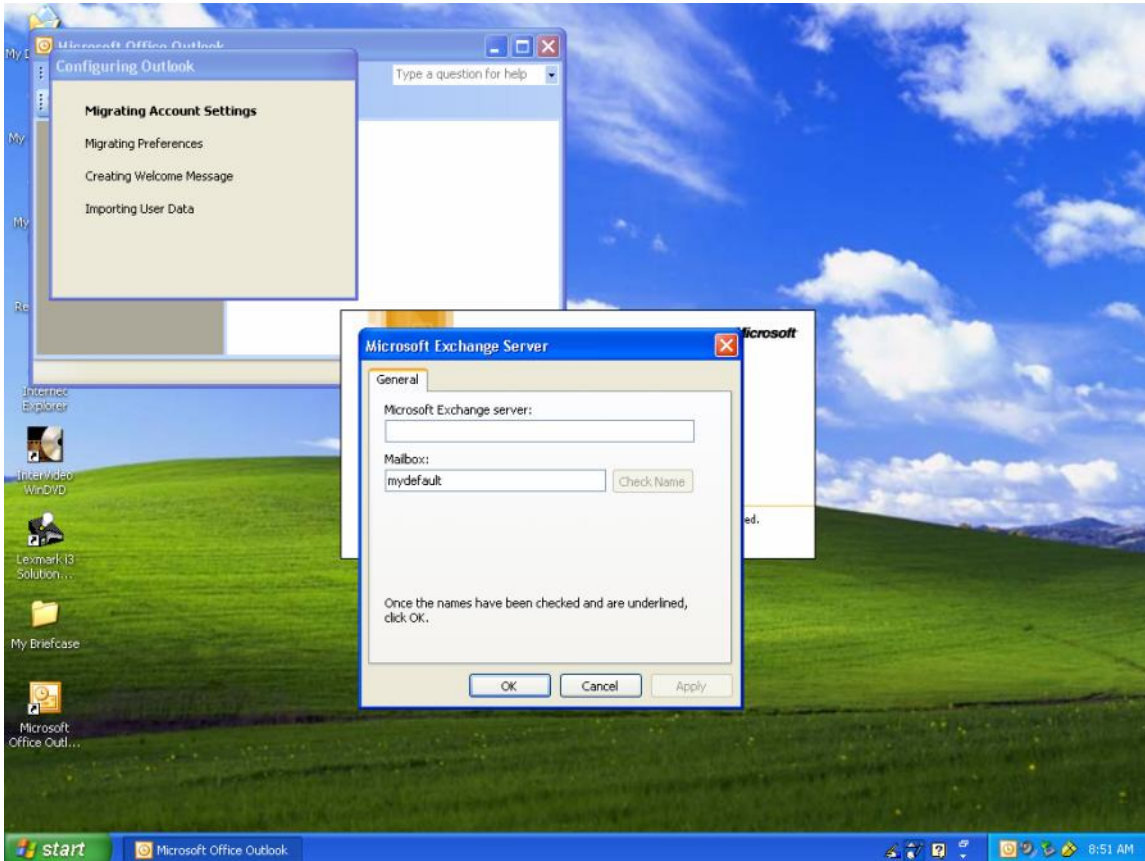




Instructions for Setting up Outlook for the First Time



1.

Click on the outlook icon and the following display will appear.

2. In the field labeled “**Microsoft Exchange Server,**” type in “**mail**”
3. In the field labeled “**Mailbox,**” type in the login name of the user. DO NOT press the **Enter** key, however.
4. Next, click on the box labeled “**Check Name**” to make sure the mail server recognizes the user name as valid.
5. If the name in the Mailbox field changes to the user’s name, then press the **Enter** key.

Note: If the Outlook icon is not on the desktop or in the start menu, click on “**All Programs**” and go to **Microsoft Office,** and **copy** the **Microsoft Outlook** entry to the desktop.