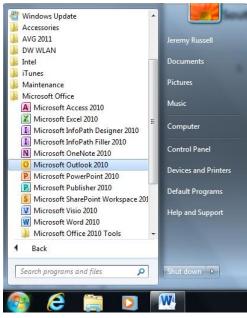
## South College Desktop Outlook Client Setup & Configuration

## \*\*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"

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 Nec	xt > 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.	<b>一</b> ~
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)		
C 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	No. 10 August 10
Configuring	
Configuring e-mail server settings. This might take several minutes:	
Vindows Security	
jrussell@southcollegetn.edu         •••••••         •••••••         © Remember my credentials	
OK Cancel	<back next=""> Cancel</back>

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	ect to the mail server and automatically configure your account settings.	1
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.	
	(215)	
Text Messaging	כרוכ)	
Manually configu	re server settings or additional server types	