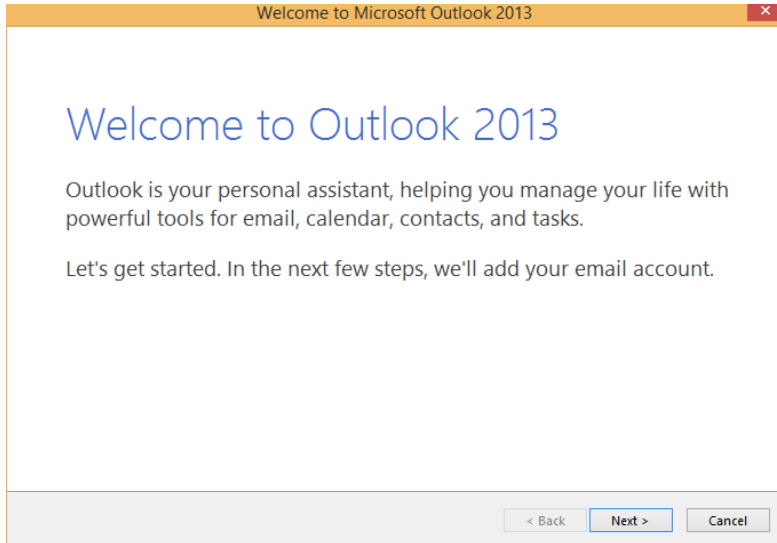


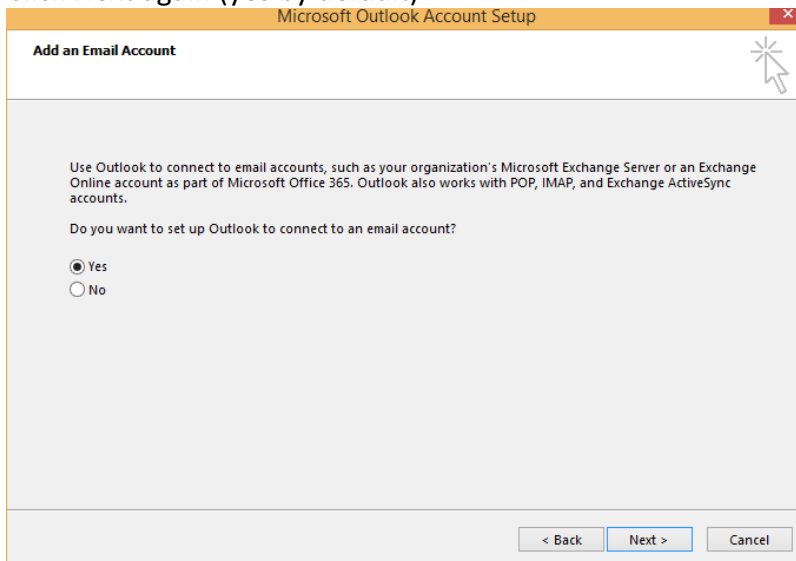
Outlook 2013 Setup

Open Outlook 2013 (All Programs>Microsoft Office 2013) If you are using 2010 it is the same process.

Click Next on Welcome Screen



Click Next again (yes by default)



Outlooks should default to your D6 Email account info, click next

Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

Outlook will Auto configure your email account, then click Finish and enjoy your new email program

Add Account [Close]

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for james.sarmiento@district6.org settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel