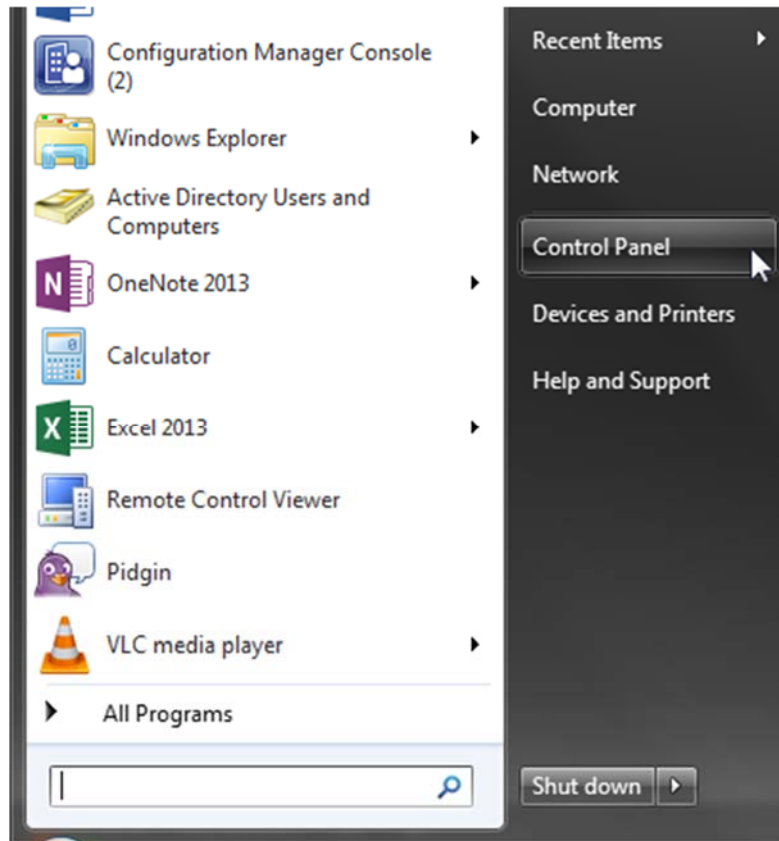
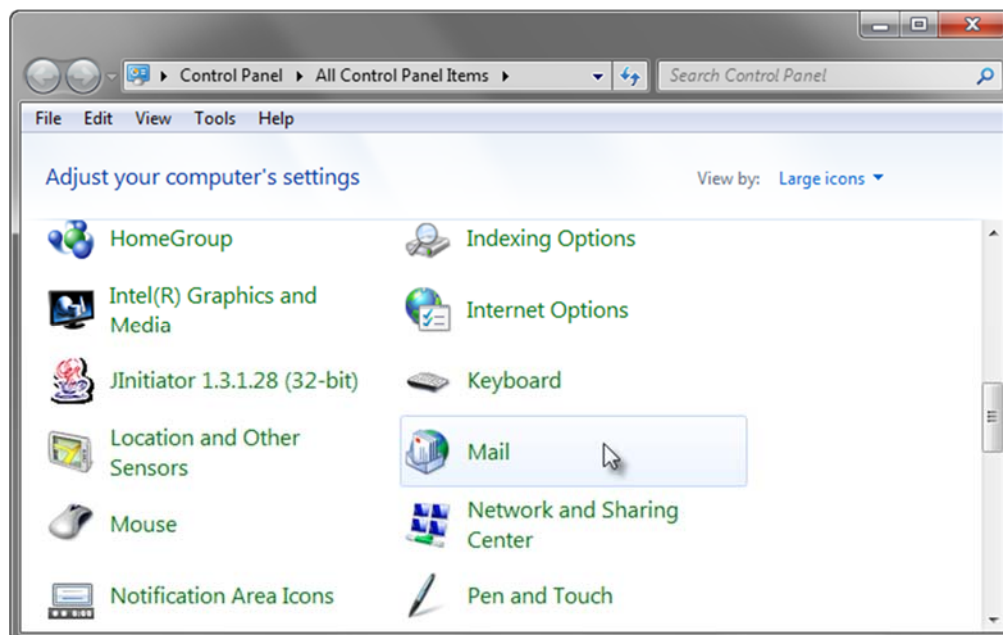


