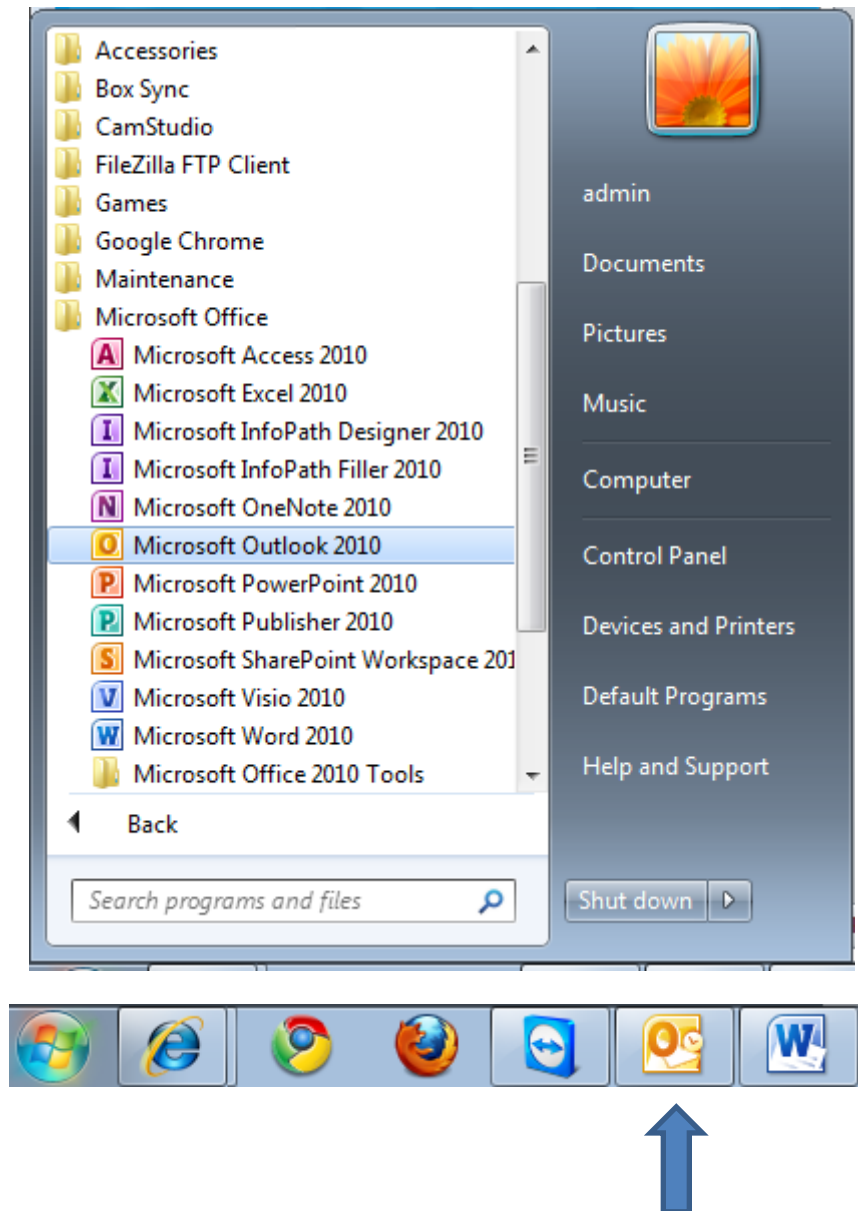


# How to Setup Outlook 2010

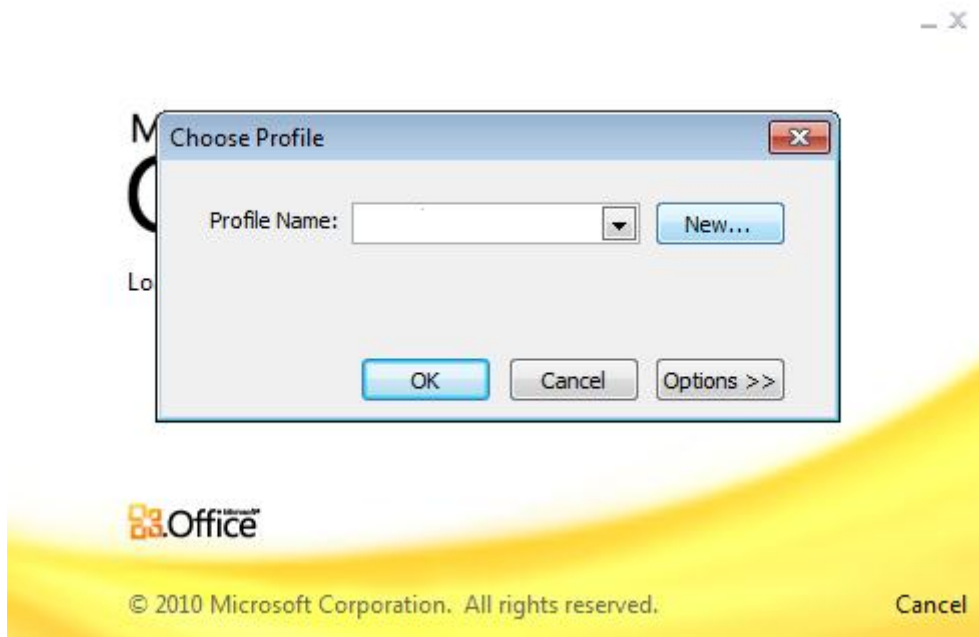
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To begin using your new email account in Microsoft Outlook 2010 you must first set up your profile. This is a simple process will take you roughly three minutes.

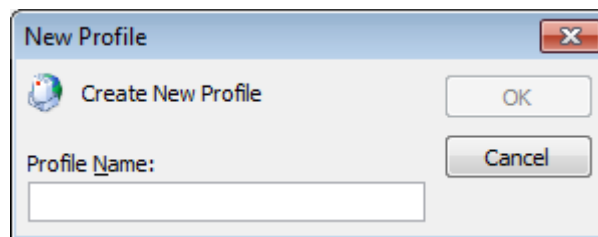
1. Open Microsoft Outlook 2010 – either by clicking on the icon on your desktop or toolbar.



