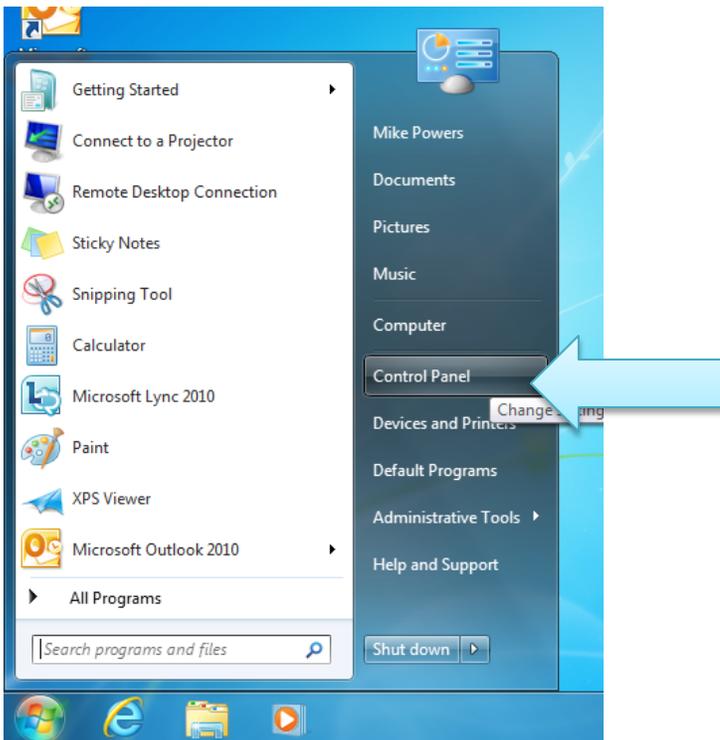
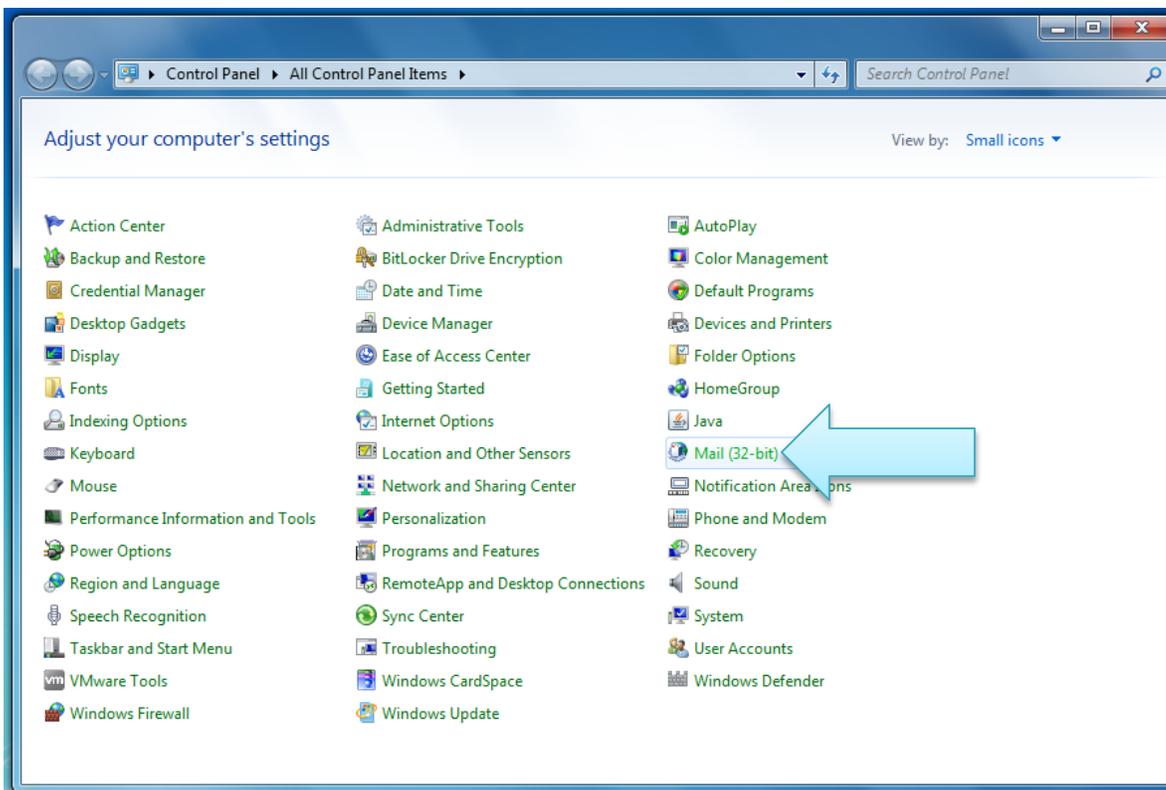


