



Select the E-mail icon in the start menu.

**Lisa Daly**

- Internet Explorer
- E-mail** (Microsoft Office Outlook) ←
- Tour Windows XP
- Windows Media Player
- Windows Messenger
- Windows Movie Maker
- Files and Settings Transfer Wizard
- Windows Update

**All Programs** ▶

- My Documents
- My Recent Documents ▶
- My Pictures
- My Music
- My Computer
- Control Panel
- Set Program Access and Defaults
- Administrative Tools ▶
- Printers and Faxes
- Help and Support
- Search
- Run...

Log Off   Shut Down

**There are unused icons on your desktop** ✕  
The desktop cleanup wizard can help you clean up your desktop. Click this balloon to start the wizard.



## E-mail Accounts



You can configure Outlook to connect to a Microsoft Exchange Server, Internet E-mail, or other E-mail server. Would you like to configure an E-mail account?

Yes

No

Select the default and click next.

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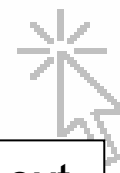
Next >

Cancel



## Server Type

You can choose the type of server your new e-mail account will work with.



Select Exchange server and click next.

**Microsoft Exchange Server**

Connect to an Exchange server to read e-mail, access public folders, and share documents.

**POP3**

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.

**HTTP**

Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

**Additional Server Types**

Connect to another workgroup or 3rd-party mail server.

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Next >

Cancel



### Exchange Server Settings

You can enter the required information to connect to your Exchange server.



Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

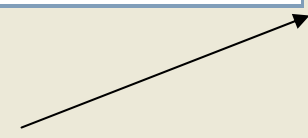
Use Cached Exchange Mode

Type in the correct address, which is Stafford and then Uncheck Use Cached Mode.

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Type in your full name and click check name. It will verify your name and then click next.





## Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Click finished and your e-mail is now set-up.



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Finish