2. As this is the first time you are opening Microsoft Outlook 2010 a new window will open as shown below.

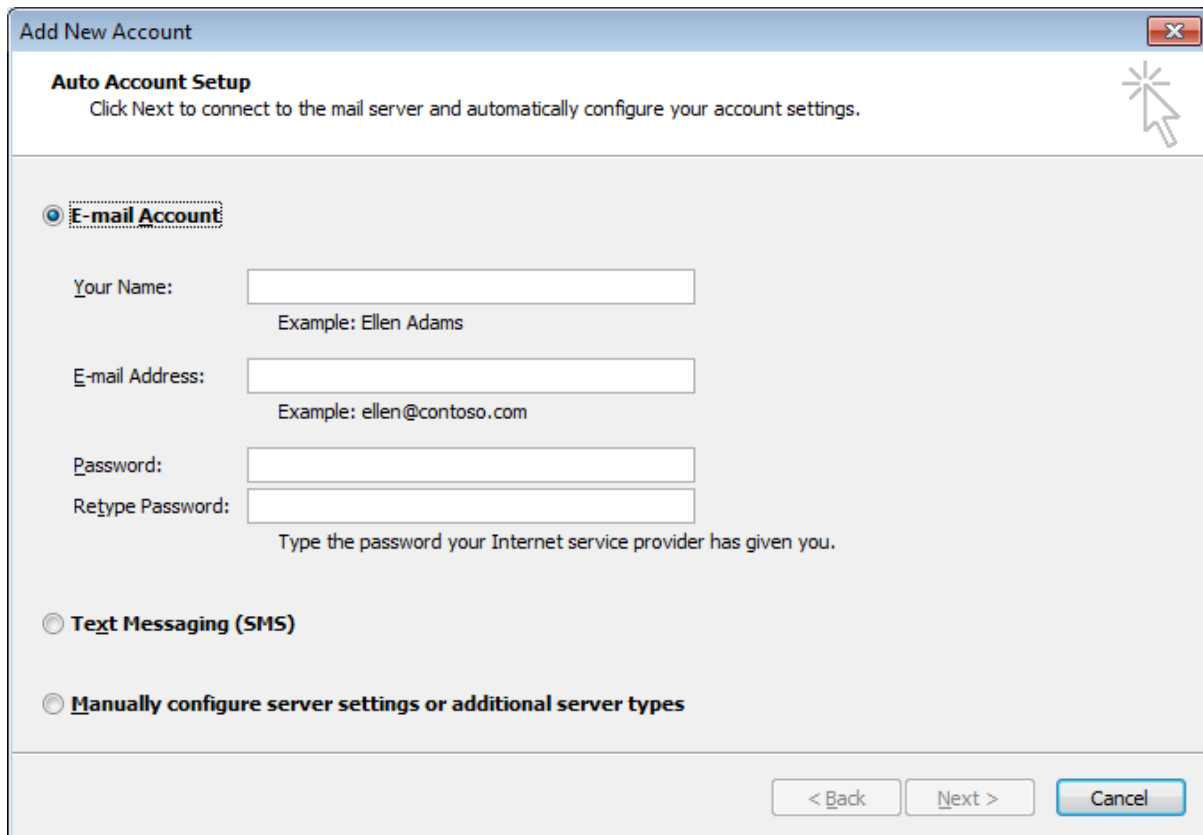


3. Click "New..." This will open a new window as below.



4. Enter the name of the profile; we recommend simply using your first name. Then click "OK".

5. This will open a new window as shown below.



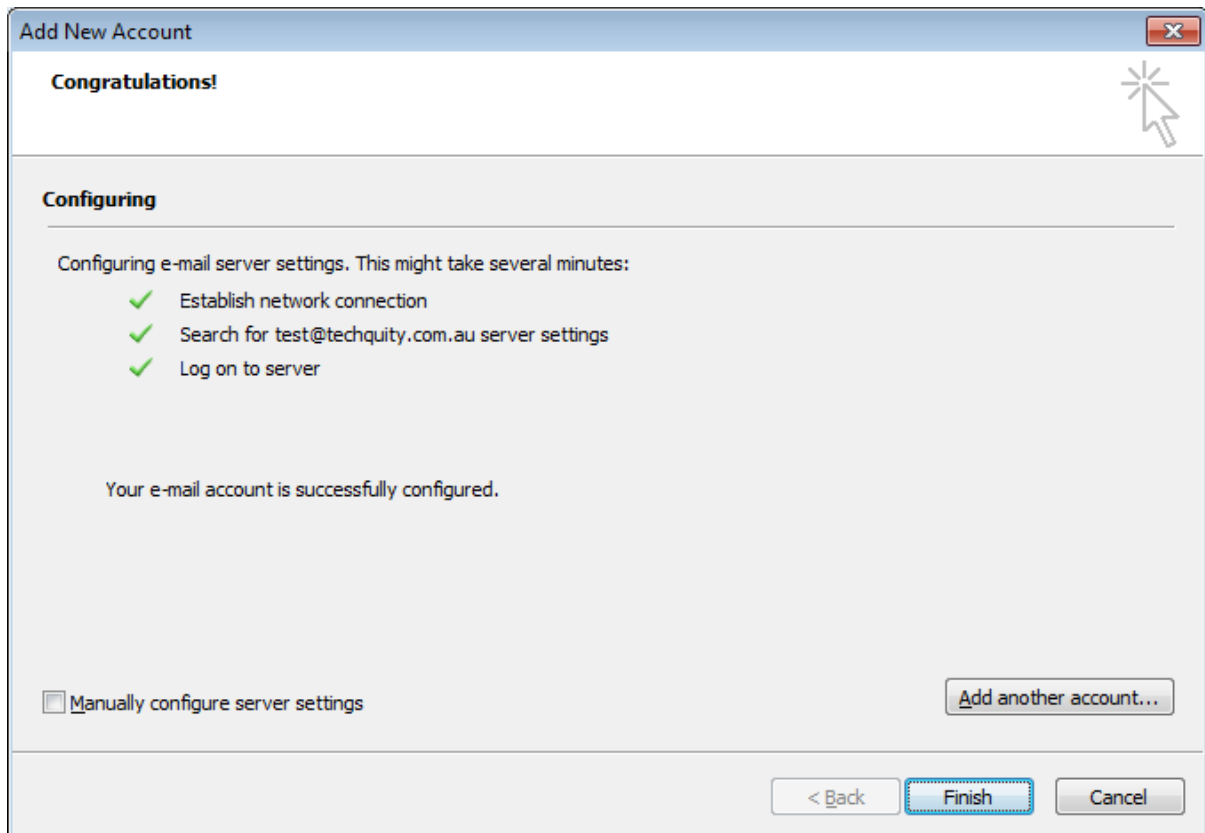
The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar is the section "Auto Account Setup" with the instruction "Click Next to connect to the mail server and automatically configure your account settings." and a mouse cursor icon. There are three radio button options: "E-mail Account" (selected), "Text Messaging (SMS)", and "Manually configure server settings or additional server types". Under "E-mail Account", there are four input fields: "Your Name:" (with example "Example: Ellen Adams"), "E-mail Address:" (with example "Example: ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

You will need to fill in the fields before continuing.

