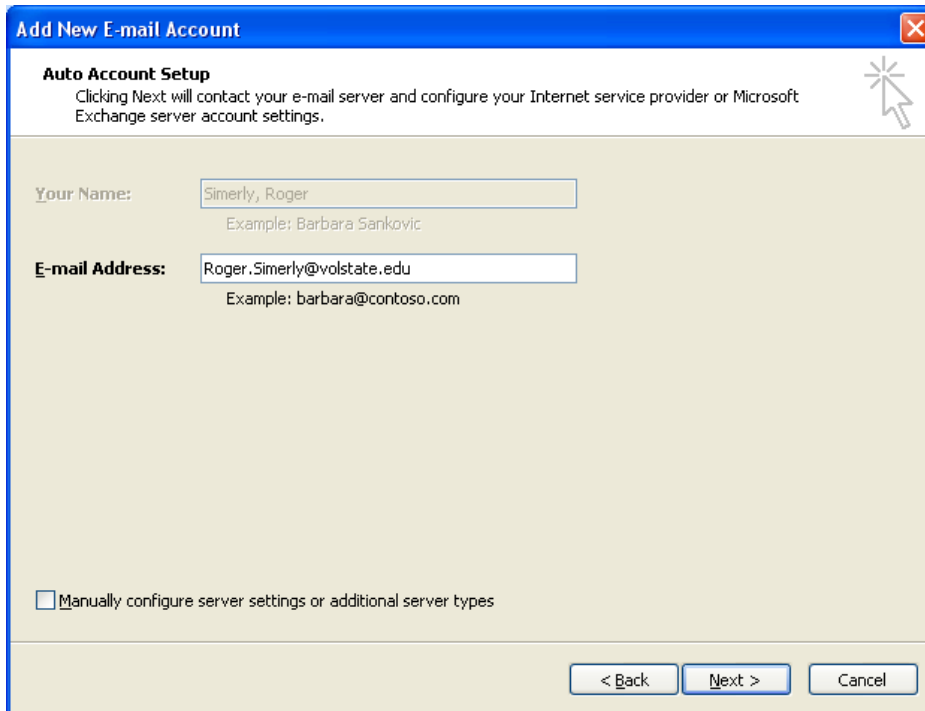
1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the icon for Outlook 2007 on the Desktop or in the Start Menu. Open this program.
3. The “Outlook 2007 Startup” wizard will now begin. Click the “Next” button.



4. On the Account Configuration screen, click the radio button labeled “Yes”. Then click the “Next” button.



5. On the Add New E-mail Account screen, your Name and E-mail Address should automatically appear. Then click the “Next” button.



Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

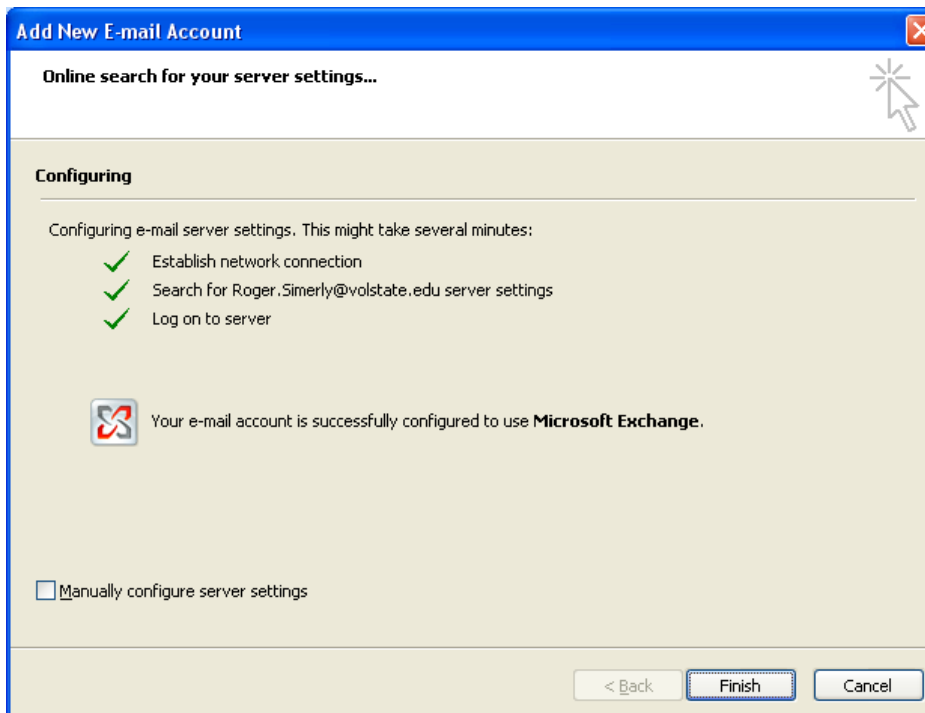
Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Manually configure server settings or additional server types

< Back **Next >** Cancel

6. On the Add New Email Account, the program will automatically configure all the email settings after a few seconds. Once it has stopped, please click the “Finish” button.




Add New E-mail Account

Online search for your server settings...

Configuring

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

- ✓ Establish network connection
- ✓ Search for Roger.Simerly@volstate.edu server settings
- ✓ Log on to server

 Your e-mail account is successfully configured to use **Microsoft Exchange**.

Manually configure server settings

< Back **Finish** Cancel