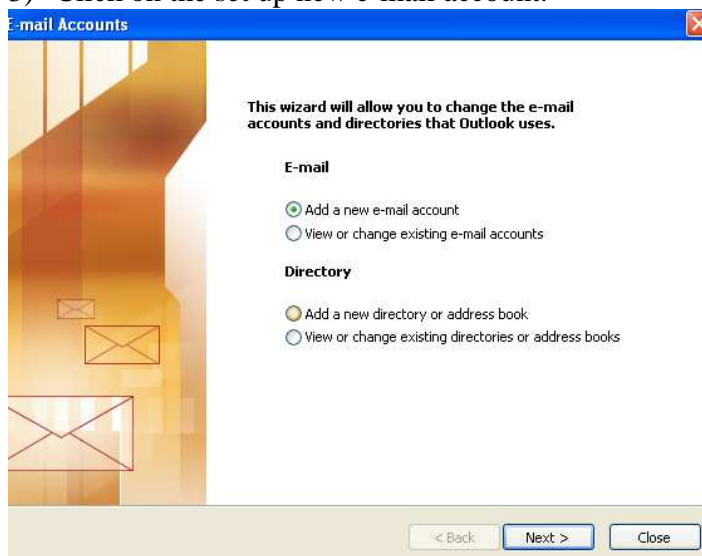Setting up Microsoft Outlook (E-mail)

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
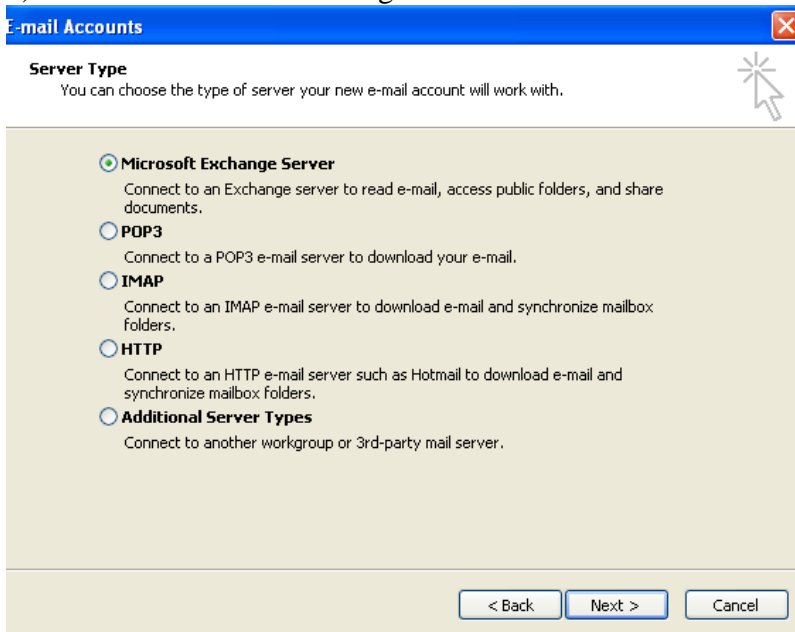


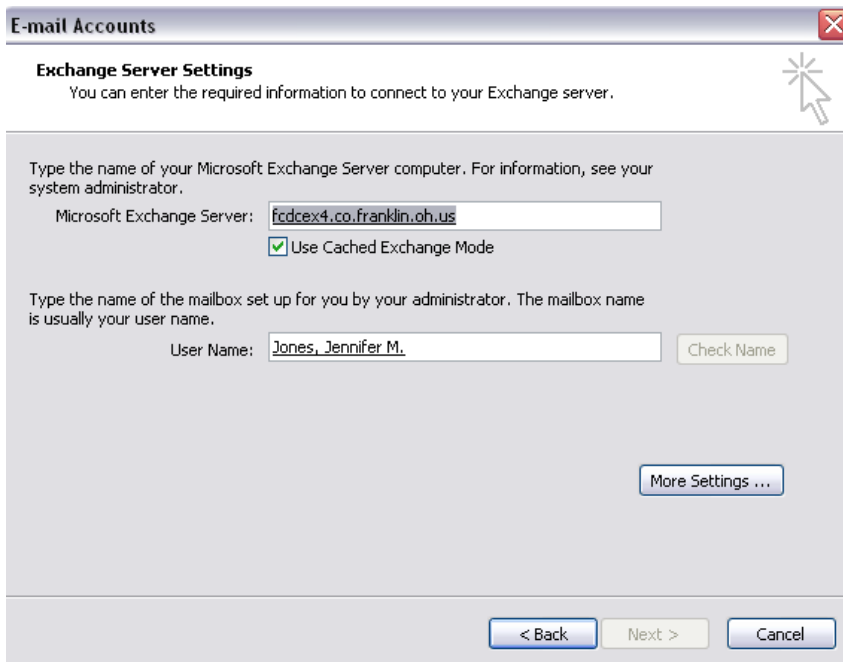2) Click on the E-mail Icon Wait for Outlook to Finish installing.

3) Click on the set up new e-mail account.

4) Choose Microsoft Exchange Server



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)



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