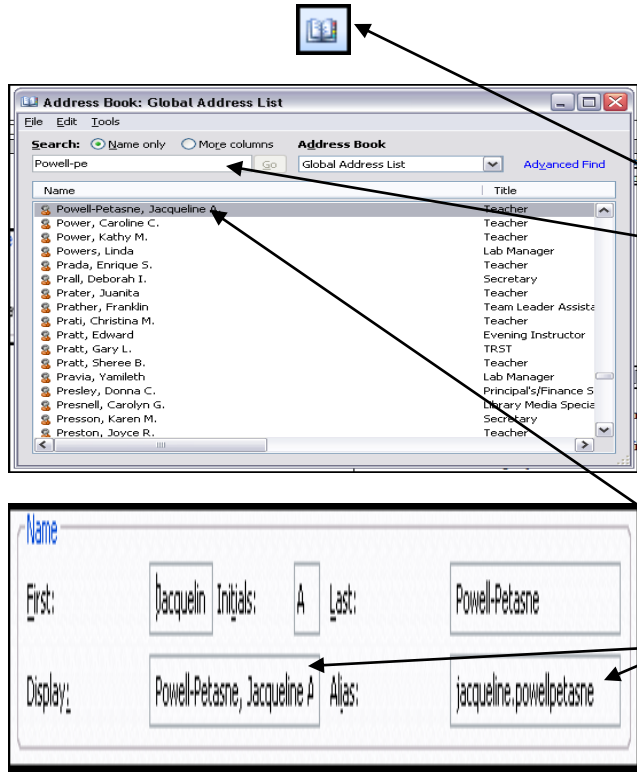



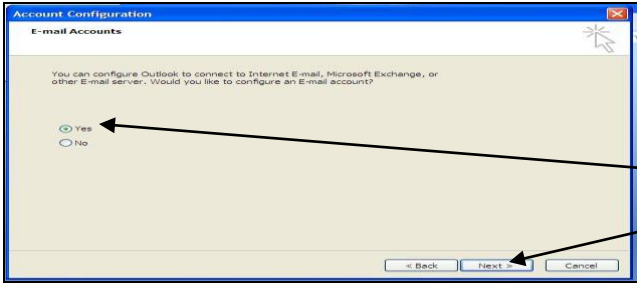
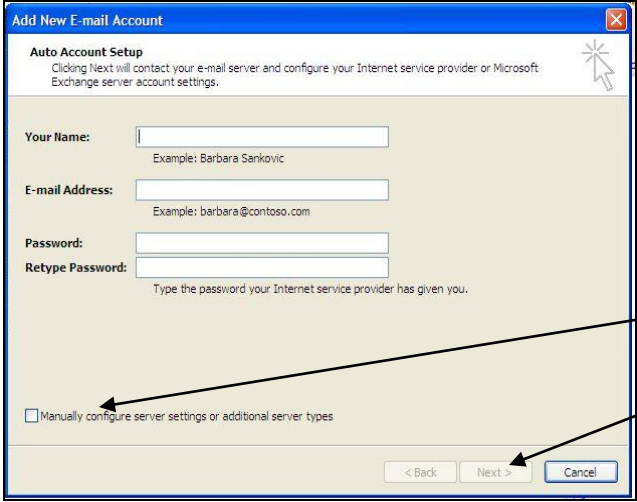
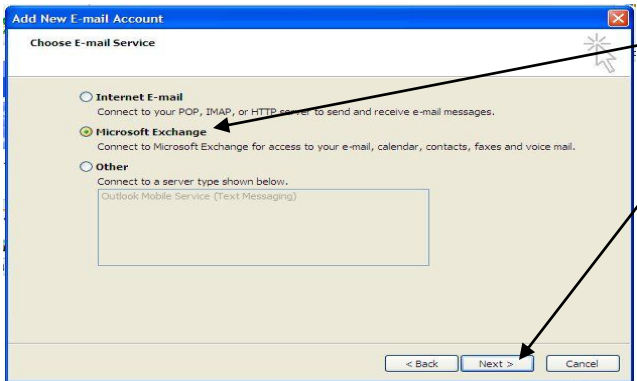
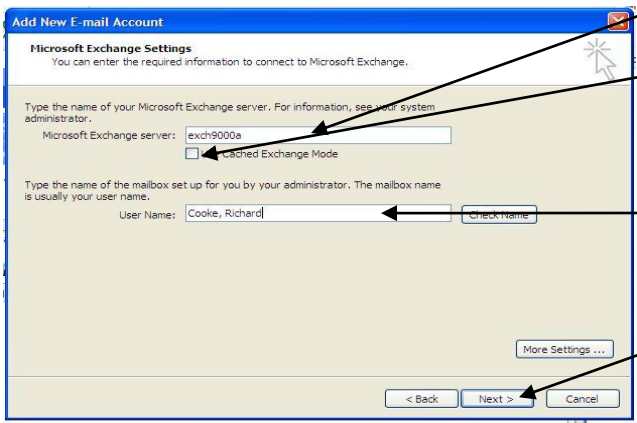



