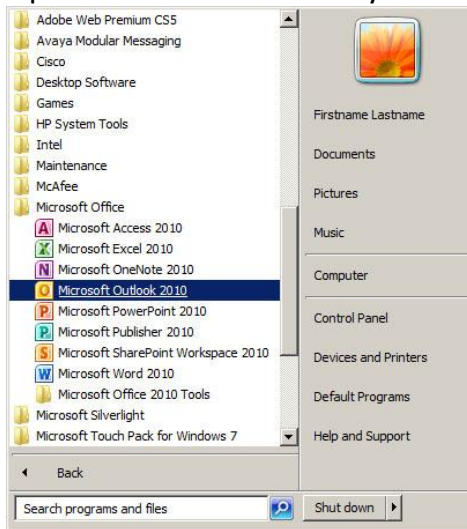


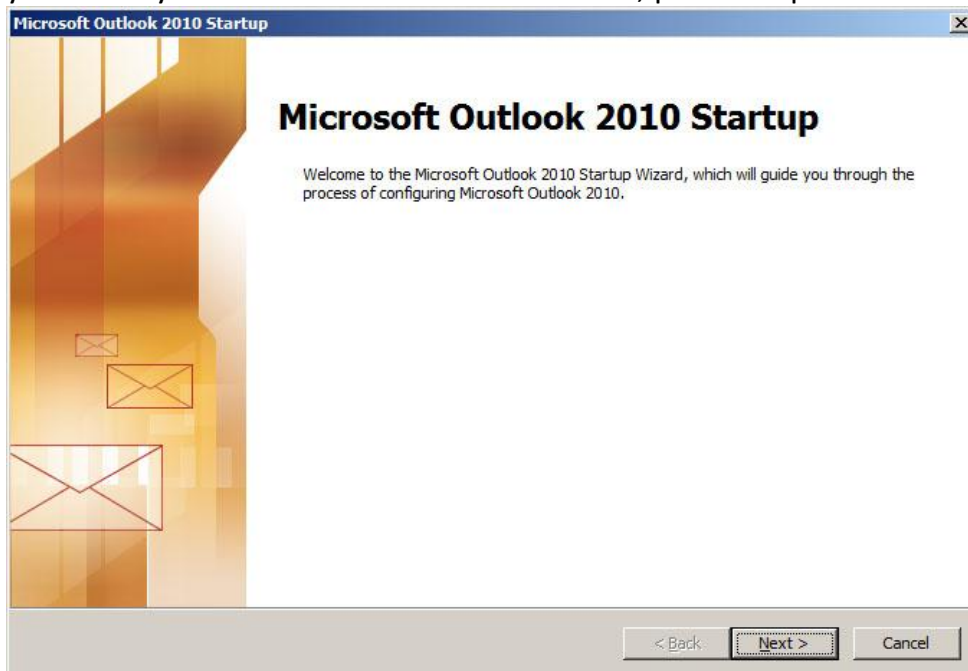
# Outlook 2010 “Outlook Anywhere” Instructions - Faculty/Staff

This guide will assist you in setting up Outlook 2010 to work with your faculty/staff email account using a direct Exchange connection. This is exactly like Outlook is set up when you are on campus on your office PC. This will give you access to your mail, calendar, contacts, tasks, notes, etc.. In order to configure a home computer to connect with Outlook just like you do in your office, follow these instructions.

- 1) Open Outlook 2010 from your Programs or All Programs menu.

