

Outlook Setup

February 6, 2009

Control Panel

Click on Mail icon

Show Profiles

choose Prompt for a profile to be used

Choose Add

Type your name (or any name you want to use)

OK

Fill out your e-mail account information (exactly as your email account, passwords and all)

If your Name area is grayed out, click on the Manually configure server once and remove the check mark.... this should allow you to enter everything by hand.

Make sure there is NO check mark in Manually configure server...

Choose Next

let the online search server settings

When complete, you should see a message that states POP3 email configured

Check mark the manually configure settings

(Finish should change to Next)

Choose Next

Change the account type from POP3 to IMAP

Remove the check mark if you DON'T want Outlook to remember your password

Click Finish

Start Outlook

Change profile name to the name you added

Choose Options

Choose Set as default

Click OK

If it prompts you for your password, enter password

Merre Gae

merregae.wine@omeresanet

330.339.1616