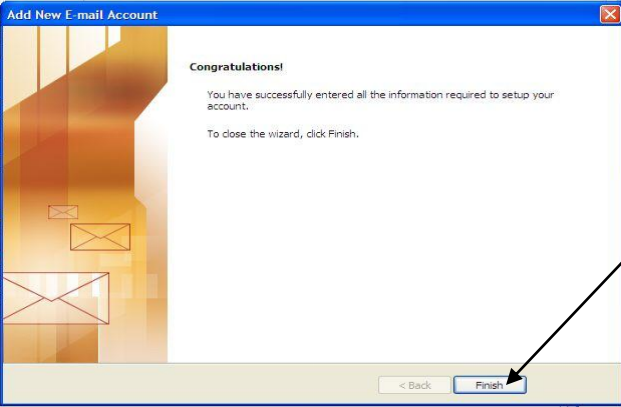

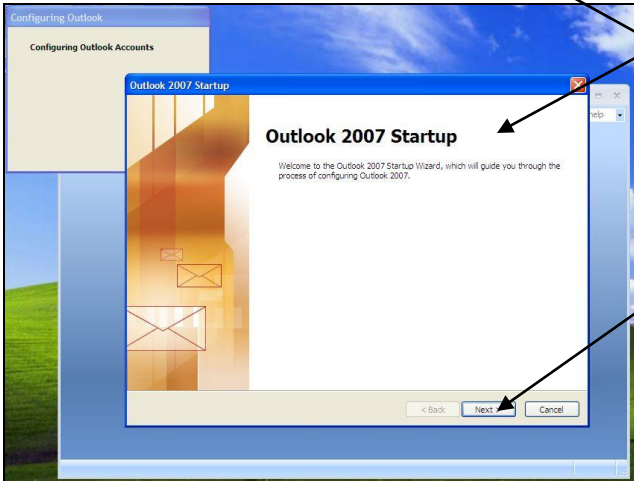

OUTLOOK 2007 New Email Account Setup

Steps	Screen Displayed	Procedures
1		<p><u>How to find correct user name from OUTLOOK Address Book:</u></p> <p>Hyphenated names cause the most difficulty.</p> <ul style="list-style-type: none"> • Click Address Book icon • Type Name • Scroll to find the correct name <p>This is how the name appears in the address book</p>  <ul style="list-style-type: none"> • Double Click on highlighted name <p>Notice the login name is different from the display name!</p> <p style="text-align: center;">jacqueline.powellpetasne</p>
2		<p><u>TO CONFIGURE EMAIL ACCOUNT:</u></p> <p>Log on to computer as the USER for the school domain AFTER YOU HAVE SET UP THE USER'S PROFILE ON THE COMPUTER></p> <ul style="list-style-type: none"> • Click Start button  • Locate and Click E-mail icon <p>Configuring Outlook and Outlook 2007 Startup screens appear.</p> <ul style="list-style-type: none"> • Click Next button <p>For SCHOOL Domain Login, go to Step #3</p> <p>For POLK Domain login, go to Step # 6</p>