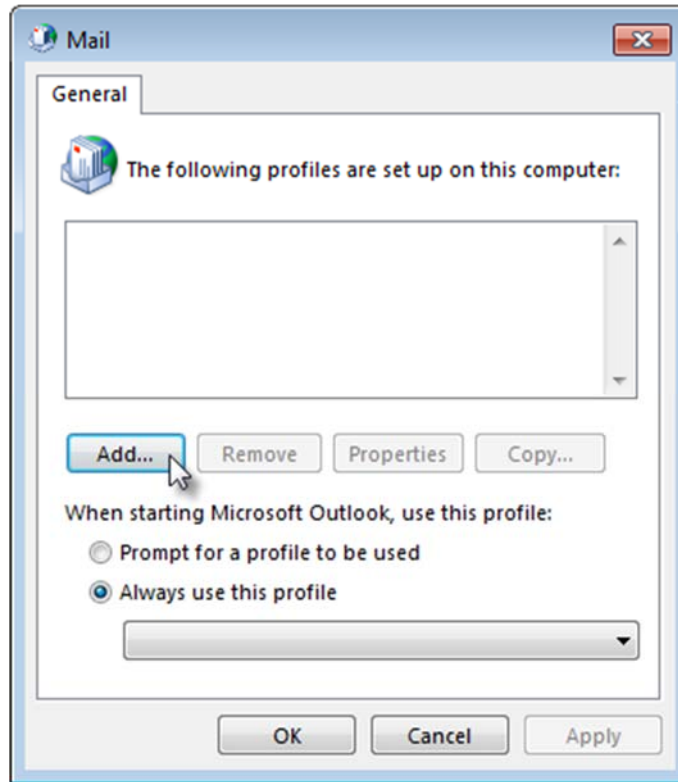
1) Open the **Control Panel**.



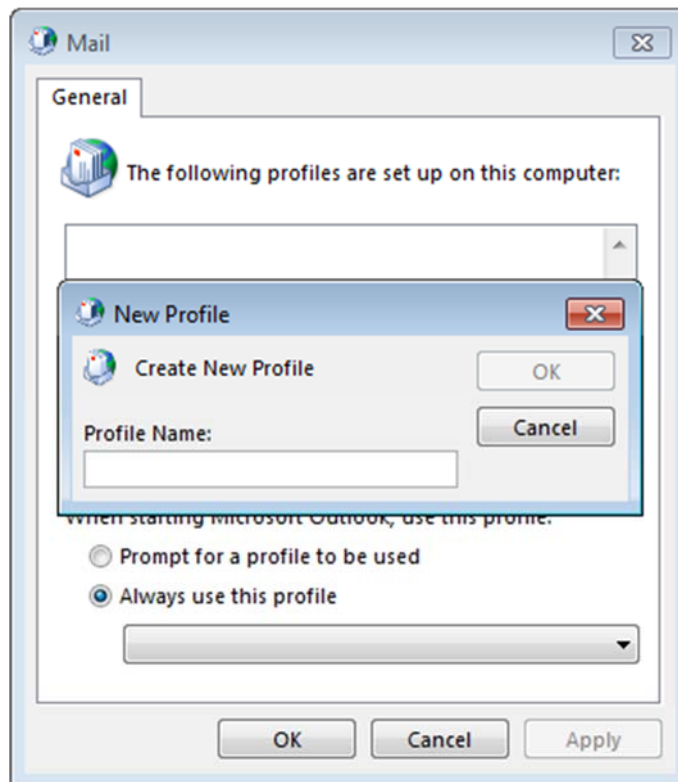
2) Select **Mail** from the Control Panel.



