## Setting up Microsoft Outlook (E-mail)

1) Find the Microsoft outlook icon by going to start menu

\*It might also be found if you click on all programs and then Microsoft office and the icon is also in there

Internet Internet Explorer	🤌 My Documents
E-mail Microsoft Office Outlook	My Recent Documents
TightVNC Viewer	
Lotus Approach	I My Computer
Microsoft Office Word 2003	Control Panel
Remote Desktop Connection	Set Program Access and Defaults
Adobe Acrobat 8 Professional	Administrative Tools
Microsoft Office Excel 2003	Printers and Faxes
	🕜 Help and Support
	P Search
All Programs 📡	707 Run

- 2) Click on the E-mail Icon Wait for Outlook to Finish installing.
- 3) Click on the set up new e-mail account.

-mail Accounts	
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.
	E-mail
	<ul> <li>Add a new e-mail account</li> <li>View or change existing e-mail accounts</li> </ul> Directory <ul> <li>Add a new directory or address book</li> <li>View or change existing directories or address books</li> </ul>
	< Back Next > Close

## 4) Choose Microsoft Exchange Server

-mail Accounts	
Server Type You can choose the type of server your new e-mail account will work with.	×
Microsoft Exchange Server     ■	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
🔘 РОРЗ	
Connect to a POP3 e-mail server to download your e-mail.	
○ IMAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
Онттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< Back Next >	Cancel

5) in the first box put in **fcdcex4** and in the 2<sup>nd</sup> box but in your username (make sure you click check name and that **your** full name comes up)

E-mail Accounts		
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	
Microsoft Exchange Server:	fcdcex4.co.franklin.oh.us	
	✓ Use Cached Exchange Mode	
Type the name of the mailbox se is usually your user name.	t up for you by your administrator. The mailbox name	
User Name:	Jones, Jennifer M.	Check Name
	_	
	M	ore Settings
	Back Next	> Cancel

6) then select next until you are though and the mail comes up