Microsoft Outlook 2010 Setup Guide

You must have logged into your computer at least 2 times before attempting to setup Outlook.

Outlook Setup

1. Click the Windows Start button.
2. In the search field type “Outlook” and press the Enter key.
3. Double-click on Microsoft Outlook 2010 icon that appears in the list.
4. The Microsoft Outlook 2010 Startup window will display. Click Next.
5. Select Yes, and then click Next on the “E-mail Accounts” screen asking you to configure Outlook to connect to an e-mail account.
6. Click Next on the “Add New Account” screen to connect to the mail server and automatically configure your account settings. The fields should auto populate with your name.
7. A new window will appear. Outlook begins to configure your e-mail settings from server. Click Next when this task has completed.
8. A Windows Security pop-up will display prompting you for your password.
   • Remove the (ad.) from the email address or retype your email address.
   • Enter your current network password (even if it appears to already be filled in).
   • Select “Remember my credentials”, then click the OK button.
9. Once configuring is complete, the “Add New Account” window will have three green check marks displayed:
   • Establish network connection
   • Search for {your first name.last name}@pisd.edu server settings
   • Log on to server
   Your email account is successfully configured.
10. Click Finish to exit.

Opening Outlook

Create a shortcut to your outlook by clicking and dragging the program to your desktop.