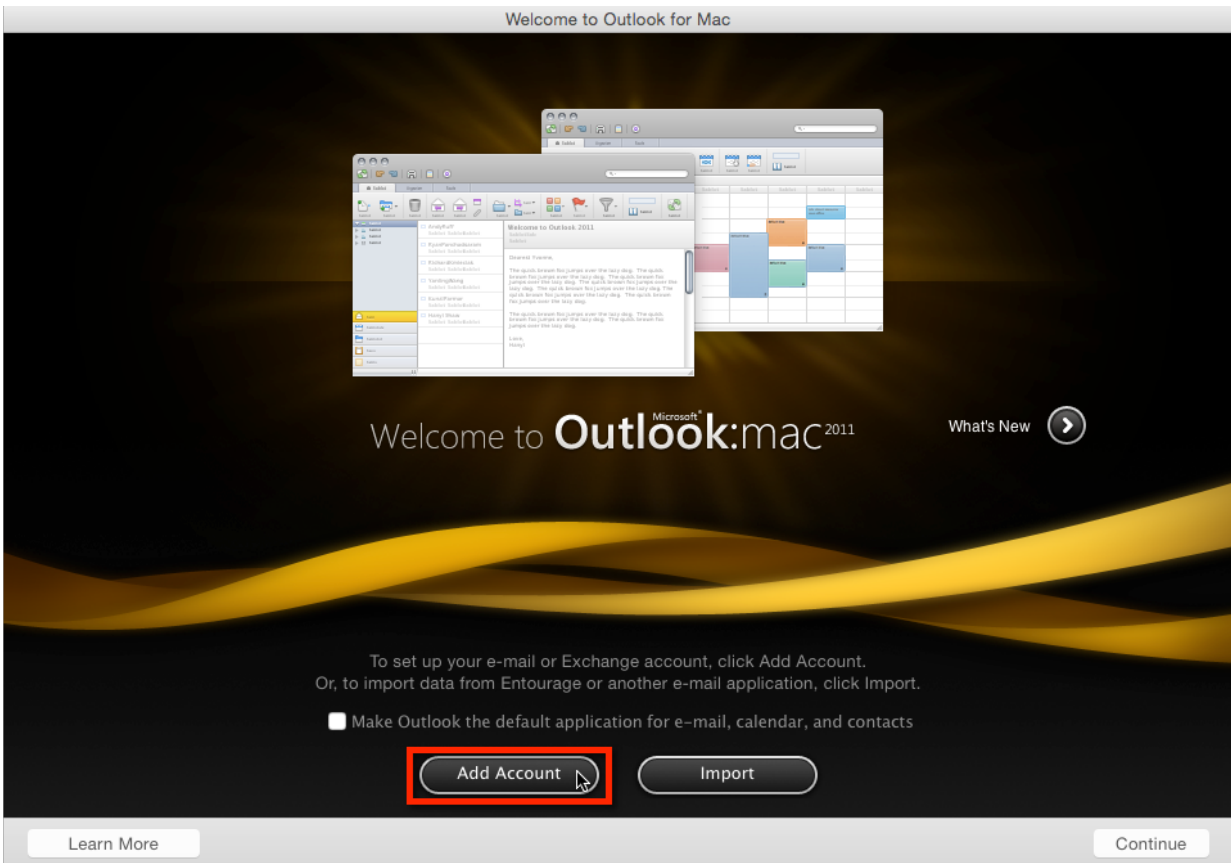
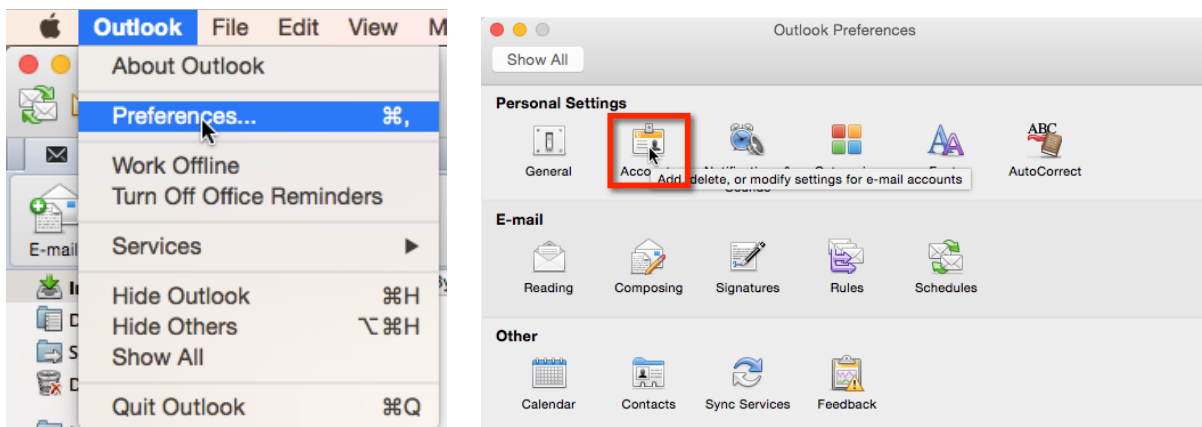