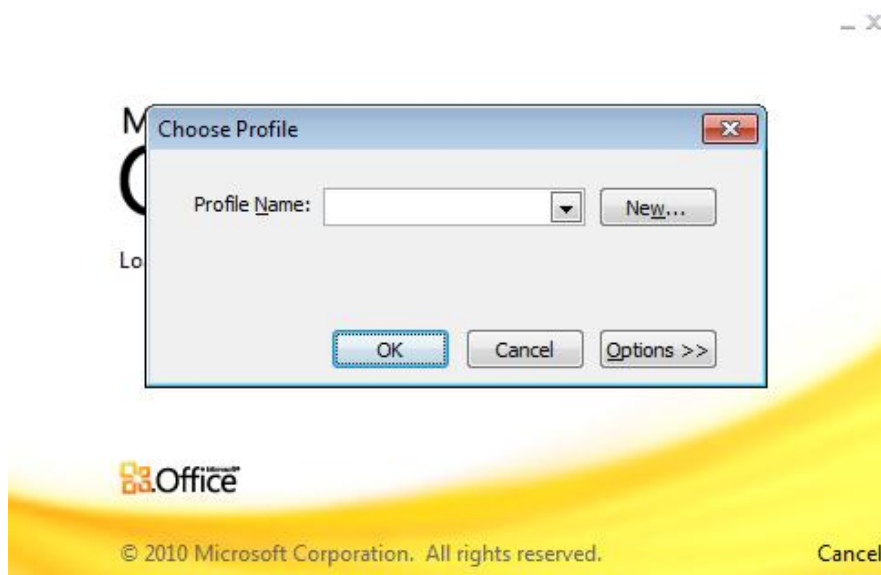
Note: Your E-mail Address and Password will be set by the Techquity team. You will have received this information previously, however if you do not know your email or password please contact us immediately.

Leave the **Text Messaging (SMS)** and **Manually configure server settings or additional server types** unchecked.

6. Once you click “Next” the window will change displays and show you that Outlook is setting up your email profile. This step may take several minutes.

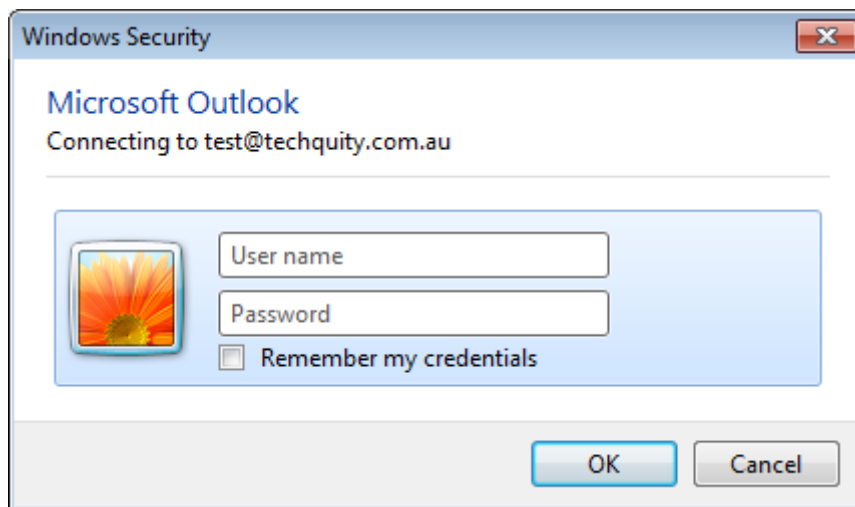


7. Click “Finish” which will cause a new window to open.



In the “Profile Name:” field will be the name you entered in Step 4. If not, select the correct profile from the list using the drop down menu, and click “OK”