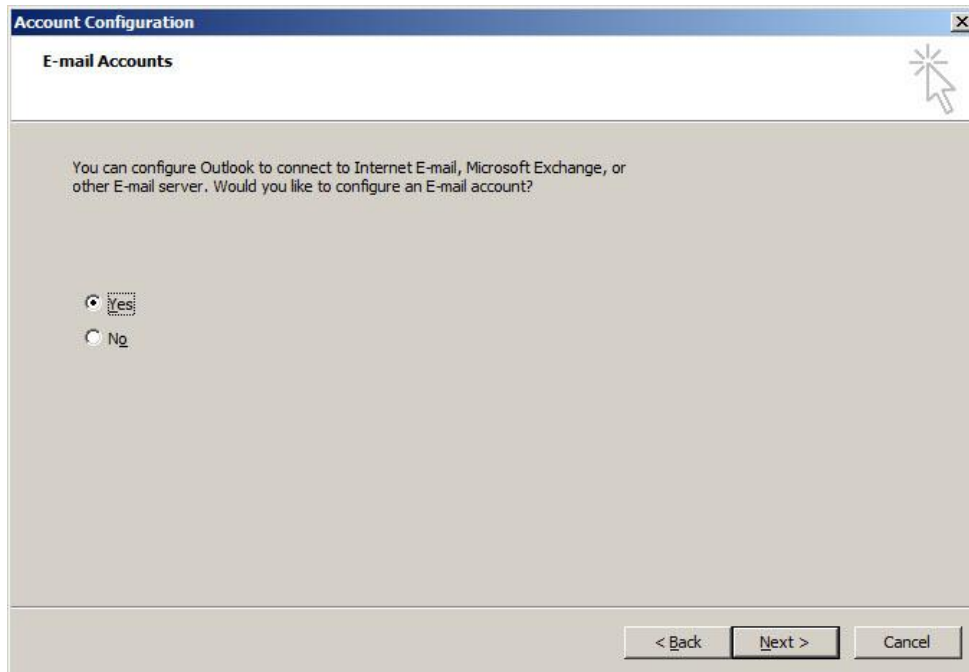


- 2) If you’ve never used Outlook before on your computer, you will see the following windows. If you already use Outlook with other accounts, please skip to section 3.



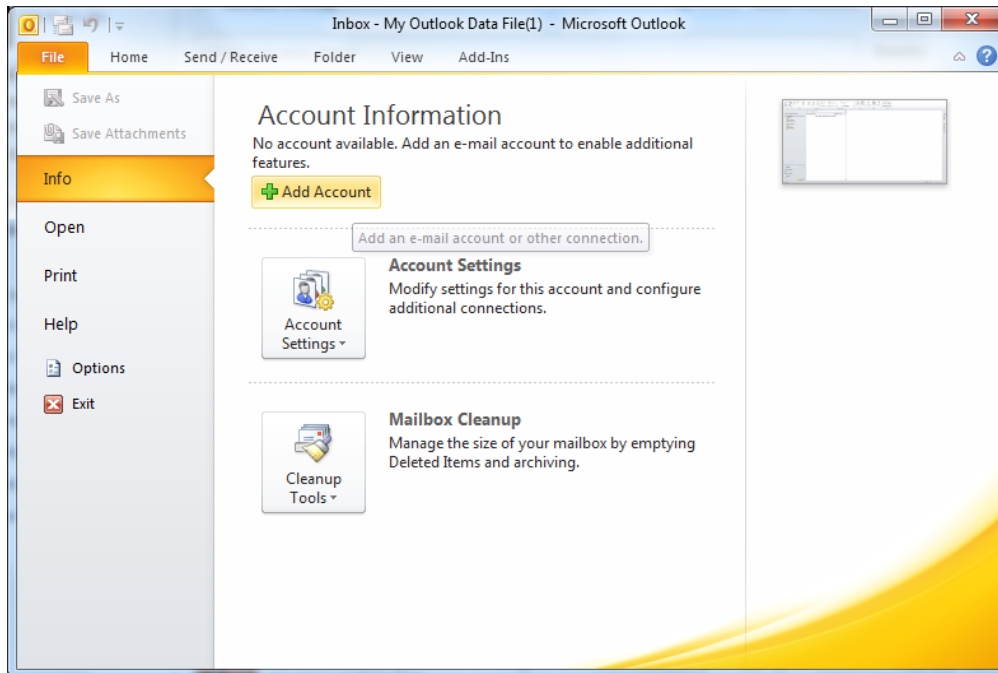
Click Next.

