

WESTERN DUBUQUE SCHOOLS
Technology Department

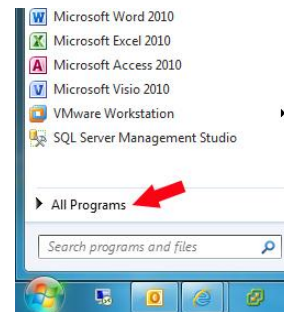
Setting up the Microsoft Outlook 2010 Client

This document outlines the brief steps to setup the Microsoft Outlook 2010 client, part of MS Office, on your work computer. In the event that Outlook Web App (OWA) is unavailable or you would like to use a feature-rich e-mail client, then the Outlook 2010 client might be for you.

Step 1 – Click on the Windows Start logo



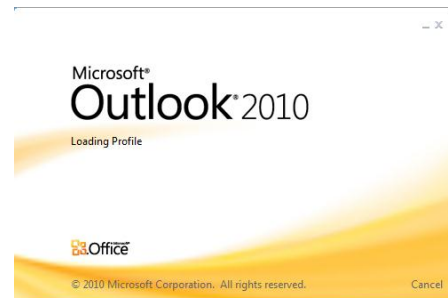
Step 2 – Click on the "All Programs" entry in the Start menu



Step 3 – Scroll to find Microsoft Office entry and then choose "Microsoft Outlook 2010"



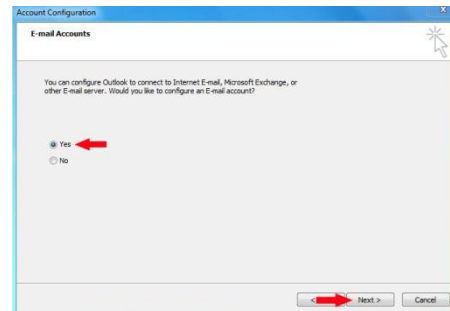
Step 4 – The Microsoft Outlook program will attempt to load.



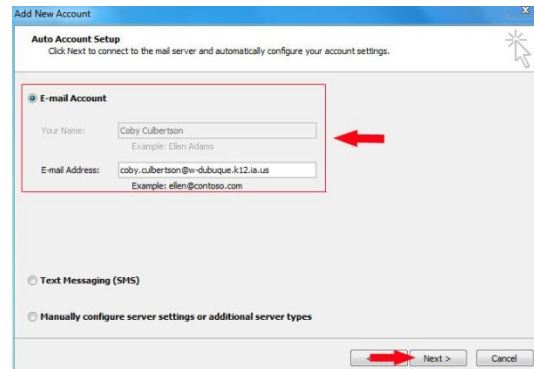
Step 5 – The Microsoft Outlook Startup wizard will launch. Click “**Next**” on the initial screen.



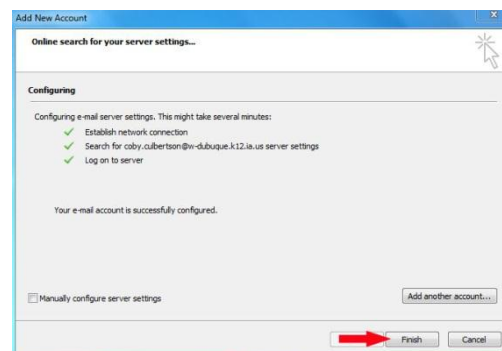
Step 6 – The “account configuration” dialogue box is displayed next. Make sure that the radio button for “**Yes**” is selected (should be by default) and then click “**Next**” to proceed.



Step 7 – The “add new account” dialogue box is displayed next. Verify that under the e-mail account section that it auto populates the “your name” and “e-mail address” fields and then click “**Next**” to proceed.



Step 8 – The final step in configuring your account automatically to log into the Microsoft Outlook client. Click “**Finish**” and the Outlook will continue to launch with your settings.



The Microsoft Outlook Client has been successfully setup on the computer.