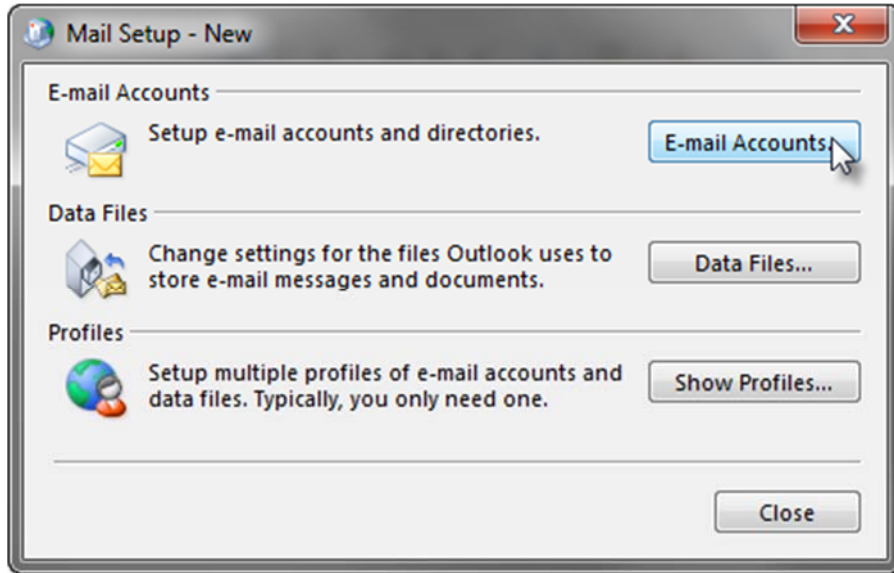
3) If you have not previously created an account in Outlook you will need to create a new profile. Click the **Add...** button.



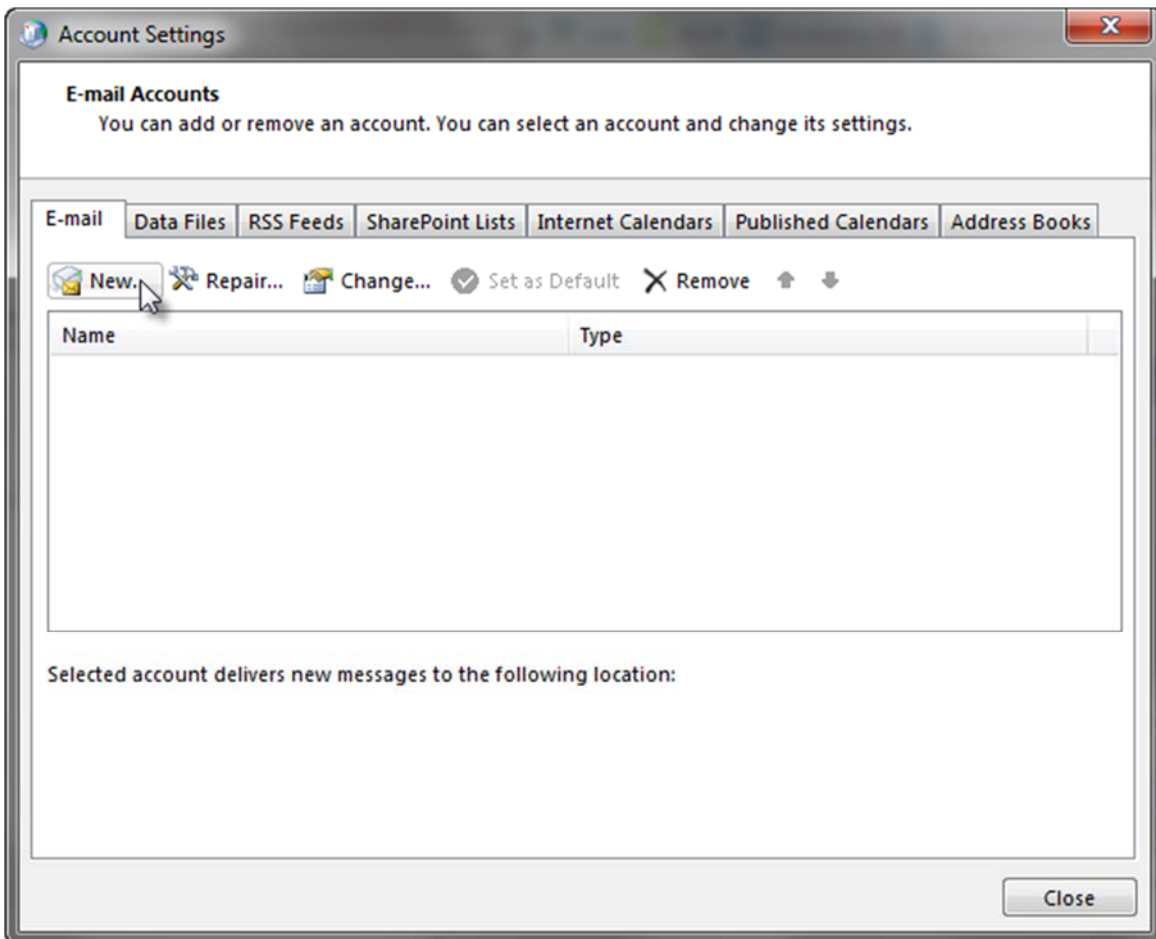
Create a name for your profile and click **OK** in the New Profile window.