# Outlook 2010 “Outlook Anywhere” Instructions - Faculty/Staff



Keep it set to “Yes” and click Next.  
Please skip to section 4.

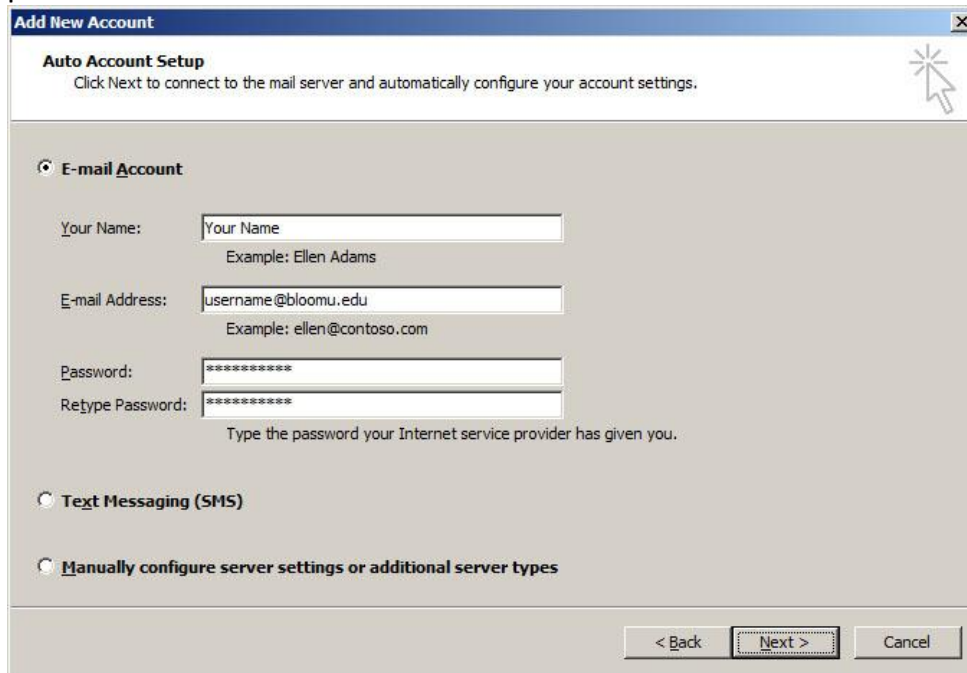
- 3) This section only applies if you already had another account configured in Outlook and when you launched Outlook it took you directly into your other email account. Click the “File” menu, then click “Add Account”.



# Outlook 2010 “Outlook Anywhere” Instructions - Faculty/Staff

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- 4) Keep “E-mail Account” selected and enter your name, full email address, and current password twice. Then click “Next”.



