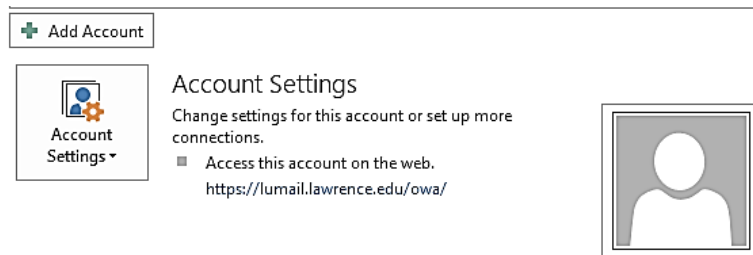


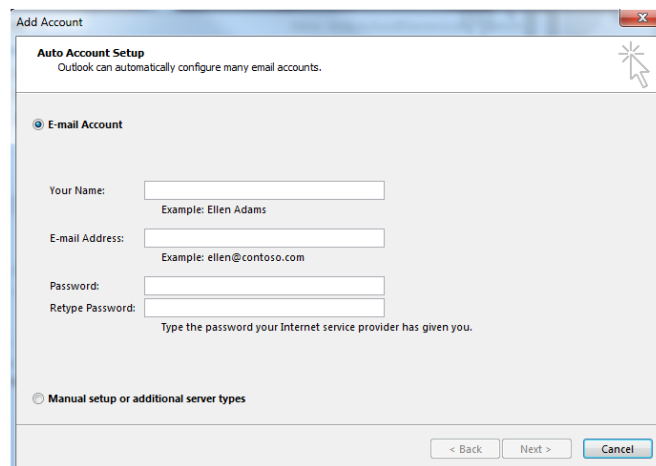
Set up an Exchange connection to your email in Microsoft Exchange Outlook

1. Open Outlook. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.

NOTE: If the Microsoft Outlook Startup wizard doesn't appear (you already have an existing outlook account), on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.

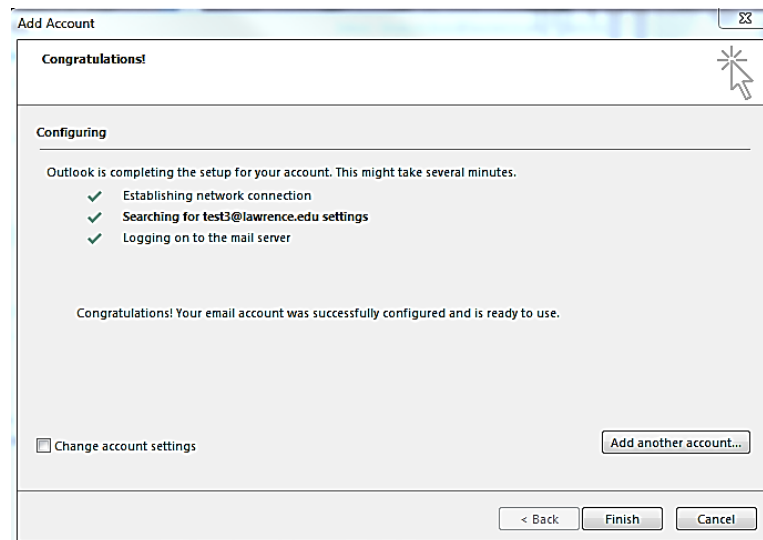


2. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name** and **E-mail Address** settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your account. If the settings on the **Auto Account Setup** page aren't filled in or aren't correct, do the following:



- If the settings on the **Auto Account Setup** page aren't filled in, type the correct settings based on the information that was provided to you by the Helpdesk.
 - E-mail Account information to fill in **Your Name** and **username@lawrence.edu** (smithj@lawrence.edu).
 - Password **Lawrence e-mail password**.
 - Click **Next**.
3. After you click **Next** on the **Auto Account Setup** page, Outlook will search online to find your email server settings. You may be prompted to enter your user name and password during this search. Make sure that you enter your **username@lawrence.edu** in the user name field and password **Lawrence e-mail password**.

NOTE: If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.



4. Another pop-up message will appear "You must restart Outlook for these changes to take effect" Click **OK**.

