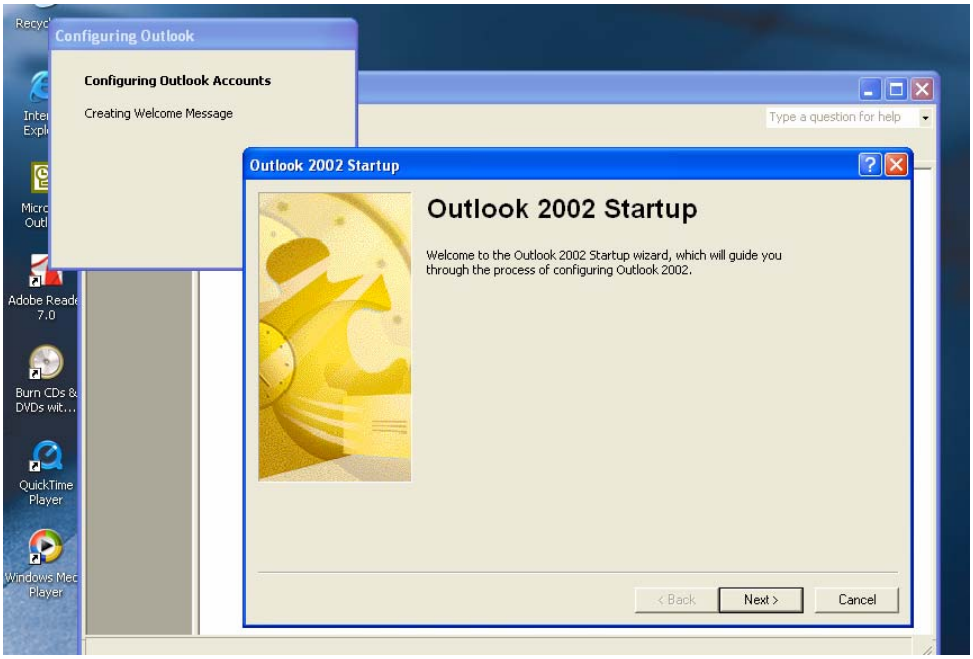
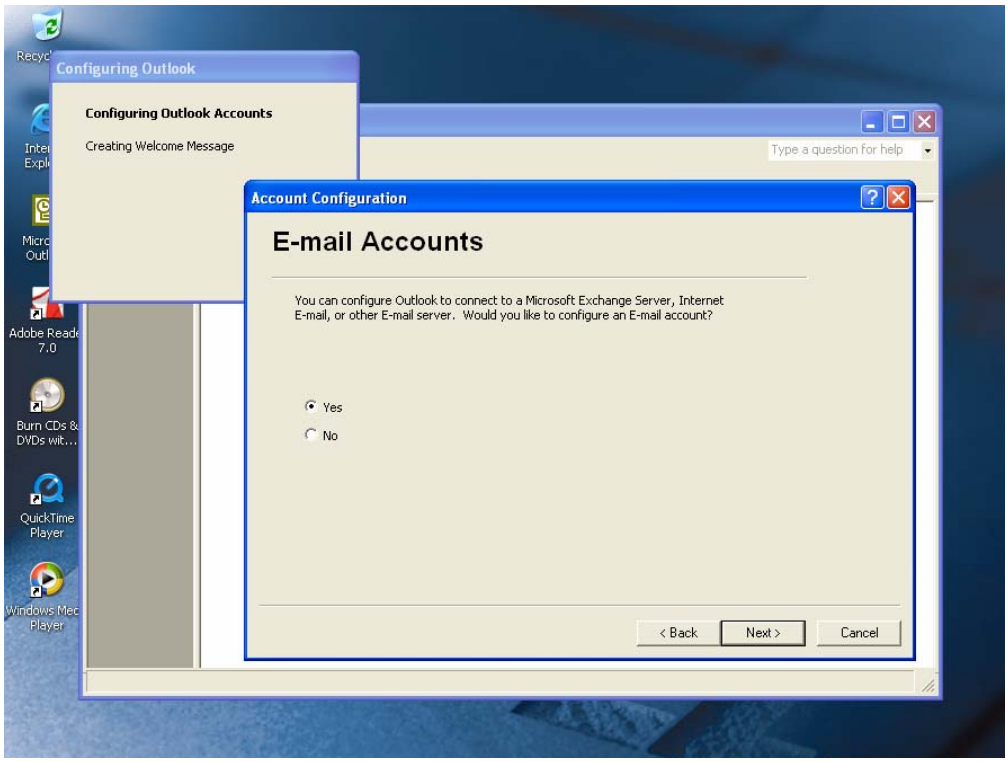
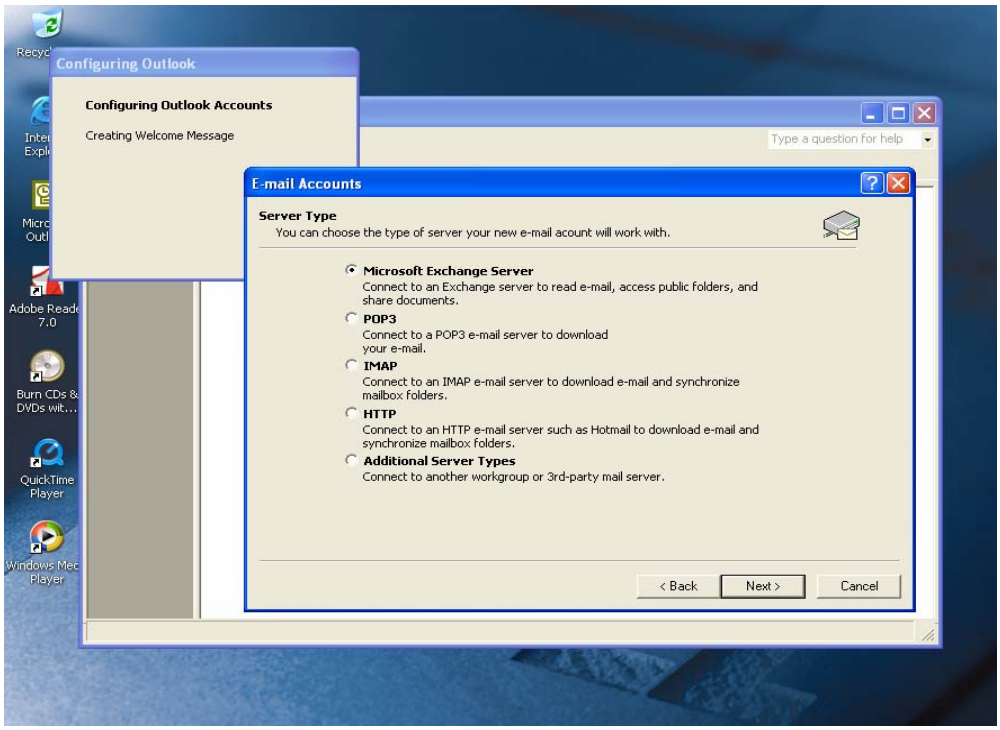
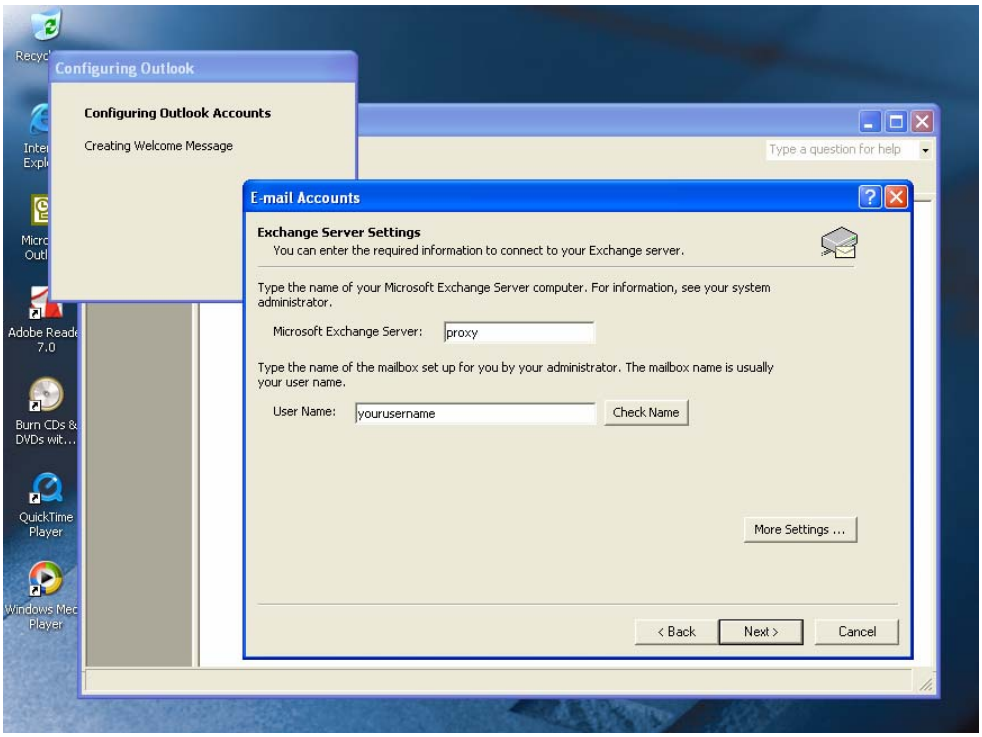
Configuring Outlook on a New Computer (XP)

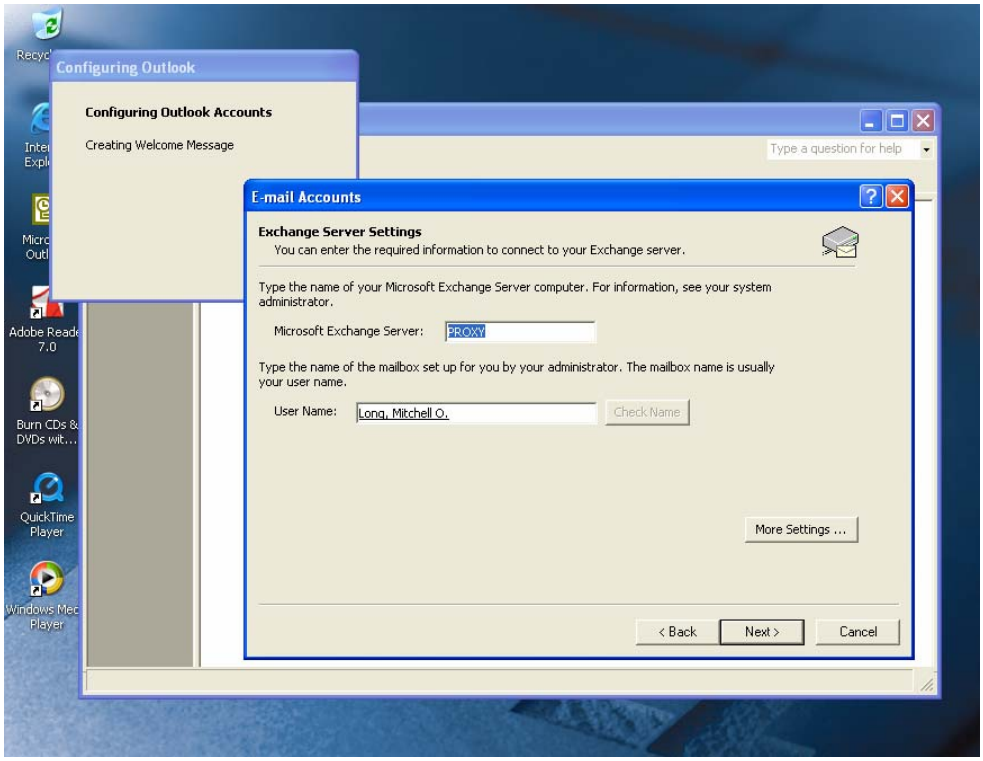
Double click on MicroSoft Outlook icon

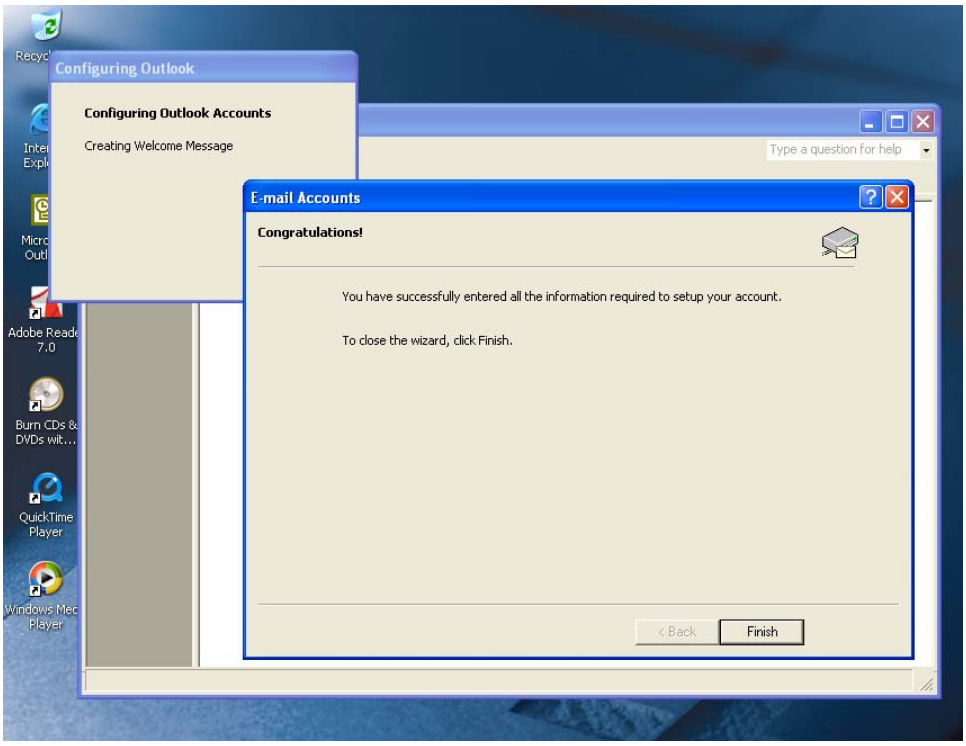





Configuring Outlook
Configuring Outlook Accounts
Creating Welcome Message
Type a question for help
E-mail Accounts
Server Type
You can choose the type of server your new e-mail acount will work with.
Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share 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.
< Back
Next >
Cancel


Configuring Outlook
Configuring Outlook Accounts
Creating Welcome Message
Type a question for help
E-mail Accounts
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:
proxy
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.
User Name:
yourusername
Check Name
More Settings ...
< Back
Next >
Cancel


Configuring Outlook
Configuring Outlook Accounts
Creating Welcome Message
Type a question for help
E-mail Accounts
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:
PROXY
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.
User Name:
Long, Mitchell O.
Check Name
More Settings ...
< Back
Next >
Cancel
Adobe Reader 7.0
Burn CDs & DVDs wit...
QuickTime Player
Windows Media Player


Configuring Outlook
Configuring Outlook Accounts
Creating Welcome Message
Type a question for help
E-mail Accounts
Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.
< Back
Finish
Adobe Reader 7.0
Burn CDs & DVDs wit...
QuickTime Player
Windows Media Player