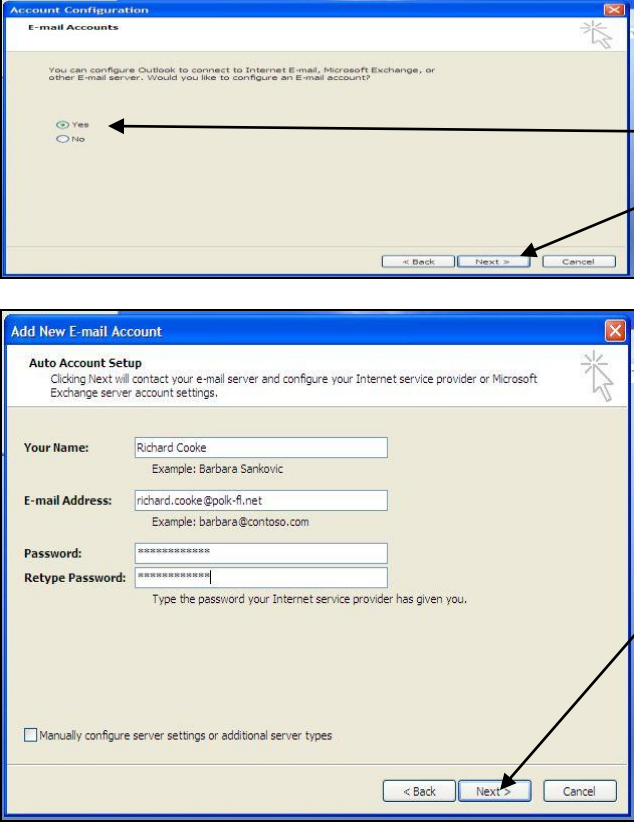
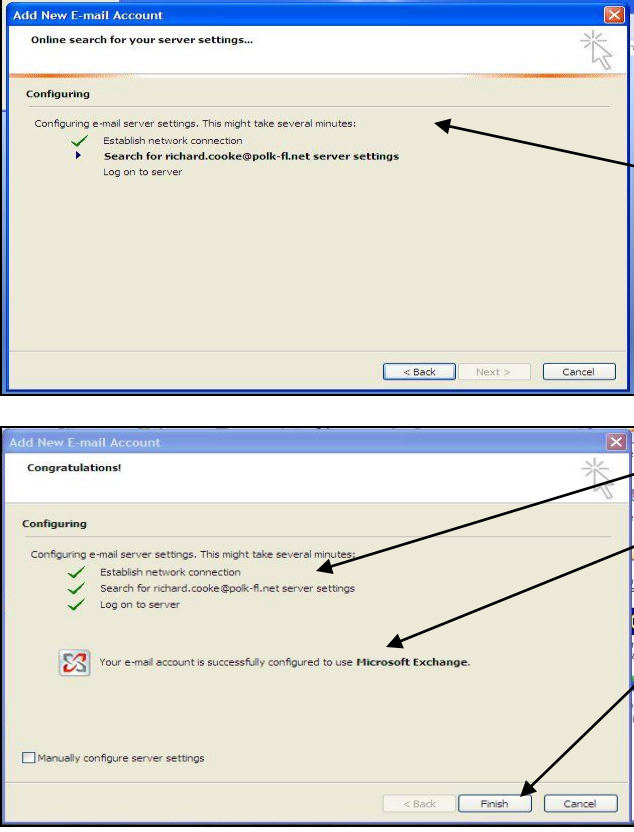
OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
3	 	<p><u>TO CONFIGURE EMAIL ACCOUNT FOR SCHOOL DOMAIN:</u></p> <ul style="list-style-type: none"> Click Yes button Click Next button <p><u>Manually configure server settings or additional server types:</u></p> <ul style="list-style-type: none"> Click Manually configure...button Click Next button
4	 	<ul style="list-style-type: none"> Click Microsoft Exchange button Click Next button <p><u>Exchange Server Addresses Explained:</u></p> <p style="text-align: center;">Exch9000 a, b, or c</p> <ul style="list-style-type: none"> Type either exch9000c.dc.polk-fl.net Uncheck Use Cached Exchange Mode box Type user's correct name <p>Now that you have determined the correct account login name:</p> <ul style="list-style-type: none"> Click Next button