**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**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.

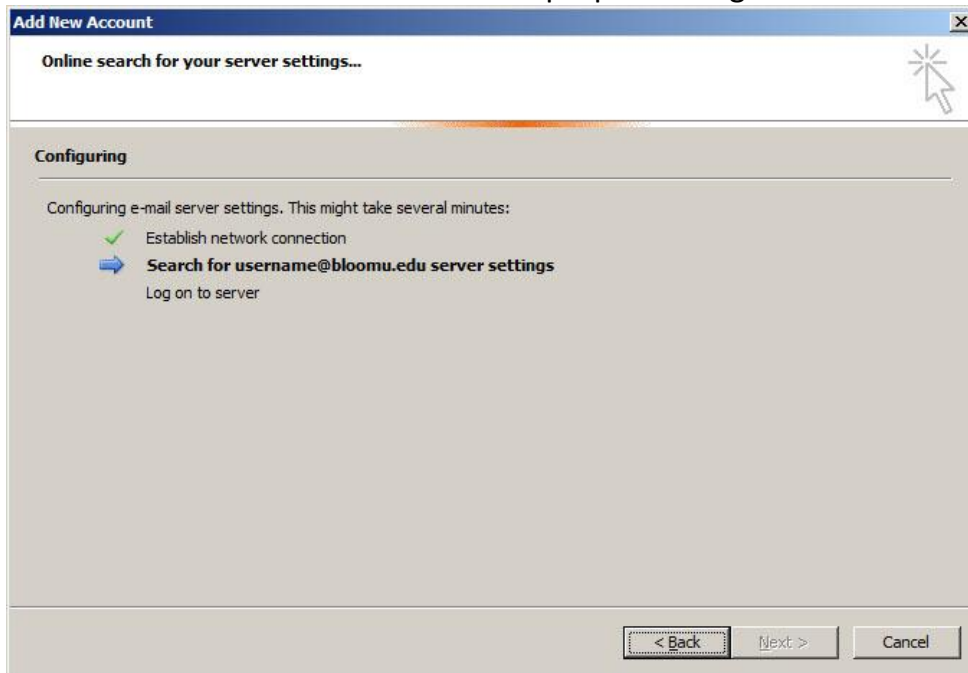
**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

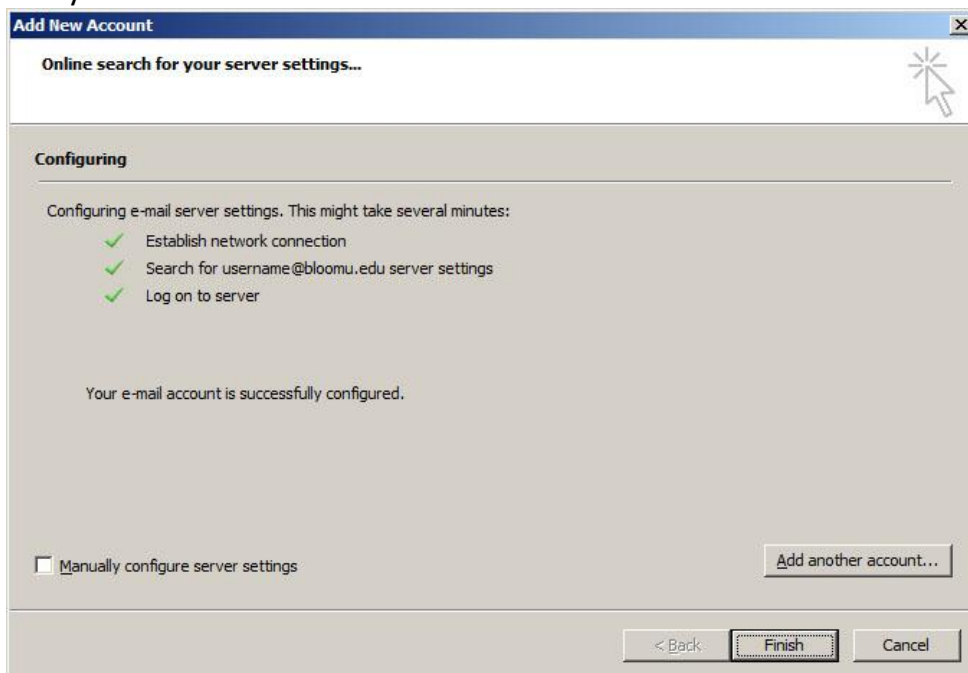
< Back   **Next >**   Cancel

# Outlook 2010 “Outlook Anywhere” Instructions - Faculty/Staff

5) Please wait while Outlook obtains the proper settings from our server for your account.



6) After about a minute it should finish setting up your account and you should see this window and you should click “Finish”.



When you click “Finish”, it should launch Outlook and begin downloading your mail, calendar, contacts, etc.. Depending on the size of your mailbox and the speed of your Internet connection, it could take some time to set up your mailbox the first time. Subsequent launches of Outlook will not take as long to connect to your mailbox since it just has to synchronize changes. You’re all set.