8. A new window will open as below:

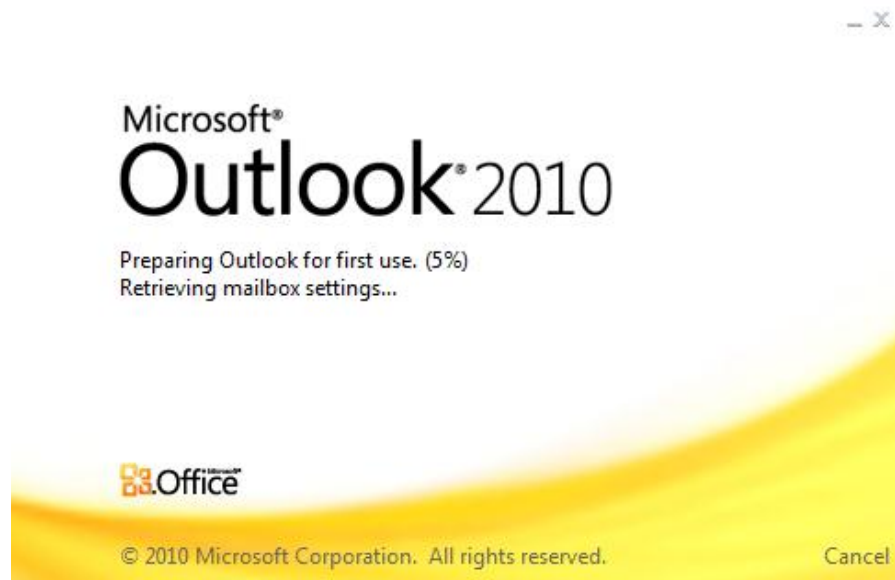


Enter the correct details and click “OK”

- User name: your full email address. Eg: [username@companyname.com.au](mailto:username@companyname.com.au)
- Password: the default password.

Note: Check “remember my credentials”. This will stop Outlook asking you to resubmit your username and password at later stages.

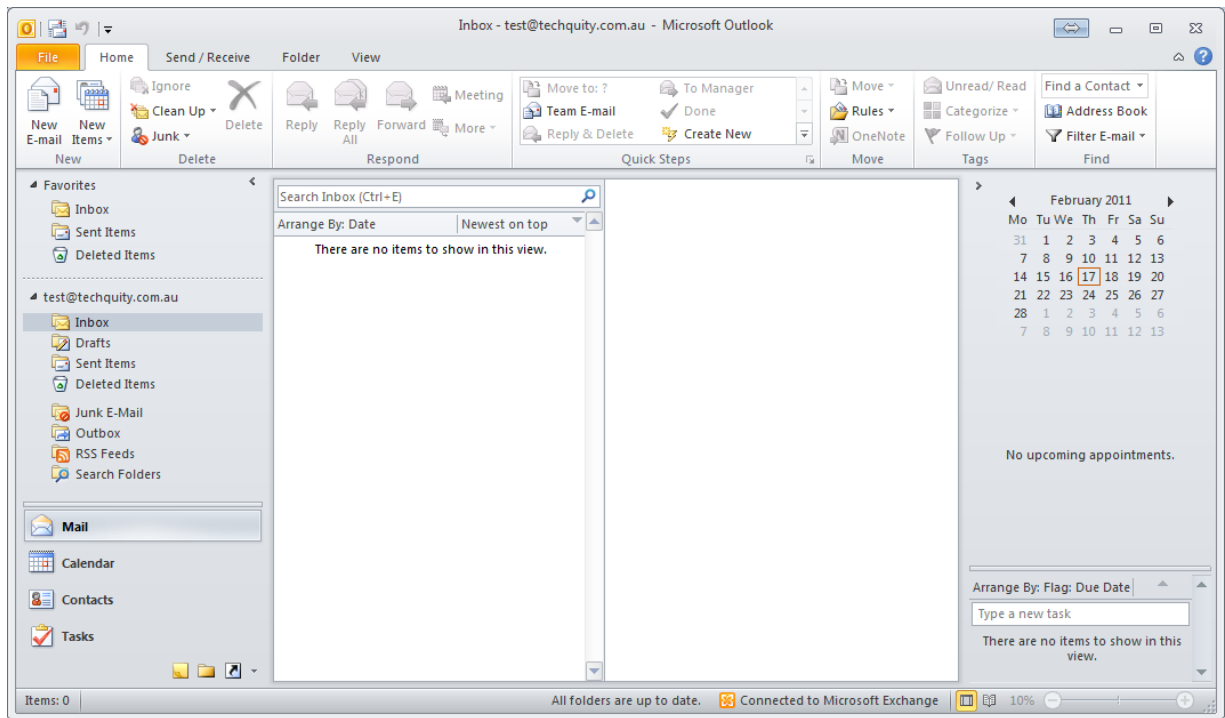
A new window will open, showing Outlook preparing your mailbox for first use.



9. You will then be able to use your Microsoft Outlook 2010 account. As a security measure, Techquity recommends changing your password immediately after setting up your local mailbox.

To learn how view the Techquity Tutorial “**How to change your Outlook Password**” which is located on the Techquity website, under Support, Outlook Web App.

([www.techquity.com.au](http://www.techquity.com.au))



This is a typical Microsoft Outlook 2010 client window. We recommend familiarising yourself well with this program as it contains many useful features.