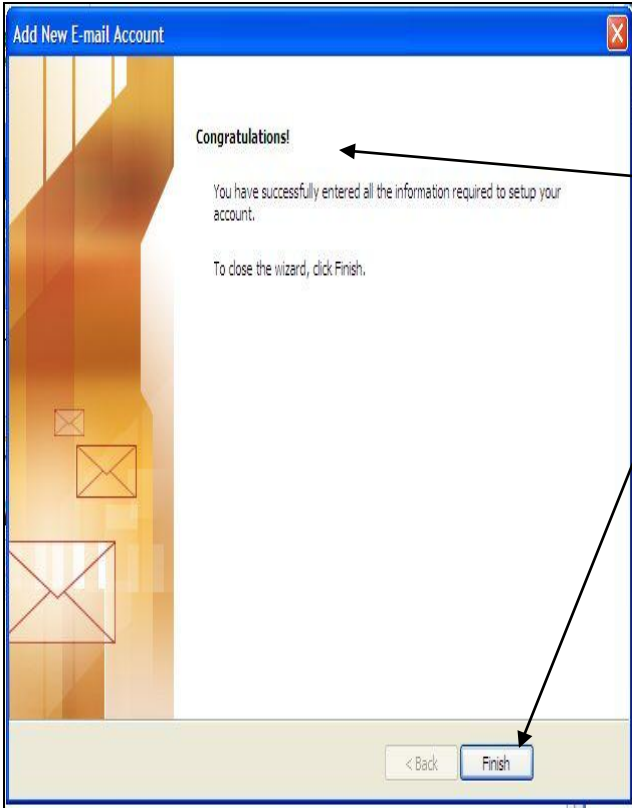
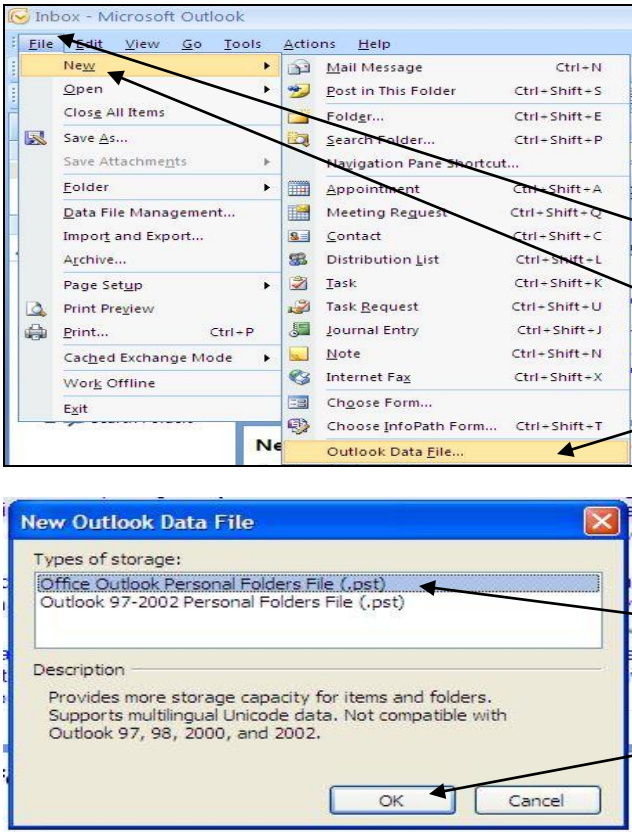
OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
5	 	<p><u>TO CONFIGURE EMAIL ACCOUNT FOR SCHOOL DOMAIN:</u></p> <ul style="list-style-type: none"> • Type firstname.lastname@polk-fl.net • Enter Email Password • Click OK button • Click Finish button
6	 	<p><u>TO CONFIGURE EMAIL ACCOUNT FOR POLK DOMAIN:</u></p> <p>AFTER YOU HAVE SET UP THE USER'S PROFILE ON THE COMPUTER</p> <ul style="list-style-type: none"> • Click Start button  • Locate and Click E-mail icon <p>Configuring Outlook and Outlook 2007 Startup screens appear.</p> <ul style="list-style-type: none"> • Click Next button

