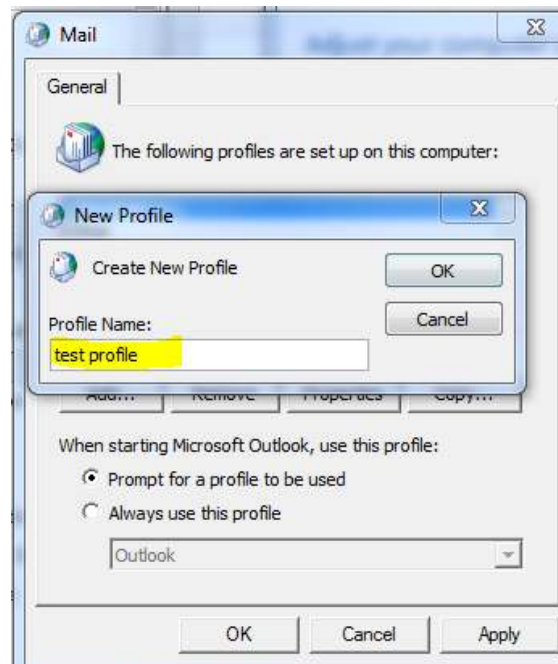
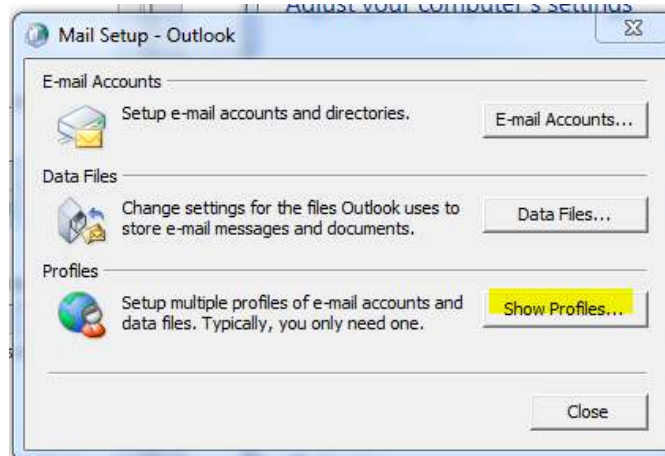


