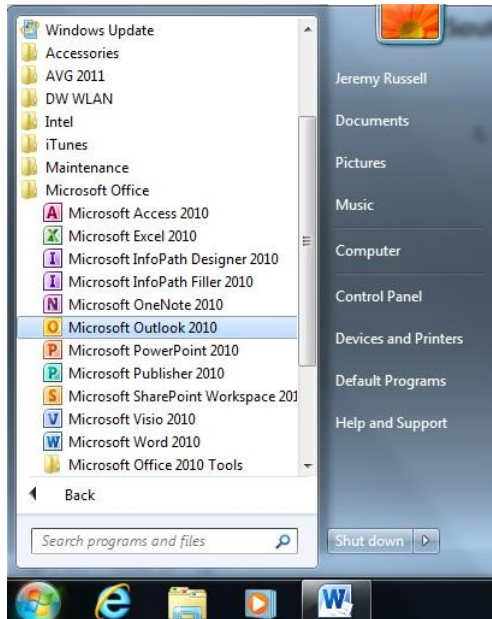


# South College Desktop Outlook Client Setup & Configuration

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

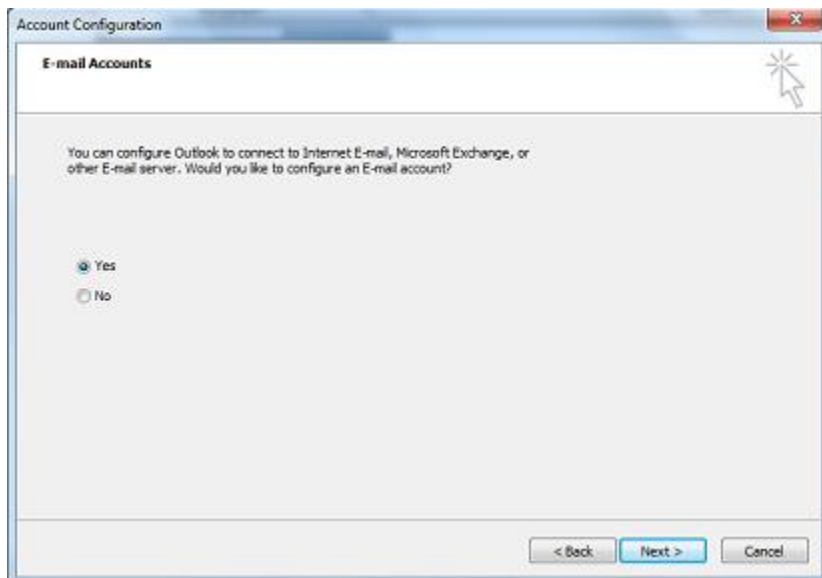
1. Open Outlook by going to the orb (start menu), click “All Programs”, then click “Microsoft Office”, then click “Microsoft Outlook 2010”



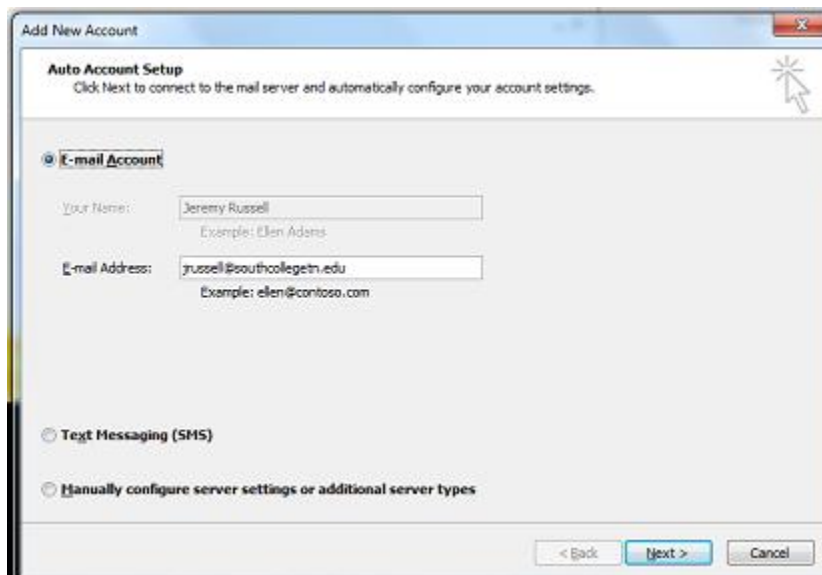
2. Click “Next”



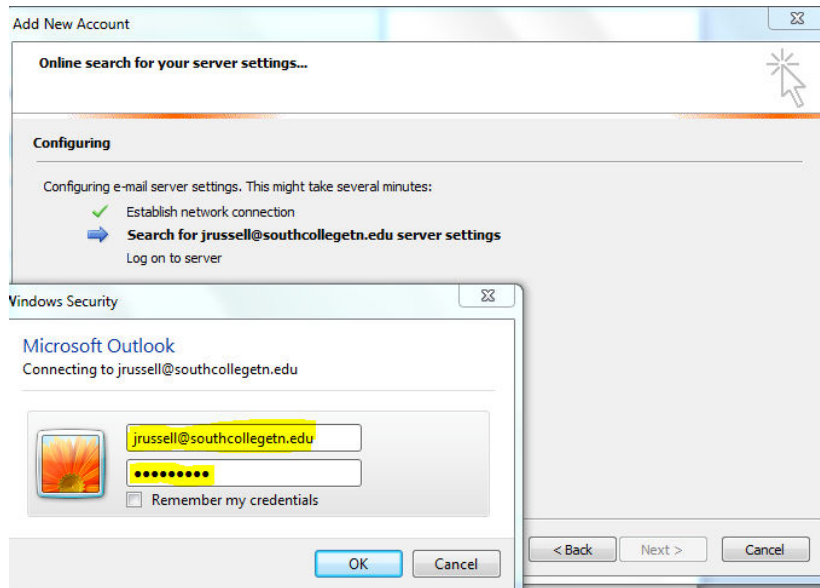
3. Click "Next"



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)



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



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.