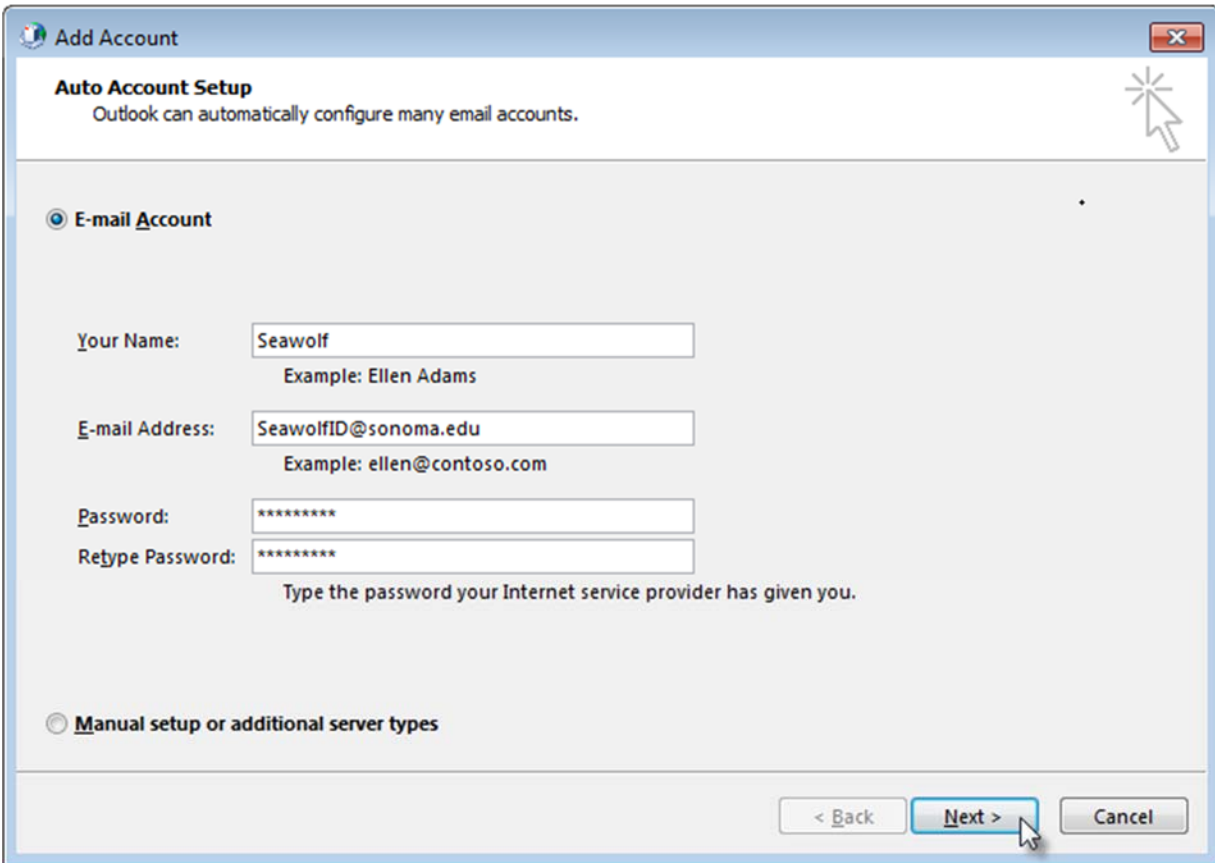
4) If you have previously created an account in outlook select **E-mail Accounts...** from the Mail Setup - New window.



