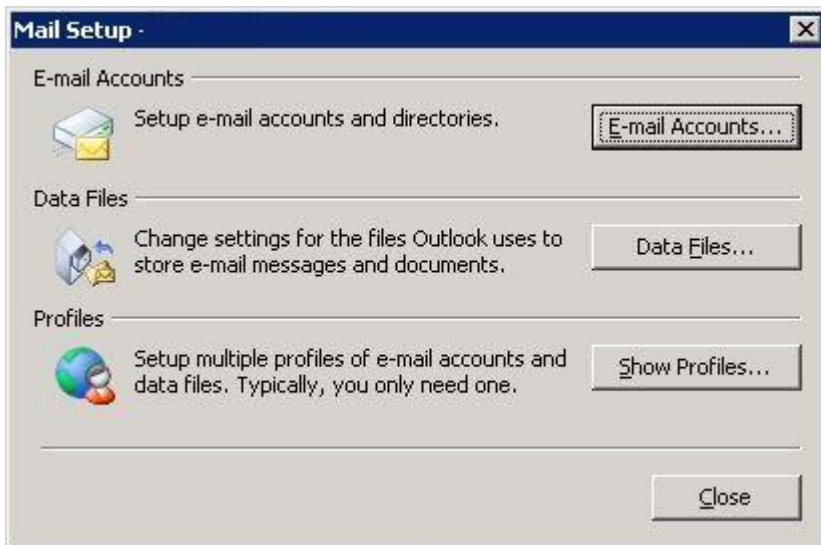




Adding an Email Account – Outlook 2007/10/13 (PC)

In Windows 7/8

1. Browse to 'Control Panel' - 'Mail/Mail (32-bit)' - 'Show Profiles'



2. Make sure to pre-select 'Prompt for a profile to be used'

3. Select 'Add . . . ' and input the full email address of the user and select 'OK'



4. Enter your information and click 'Next'



Add New Account [X]

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

5. You may be prompted to allow 'redirection' click 'Allow' and 'Don't ask me about this website again' if you do not want to see further messages.

6. If the details provided are correct and Autodiscover has been set-up correctly then you will see the confirmation screen

Add New Account [X]

Congratulations!

Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for ian.smith@smithindustries.com server settings
- ✓ Log on to server

Your e-mail account is successfully configured.

Manually configure server settings Add another account...

< Back Finish Cancel

7. Select 'Finish' when profile creation is completed