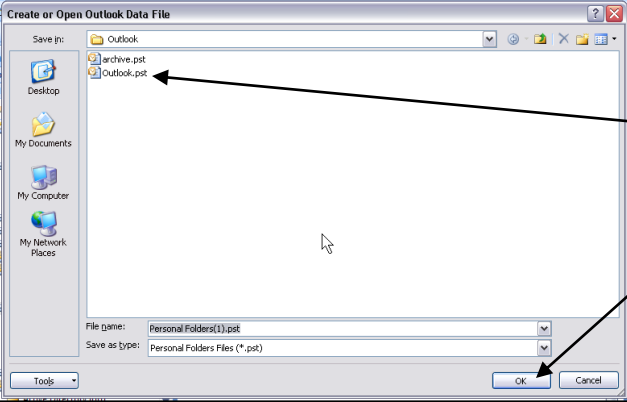

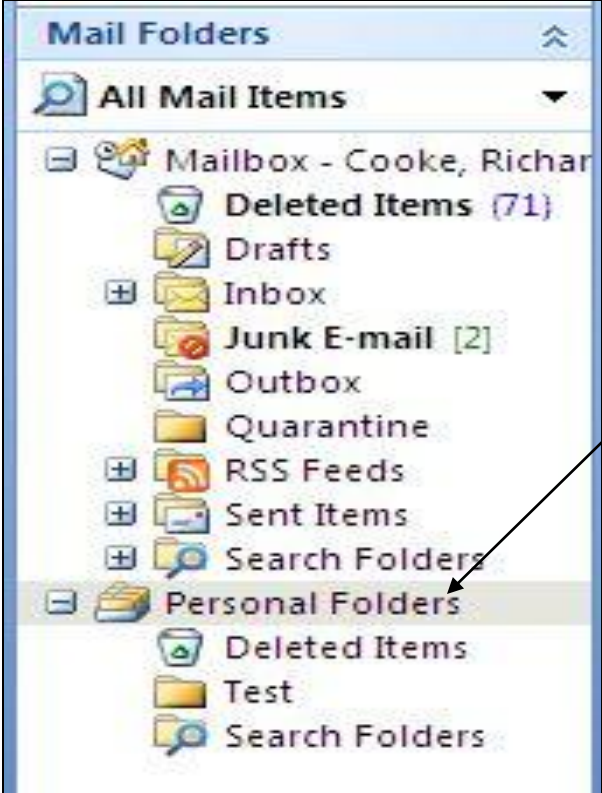
OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
7		<p><u>TO CONFIGURE EMAIL ACCOUNT FOR POLK DOMAIN:</u></p> <ul style="list-style-type: none"> Click Yes button Click Next button <p>AUTO ACCOUNT SETUP</p> <p>If you are logged on to the computer as the User, the account information is automatically filled in.</p> <ul style="list-style-type: none"> Click Next button
8		<p>Configuring Window appears.</p> <p>Check marks show progress of account settings. Your email account is successfully.....</p> <ul style="list-style-type: none"> Click Finish button