The Account Settings window will pop up. Click the **New...** button.



5) Fill in the Add Account window with the requested information and then hit the **Next** button.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

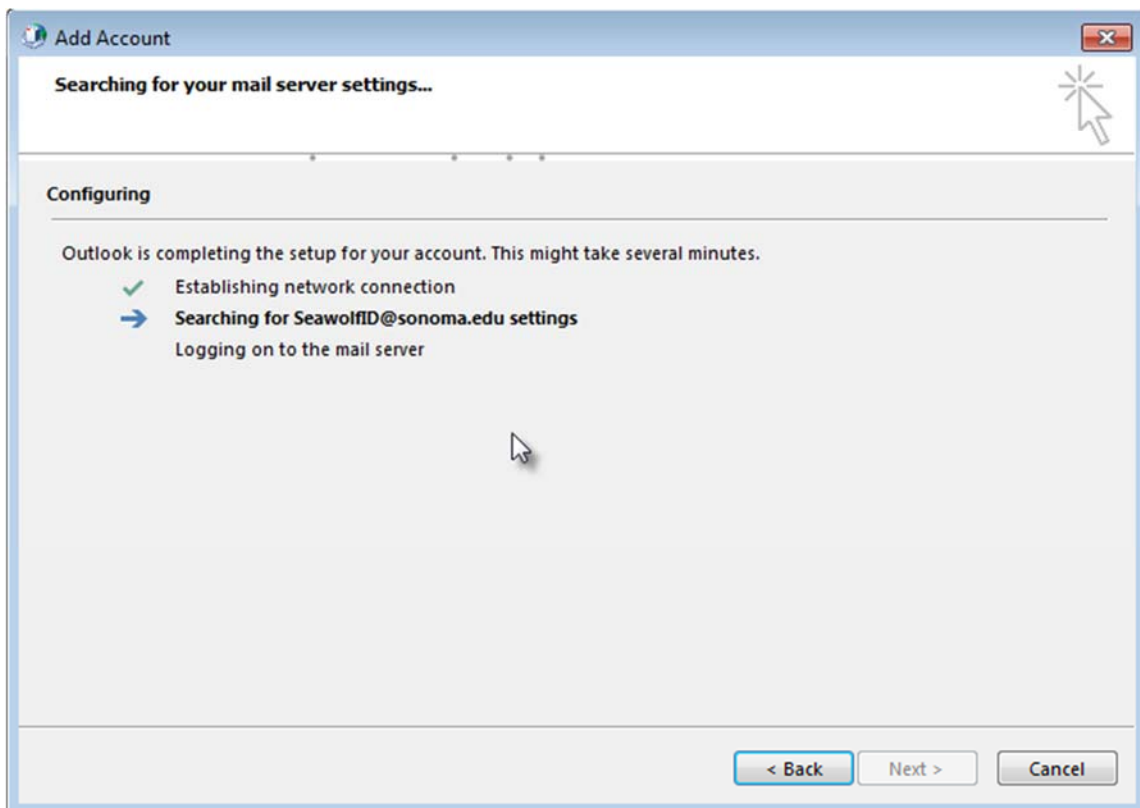
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

6) Outlook will begin connecting to the Exchange server to configure your account.



Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- **Searching for SeawolfID@sonoma.edu settings**
Logging on to the mail server

< Back **Next >** Cancel

If you are asked to re-enter your credentials enter them in the following format.

