

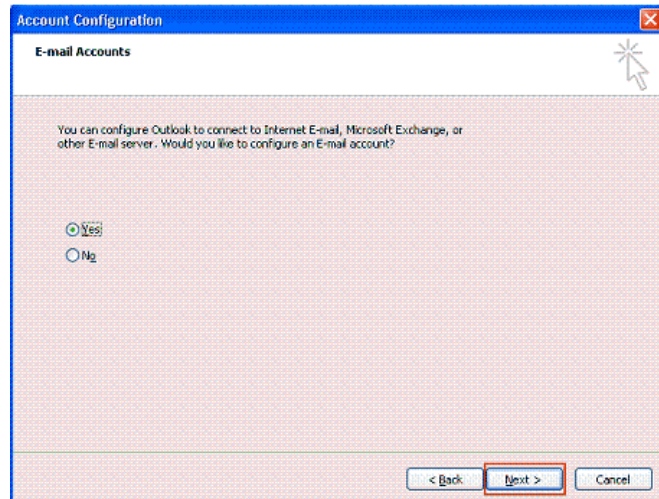
Configuring Outlook for 1st time User/Reimage

All users in the library will get a Microsoft Exchange account on the new email server. Once the user activates his/her netid and logs into the computer, use the instructions below to connect to the user's email and calendaring account.

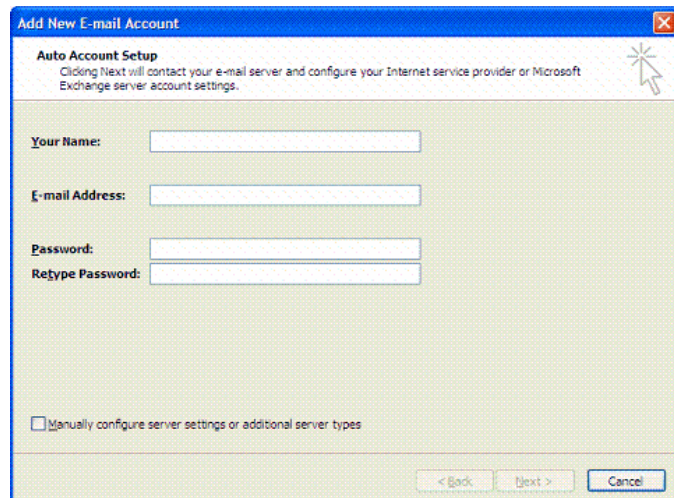
1. Launch Microsoft Outlook via the start menu or desktop shortcut
2. The Outlook Startup Window will be displayed



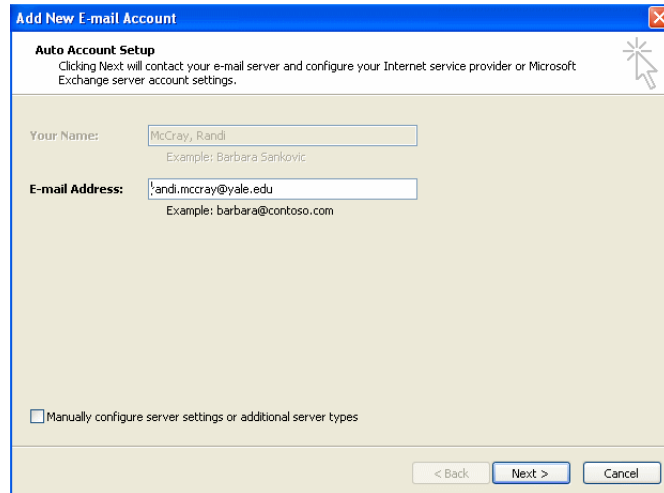
3. Click next and the Email Accounts window will be displayed. Select Yes and Click Next to continue.



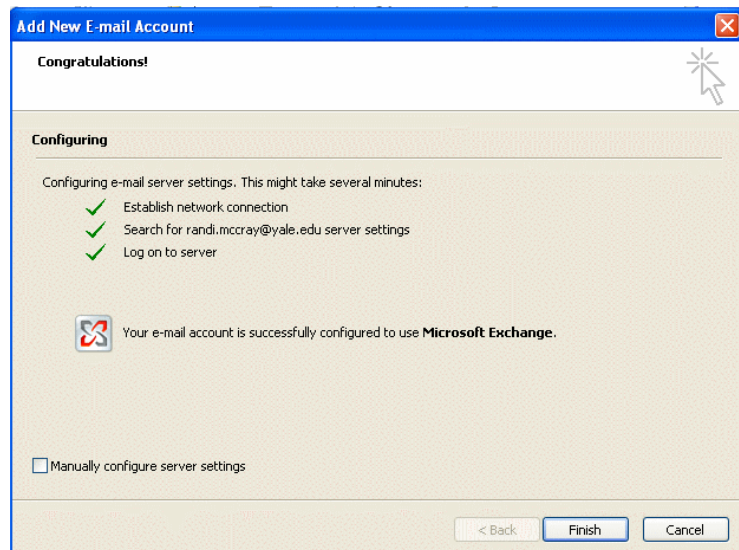
4. The Auto Account Setup will be displayed. No input is necessary. Click Next and the user's account will automatically be detected based on their log in.



5. Once the account is located on the server. Name and Email Address will be filled in. These settings cannot be modified.



6. If the account is located and log on is successful the following window will be displayed.



NOTE: Keep in mind the first run of Outlook will take a little longer than subsequent launches. Outlook will need to setup a copy of the user's mailbox.