NSU Exchange Setup for Outlook

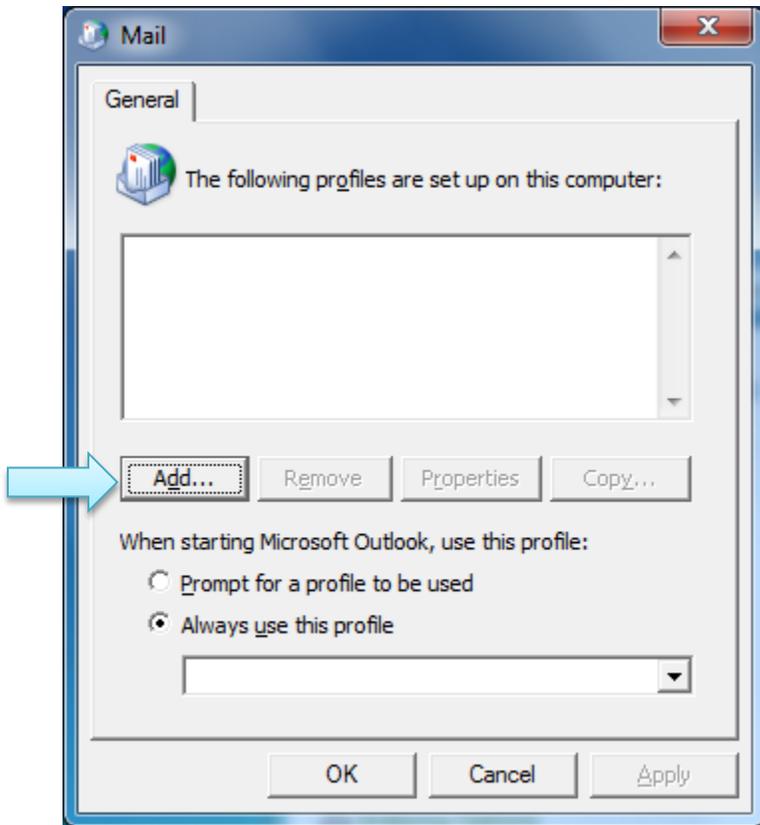
Select "Control Panel" from the Start Menu



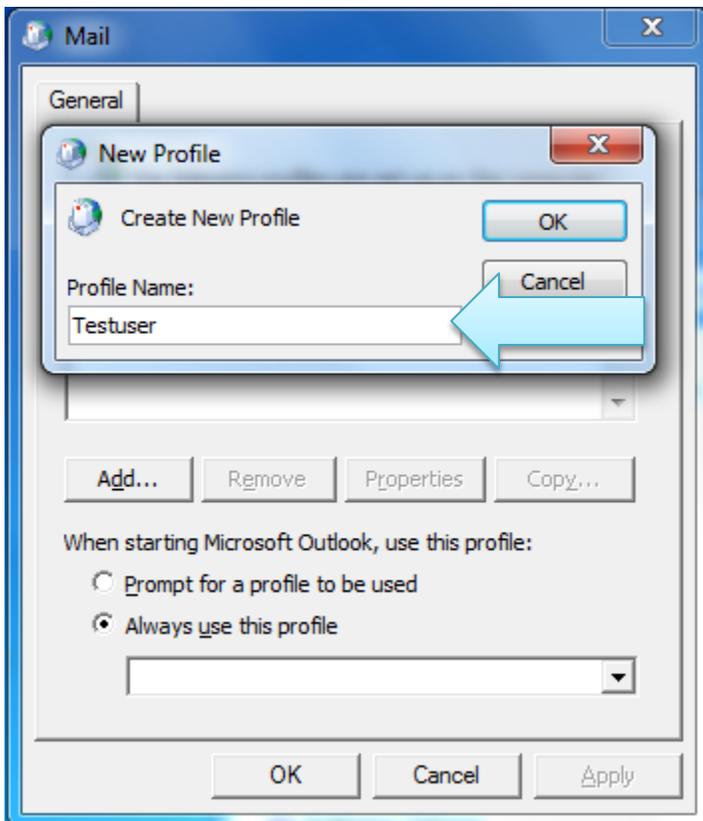
Select the "Mail" icon in the Control Panel



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



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



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

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account'. Below the title bar, the text says 'Auto Account Setup' and 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio buttons: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section has four input fields: 'Your Name' (containing 'Test User'), 'E-mail Address' (containing 'testuser@nova.edu'), 'Password' (containing '*****'), and 'Re-type Password' (containing '*****'). Three blue arrows point to the right of each of these fields. Below the input fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Outlook will attempt to configure itself automatically with your credentials

The screenshot shows the 'Add New Account' dialog box with the 'Online search for your server settings...' section. The title bar reads 'Add New Account'. Below the title bar, the text says 'Online search for your server settings...'. There is a progress bar and a 'Configuring' section. The text says 'Configuring e-mail server settings. This might take several minutes:'. There are three items in the list: 'Establish network connection' (with a green checkmark), 'Search for testuser@nova.edu server settings' (with a blue arrow), and 'Log on to server'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

