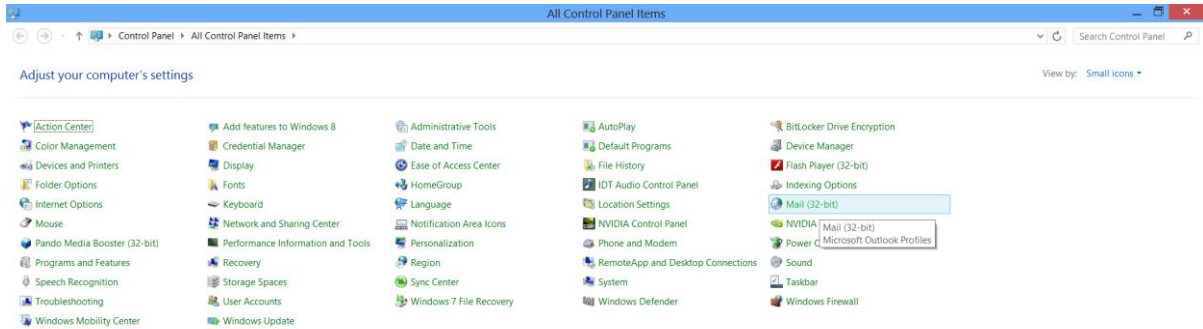


How to add your email account to your Microsoft Outlook

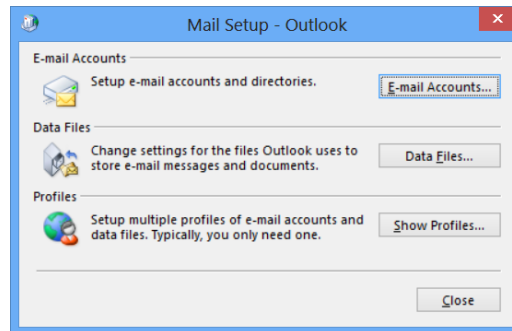
Please close Outlook open up Control Panel.

Change the view by in the top right to Small icons.

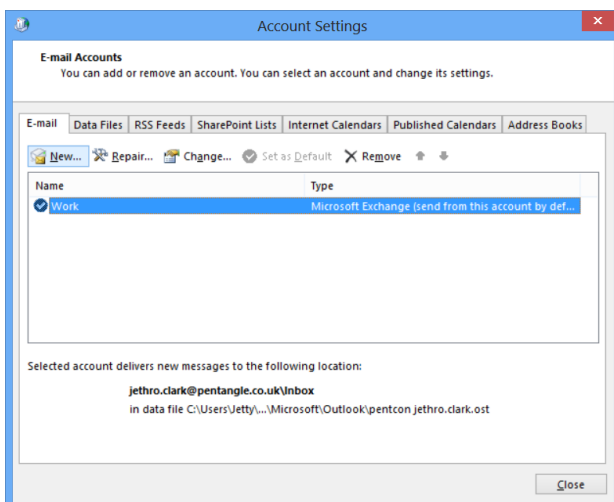
Then click on Mail/Mail(32 bit).

