Instructions for Setting up Outlook for the First Time

1. Click on the outlook icon and the following display will appear.

2. In the field labeled “Microsoft Exchange Server,” type in “mail”

3. In the field labeled “Mailbox,” type in the login name of the user. DO NOT press the Enter key, however.

4. Next, click on the box labeled “Check Name” to make sure the mail server recognizes the user name as valid.

5. If the name in the Mailbox field changes to the user’s name, then press the Enter key.

Note: If the Outlook icon is not on the desktop or in the start menu, click on “All Programs” and go to Microsoft Office, and copy the Microsoft Outlook entry to the desktop.