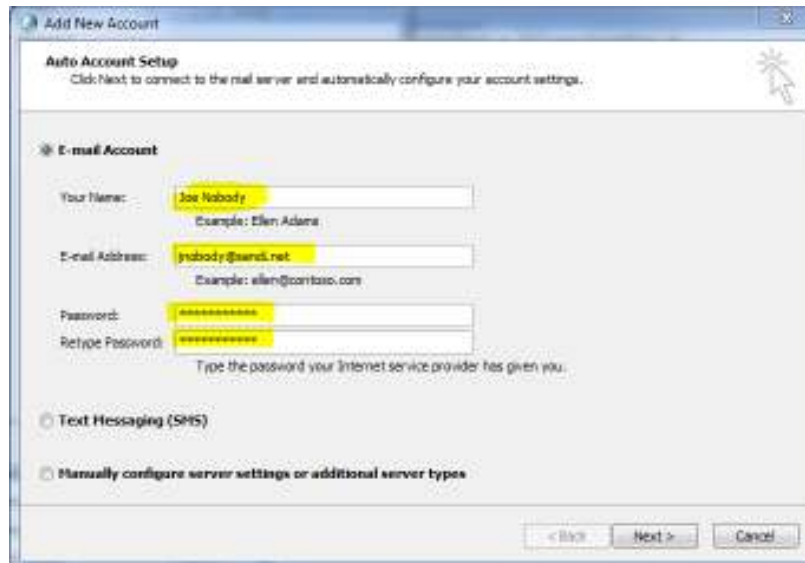
How to setup Outlook

Applies to Outlook 2007, 2010, 2013

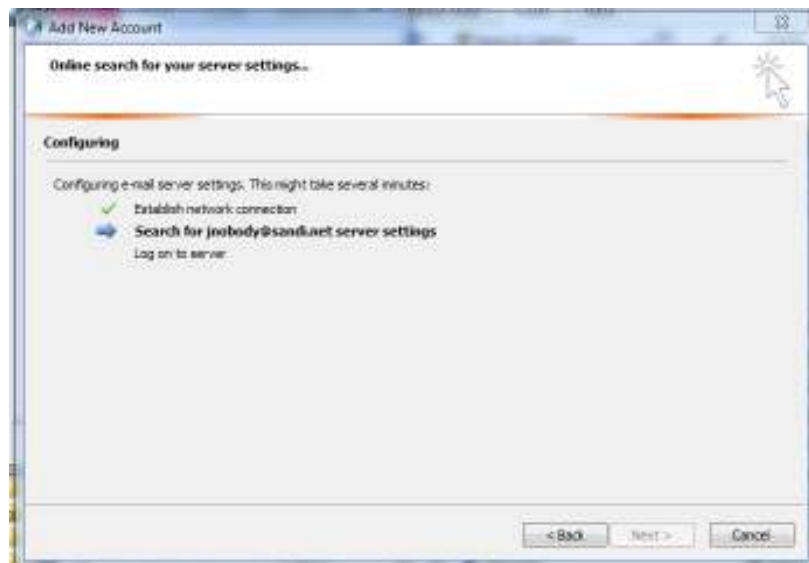
- 1- Open the Mail control panel and select "Show Profiles..." and click "Add...", and give your new Outlook profile a name (any name will work, eg., "Outlook", "My Email", etc.)



- 2- Enter your account information as show below. Outlook will automatically find your account and the email server settings based on your email and password.

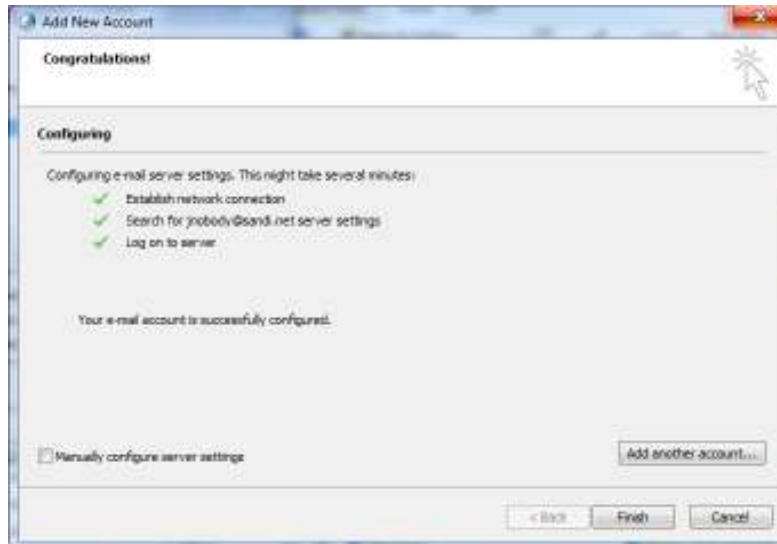


The screenshot shows the 'Add New Account' dialog box in Outlook. The title bar reads 'Add New Account'. The main heading is 'Auto Account Setup' with a sub-instruction: 'Click Next to connect to the mail server and automatically configure your account settings.' Below this, there is a section for 'E-mail Account' with the following fields: 'Your Name:' containing 'Joe Nobody', 'E-mail Address:' containing 'jnobody@sand.net', 'Password:' containing a masked password, and 'Retype Password:' containing the same masked password. A note below the password fields says 'Type the password your Internet service provider has given you.' There are also two radio buttons: 'Text Messaging (SMS)' and 'Manually configure server settings or additional server types'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'Add New Account' dialog box in Outlook, now in the 'Online search for your server settings...' step. The title bar reads 'Add New Account'. The main heading is 'Online search for your server settings...'. Below this, there is a section for 'Configuring' with the text: 'Configuring e-mail server settings. This might take several minutes:'. There are two progress indicators: a green checkmark next to 'Establish network connection' and a blue arrow next to 'Search for jnobody@sand.net server settings'. Below the second indicator, it says 'Log on to server'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

3- Click "Finish" to complete the setup of your account in Outlook.



4- Enter your District Employee ID number and password to login.

