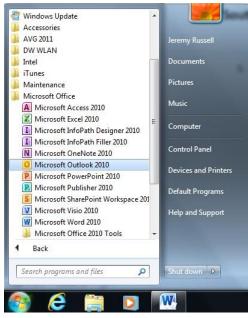
South College Desktop Outlook Client Setup & Configuration

NOTE – You must be connected to the South College Admin network

1. Open Outlook by going to the orb (start menu), click "All Programs", then click "Microsoft Office", then click "Microsoft Outlook 2010"



2. Click "Next"



3. Click "Next"

count Configuration	
E-mail Accounts	×
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	
@ Yes	
© Ne	
(< Back Next > Cancel

4. Click "Next" your name / e-mail address should automatically be filled in. (Skip to step #7 if your name / e-mail does not automatically get populated)

Id New Account Auto Account Set Click Next to cor	up nnect to the mail server and automatically configure your a	account settings.	一 ~
e t-mail <u>A</u> ccount			
Your Name:	Jeremy Russel		
	Example : Ellen Adams		
E-mail Address:	russel \$southcolegetn.edu		
	Example: elen@contoso.com		
🔿 Text Messaging) (SMS)		
Hanually config	ure server settings or additional server types		

5. When Prompted, enter your full South College e-mail address and password, then click ok.

Add New Account	
Online search for your server settings	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
Vindows Security	
Microsoft Outlook Connecting to jrussell@southcollegetn.edu	
jrussell@southcollegetn.edu	
OK Cancel	Next > Cancel

6. Click "Finish", then Outlook will launch and you can access your e-mail. If you are using a laptop, you can also use this Outlook outside of the South College network (at home, for example).

Possible additional step:

7. Fill out the fields with your name, full e-mail address, and your e-mail password, then click "Next", then go back up to step 5 and continue.

Auto Account Setu Click Next to conr	p lect to the mail server and automatically configure your account settings.	Ĩ
E-mail Account		
Your Name:	Jeremy Russell	
	Example: Ellen Adams	
E-mail Address:	jrussell@southcollegetn.edu	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	******	
	Type the password your Internet service provider has given you.	
) Text Messaging	(SMS)	
,		
Manually configu	re server settings or additional server types	