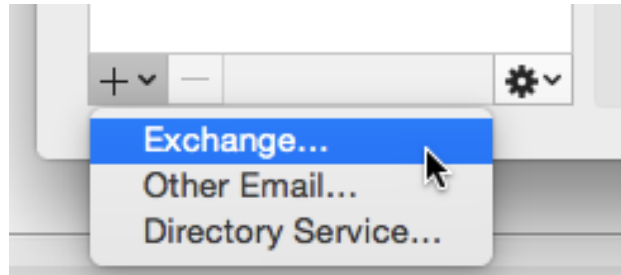
1a) To set up Outlook for the first time, launch the Outlook application. After you complete the Office personalization a window will pop up asking you to either import or add an account. Select “Add Account”.



1b) If it is not your first time setting up Outlook, open the “Outlook” menu and select **Preferences...** then choose **Accounts**.



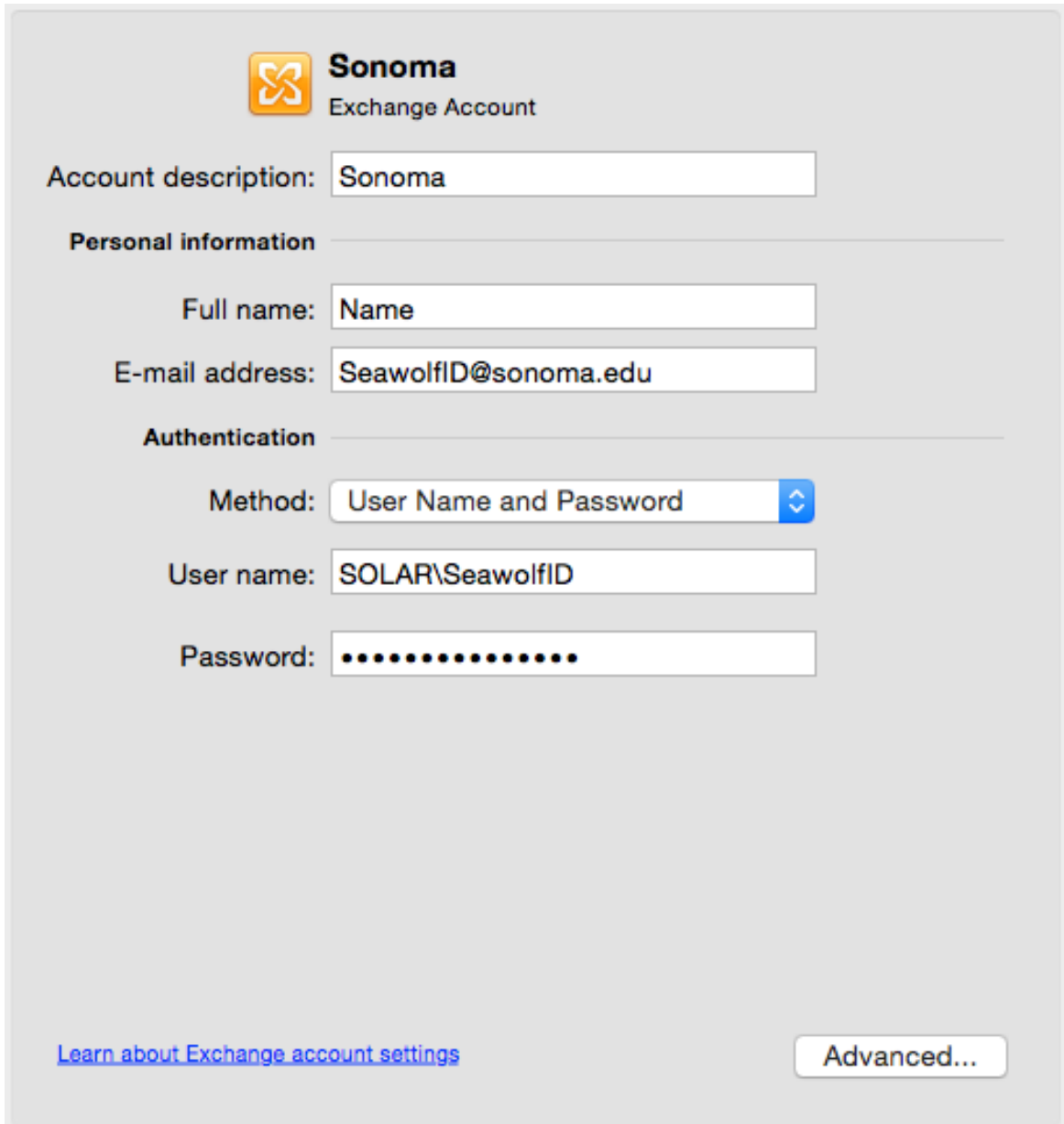
2) In the Accounts window click the + symbol in the lower left corner and choose **Exchange...**



3) Enter your SSU email address, replace SeawolfID (the **SOLAR** is necessary) with your own username and fill in the Password field. Click **Add Account** to proceed.

A screenshot of the 'Enter your Exchange account information' dialog box. The title is 'Enter your Exchange account information.' Below the title, there are several fields: 'E-mail address:' with the value 'SeawolfID@sonoma.edu'; 'Authentication' section with 'Method:' set to 'User Name and Password'; 'User name:' with the value 'SOLAR\SeawolfID'; and 'Password:' with a masked password of seven dots. At the bottom, there is a checked checkbox labeled 'Configure automatically'. At the bottom right, there are two buttons: 'Cancel' and 'Add Account'. The 'Add Account' button is highlighted with a red rectangular border.

4) Your account should now be configured. You can change the name of the account in your client by modifying the text in the **Account description** field.



The image shows a configuration window for a Sonoma Exchange Account. At the top left is the Sonoma logo, an orange square with a white stylized 'S'. To its right, the text 'Sonoma' is in bold, and 'Exchange Account' is below it. The 'Account description' field contains the text 'Sonoma'. Below this is a section header 'Personal information' with a horizontal line. Underneath are 'Full name' (containing 'Name') and 'E-mail address' (containing 'SeawolfID@sonoma.edu'). Another section header 'Authentication' is followed by a 'Method' dropdown menu set to 'User Name and Password'. Below that are 'User name' (containing 'SOLAR\SeawolfID') and 'Password' (represented by 12 dots). At the bottom left is a blue link 'Learn about Exchange account settings', and at the bottom right is a button labeled 'Advanced...'.

Sonoma
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User name:

Password:

[Learn about Exchange account settings](#) Advanced...