

Setting up Outlook for the first time

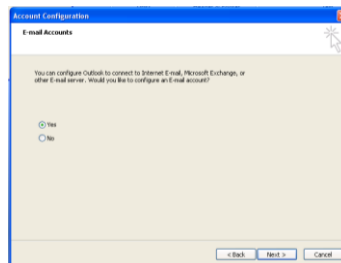
If this will be the first time you have opened and configured Outlook you can follow the steps below.

Open the Microsoft Outlook application.

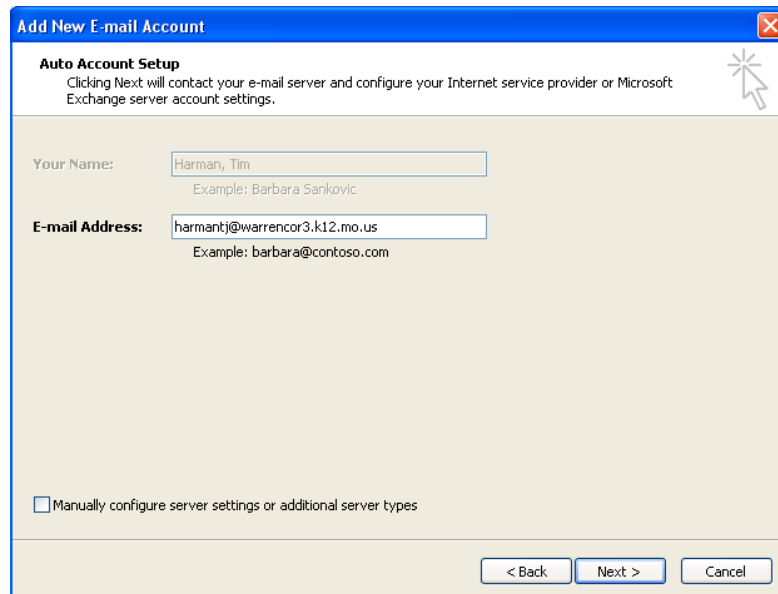
- Click on the Start button, then select Programs > Microsoft Office > Microsoft Outlook 2007.
 - It is possible that a shortcut to Microsoft Outlook was made on your desktop - double-click the shortcut icon to start Outlook.
2. Before the Outlook application runs for the first time, the Startup Wizard will appear. Click on the Next button on the initial Startup Wizard window to begin.



3. The Startup Wizard will ask you if there are any email accounts that you would like to set up. Click on the selector button corresponding to Yes and click Next.



- The Startup Wizard will attempt to fill in your information for you. If asked you need to enter your name, email address, and password. Enter the requested information and click 'Next'.

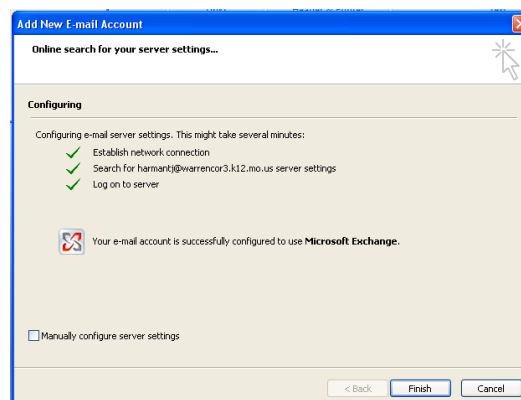


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' section. The text reads: 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' Below this, there are two input fields: 'Your Name:' with the text 'Harman, Tim' and an example 'Example: Barbara Sankovic'; and 'E-mail Address:' with the text 'harmantj@warrencor3.k12.mo.us' and an example 'Example: barbara@contoso.com'. At the bottom left, there is a checkbox labeled 'Manually configure server settings or additional server types' which is currently unchecked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Note: When entering your email address please enter the School Email Address you setup when you activated your account. By default this is in the format of LastnameFirstinitialMiddleinitial@warrencor3.k12.mo.us

Outlook will attempt to locate your Exchange Server settings and configure itself Automatically.

Once Outlook has finished configuring your account you should see three green checkmarks, and the message that your e-mail account is successfully configured to use Microsoft Exchange.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Configuring' section. The text reads: 'Online search for your server settings...' and 'Configuring e-mail server settings. This might take several minutes:'. Below this, there are three green checkmarks indicating successful steps: 'Establish network connection', 'Search for harmantj@warrencor3.k12.mo.us server settings', and 'Log on to server'. A message box with a checkmark icon states: 'Your e-mail account is successfully configured to use Microsoft Exchange.' At the bottom left, there is a checkbox labeled 'Manually configure server settings' which is currently unchecked. At the bottom right, there are three buttons: '< Back', 'Finish', and 'Cancel'.

Click the 'Finish' button to complete the account setup.

Outlook will now start. Your Exchange account information (email, calendar, contacts, tasks, etc.) will begin to display in Outlook. It may take several moments to get all your information. Should you get a warning message like the one below, check the checkbox for “Do not display this message again” and then click the no button