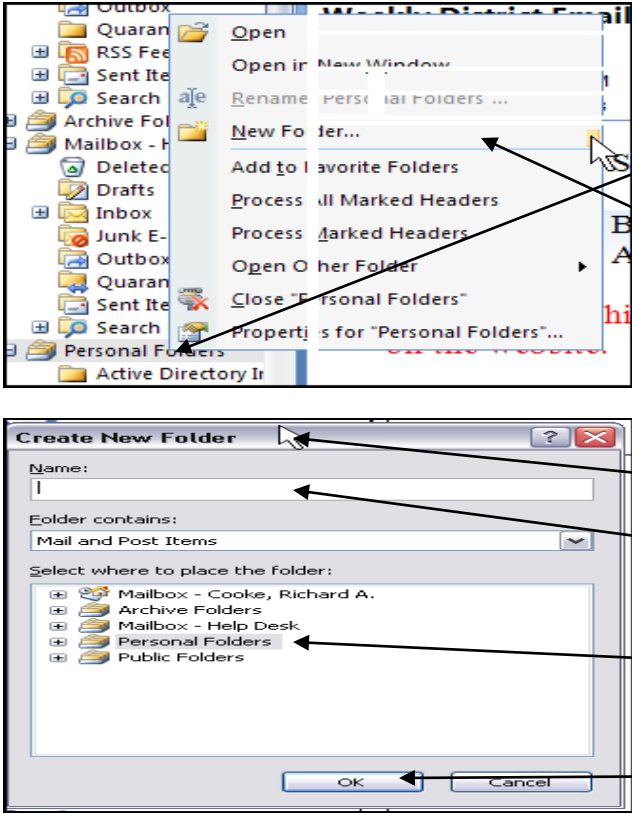
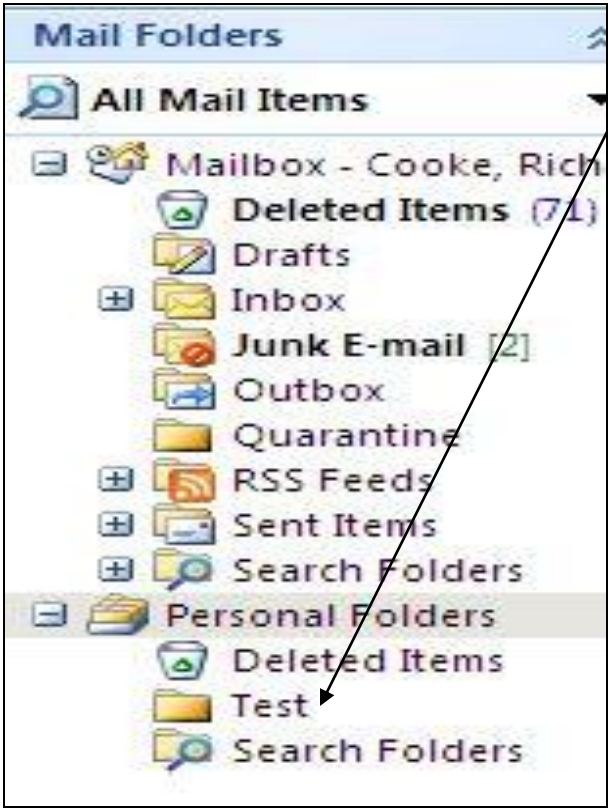
OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
9		<p><u>TO CONFIGURE EMAIL ACCOUNT FOR POLK DOMAIN:</u></p> <p style="text-align: center;">Congratulations Screen Appears</p> <p style="text-align: center;">Click Finish button</p>
9		<p><u>TO SET UP THE PERSONAL (.PST) FOLDER:</u></p> <p style="text-align: center;">WITH THE USER'S OUTLOOK OPEN...</p> <p style="text-align: center;">Click File</p> <p style="text-align: center;">Click New</p> <p style="text-align: center;">Click Outlook Data File</p> <p style="text-align: center;">Click Office Outlook Personal Folders File (.pst)</p> <p style="text-align: center;">Click OK button</p>

OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
11	 	<p><u>TO SET UP THE PERSONAL (.PST) FOLDER:</u></p> <p>Default File Name (Outlook.pst)</p> <p>Click OK button</p> <p>DO NOT CREATE A PASSWORD!</p> <p>Click OK button</p>
12		<p>You will know you were successful in creating a PST folder if you can see PERSONAL FOLDERS in the MAIL file view window.</p>

OUTLOOK 2007 New Email Account Setup (School & Polk Domain)

Steps	Screen Displayed	Procedures
13		<p style="text-align: center;"><u>CREATING NEW FOLDERS IN THE PERSONAL FOLDER:</u></p> <ul style="list-style-type: none"> • Right Click on the PERSONAL FOLDER to highlight • Left Click on New Folder • Create New Folder Window appears • Type name of new file (Example: TEST) • Left Click Personal Folders if not is not highlighted • Click OK button
14		<p style="text-align: center;">NEW FOLDER "TESTS" APPEARS UNDER THE PERSONAL FOLDERS.</p>