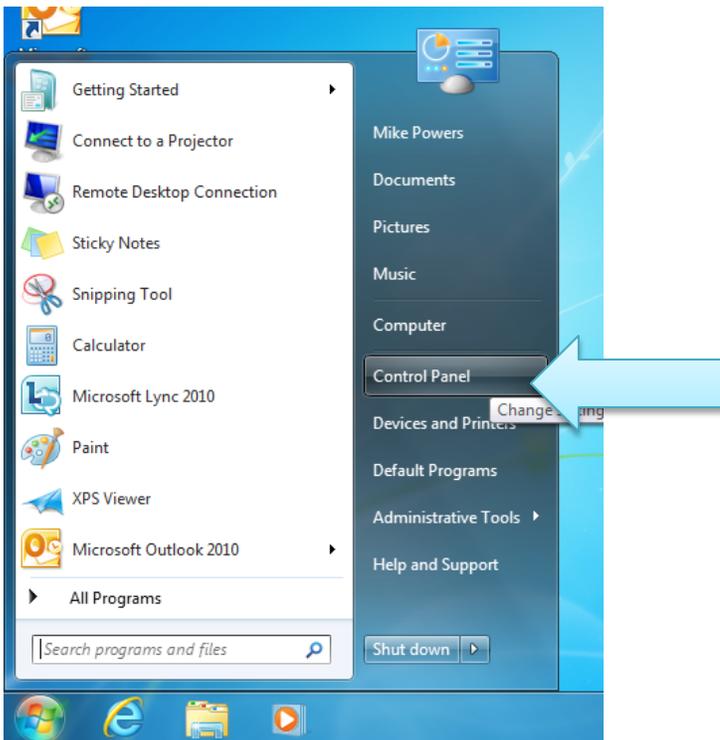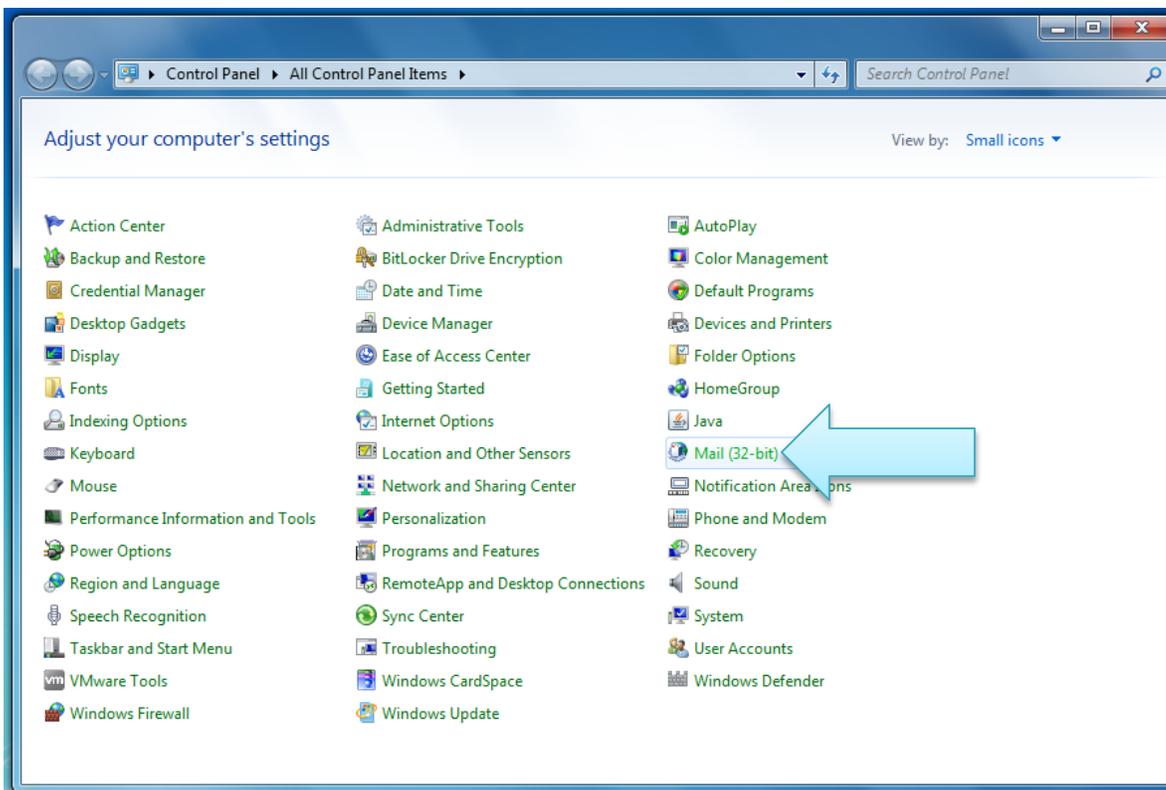# NSU Exchange Setup for Outlook
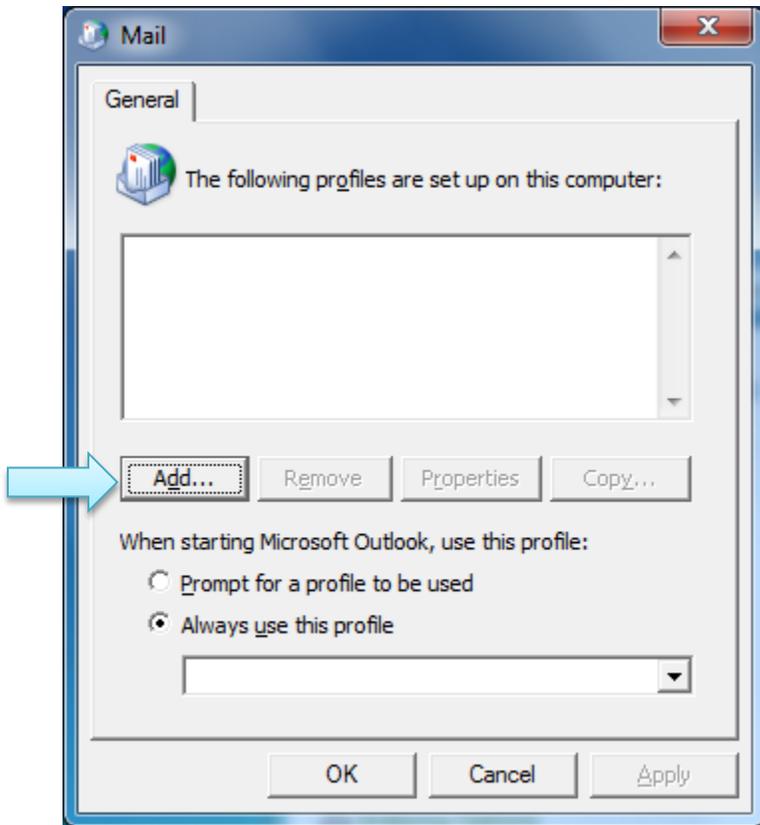
Select "Control Panel" from the Start Menu
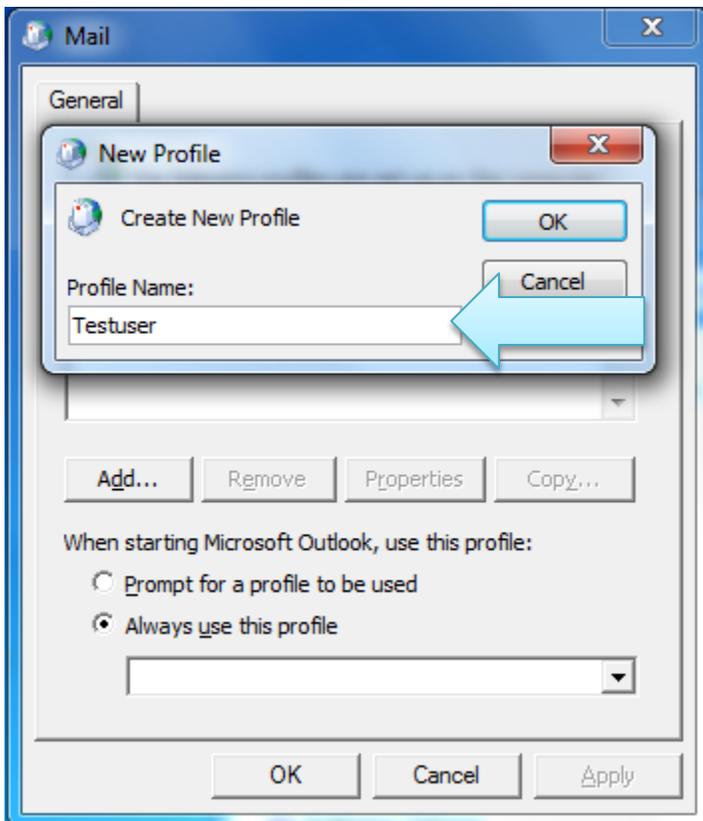

Select the "Mail" icon in the Control Panel

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 >"

Outlook will attempt to configure itself automatically with your credentials

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