

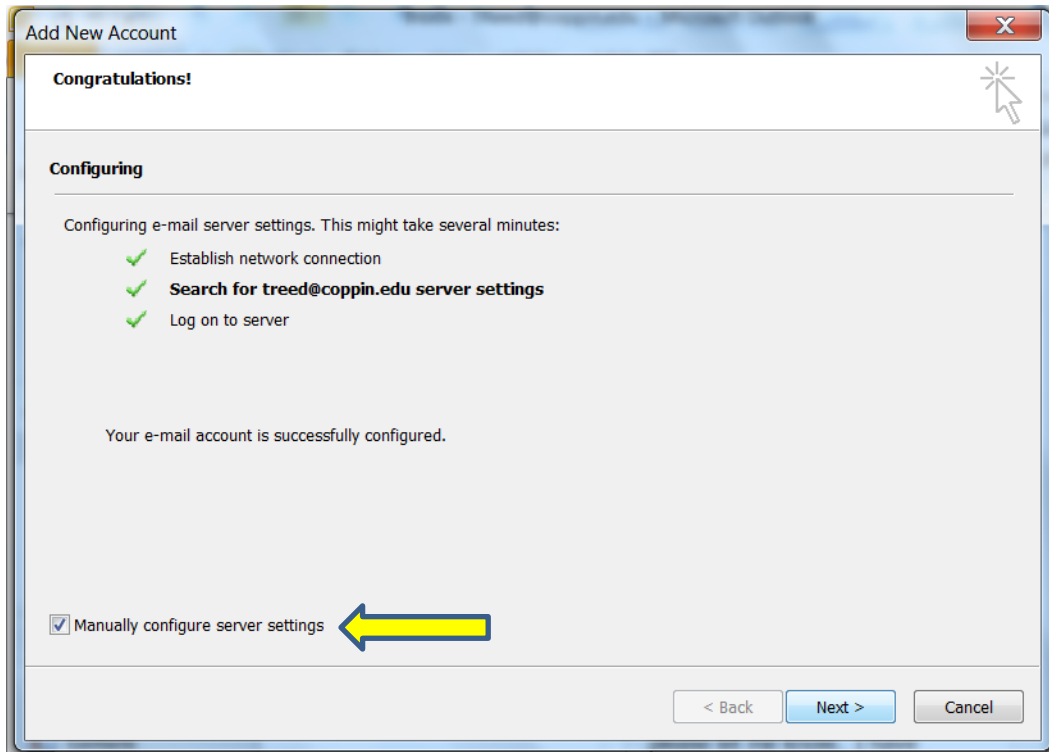
Setting up an email account on your desktop for Microsoft Outlook

1. Click on the Outlook icon on your desktop or go to Programs and select Microsoft Office, then Microsoft Outlook.
2. The Add New Account window will appear.

The screenshot shows the 'Add New Account' dialog box. At the top, it says 'Add New Account' with a close button. Below that is the 'Auto Account Setup' section with the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. Under 'E-mail Account', there are four text input fields: 'Your Name' (containing 'Oit Help Desk'), 'E-mail Address' (containing 'OitHelp Desk@coppin.edu'), 'Password', and 'Retype Password'. Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Type your Full Name and Email Address (if it's not typed in already). Type your Password in and retype it. Then click **Next**.

- The screen should say Congratulations showing that you have successfully configured your email account. Click the **Manually configure server settings**. Click **Next**.



- On the Server Settings screen, uncheck the **Use Cached Exchange Mode**. Then click **Finish** and your Outlook email will appear shortly thereafter.

