Select "Control Panel" from the Start Menu



Select the "Mail" icon in the Control Panel

| Control Panel + All Cor           | ntrol Panel Items 🕨                 | ✓ 4 Search Control Panel  |
|-----------------------------------|-------------------------------------|---------------------------|
| Adjust your computer's settings   |                                     | View by: Small icons 🔻    |
| 🏲 Action Center                   | 😨 Administrative Tools              | 📑 AutoPlay                |
| 🐌 Backup and Restore              | 🎭 BitLocker Drive Encryption        | Color Management          |
| Credential Manager                | 🚔 Date and Time                     | 🕢 Default Programs        |
| 📑 Desktop Gadgets                 | 🚔 Device Manager                    | n Devices and Printers    |
| 📮 Display                         | 🕲 Ease of Access Center             | Folder Options            |
| 💦 Fonts                           | 🗐 Getting Started                   | n HomeGroup               |
| 🔒 Indexing Options                | 🔂 Internet Options                  | 🛃 Java                    |
| 🕮 Keyboard                        | 🖾 Location and Other Sensors        | Mail (32-bit)             |
| I Mouse                           | 辈 Network and Sharing Center        | 🔜 Notification Area 🛛 pns |
| Performance Information and Tools | Personalization                     | Phone and Modem           |
| 🗃 Power Options                   | Programs and Features               | necovery                  |
| 🔗 Region and Language             | 🐻 RemoteApp and Desktop Connections | 💐 Sound                   |
| 🖶 Speech Recognition              | 🔞 Sync Center                       | I型 System                 |
| 🛄 Taskbar and Start Menu          | Troubleshooting                     | & User Accounts           |
| vm VMware Tools                   | 📑 Windows CardSpace                 | Windows Defender          |
| 🔗 Windows Firewall                | 🚰 Windows Update                    |                           |

The Mail applet lets you manage mail profiles, click the "Add.." button

| Mail                              |                          |                    |                  | ×   |
|-----------------------------------|--------------------------|--------------------|------------------|-----|
| General                           |                          |                    |                  |     |
| The follow                        | ving pr <u>o</u> files a | are set up on this | s computer:      |     |
|                                   |                          |                    |                  | *   |
|                                   |                          |                    |                  | Ŧ   |
| Add                               | Remove                   | Properties         | Сор <u>у</u> ,,, |     |
| When starting M                   | licrosoft Out            | ook, use this pro  | file:            |     |
| O Prompt for a profile to be used |                          |                    |                  |     |
| Always us                         | e this profile           |                    |                  |     |
|                                   |                          |                    |                  | •   |
|                                   | ОК                       | Cancel             | AP               | ply |

*Type a name for the profile (e.g. your username)* 

| 3 Mail  |    |  |  |  |
|---|----|--|--|--|
| General   | _  |  |  |  |
| New Profile   |    |  |  |  |
| Create New Profile  | וו |  |  |  |
| Profile Name: Cancel  | 1  |  |  |  |
| Testuser  |    |  |  |  |
| Add Remove Properties Copy,<br>When starting Microsoft Outlook, use this profile:<br>Prompt for a profile to be used<br>Always use this profile |    |  |  |  |
| OK Cancel App   | ly |  |  |  |

Enter your name, email address, and password, then hit "Next >"

| Add New Account   |   |   |  |
|---|---|---|--|
| Auto Account Setup<br>Click Next to connect to the mail server and automatically configure your account settings. |   |   |  |
| ◎ E-mail <u>A</u> ccount  |   |   |  |
| Your Name:  | Test User   |   |  |
| <u>E</u> -mail Address:   | testuser @nova.edu<br>Example: ellen@contoso.com                |   |  |
| Password:   | ******  |   |  |
| Retype Password:  | Type the password your Internet service provider has given you. |   |  |
| ⊙ Te <u>x</u> t Messaging (   | © Te <u>x</u> t Messaging (SMS)                                 |   |  |
| Manually configure server settings or additional server types   |   |   |  |
|   | < <u>B</u> ack Next > Cance                                     | : |  |
|   |   |   |  |

Outlook will attempt to configure itself automatically with your credentials

| Add New Add   | ccount   | ×      |
|---------------|--|--------|
| Online sear   | rch for your server settings   | ×      |
| Configuring   |  |        |
| Configuring ( | e-mail server settings. This might take several minutes:<br>Establish network connection<br>Search for testuser@nova.edu server settings<br>Log on to server |        |
|               | < Back Next >  | Cancel |

*If the automatic configuration succeeds, click to "Finish" to begin using your Exchange account.* 

| 3 Add New Account  |                     |  |
|--|---------------------|--|
| Congratulations!   | × ×                 |  |
| Configuring  |                     |  |
| Configuring e-mail server settings. This might take several minutes: |                     |  |
| <ul> <li>Establish network connection</li> </ul>                     |                     |  |
| <ul> <li>Search for testuser@nova.edu server settings</li> </ul>     |                     |  |
| <ul> <li>Log on to server</li> </ul>                                 |                     |  |
| Your e-mail account is successfully configured.                      |                     |  |
| Manually configure server settings                                   | Add another account |  |
|  | ack Finish Cancel   |  |