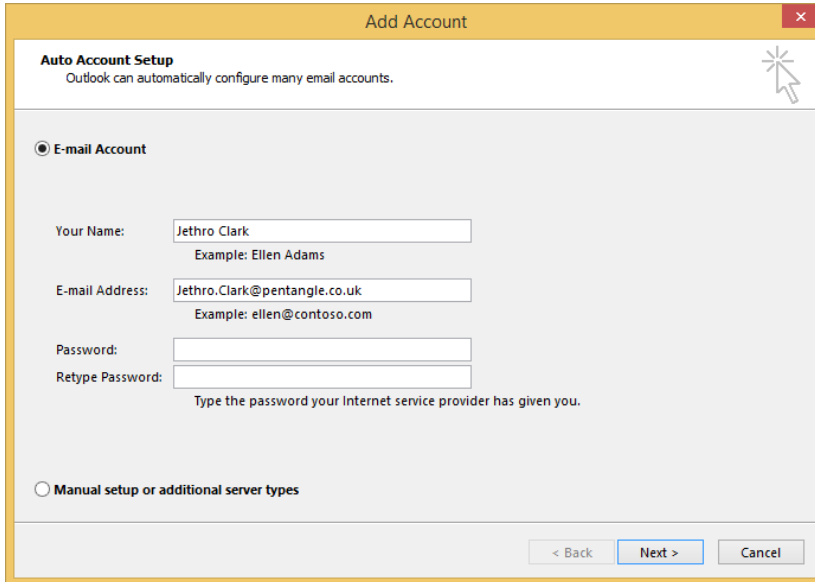


Click on E-mail Accounts...



Then New...





Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

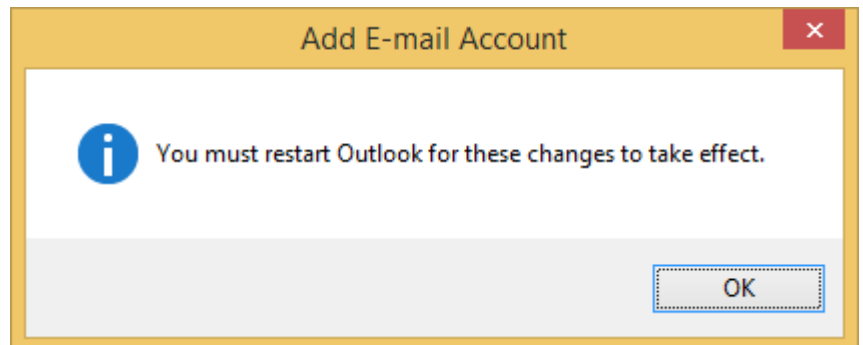
< Back **Next >** Cancel

You should then see a screen like this please fill it in as appropriate.


If you have forgotten your password please contact us and we can reset it.

Then select next.

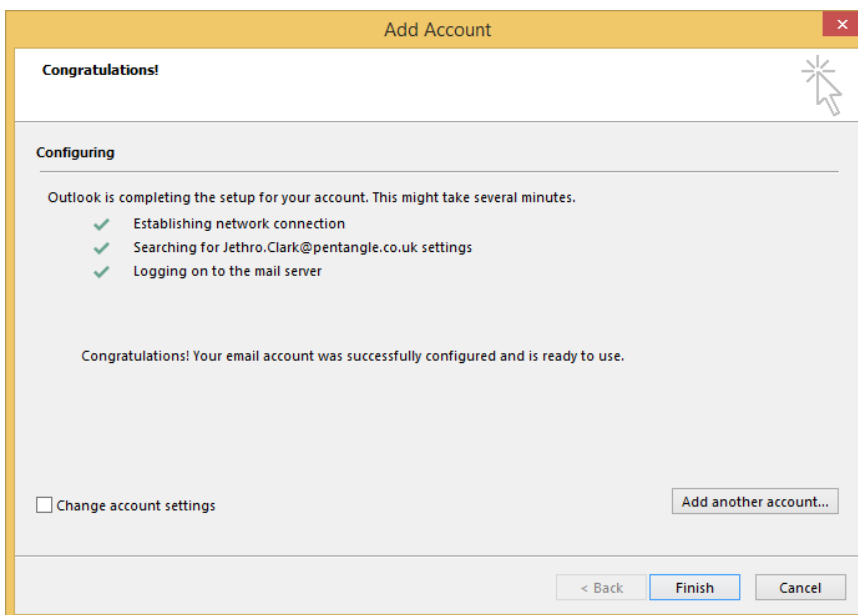
You will then be shown a screen like this, select OK.



Add E-mail Account

 You must restart Outlook for these changes to take effect.

OK



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for Jethro.Clark@pentangle.co.uk settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

You will then be presented with this screen again, it may take a while to search for the settings.

Once it is all done select Finish.