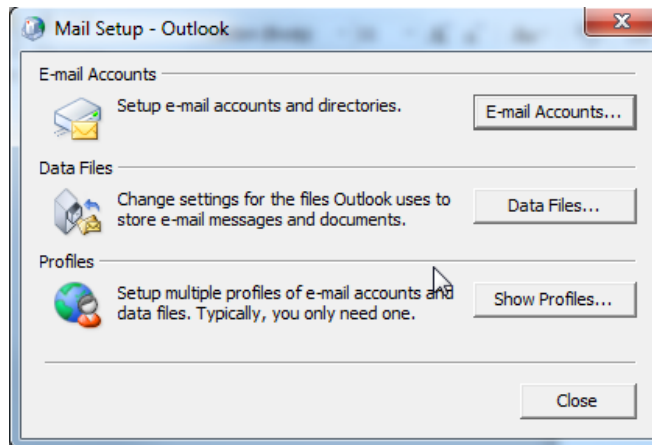


Outlook 2010 Setup

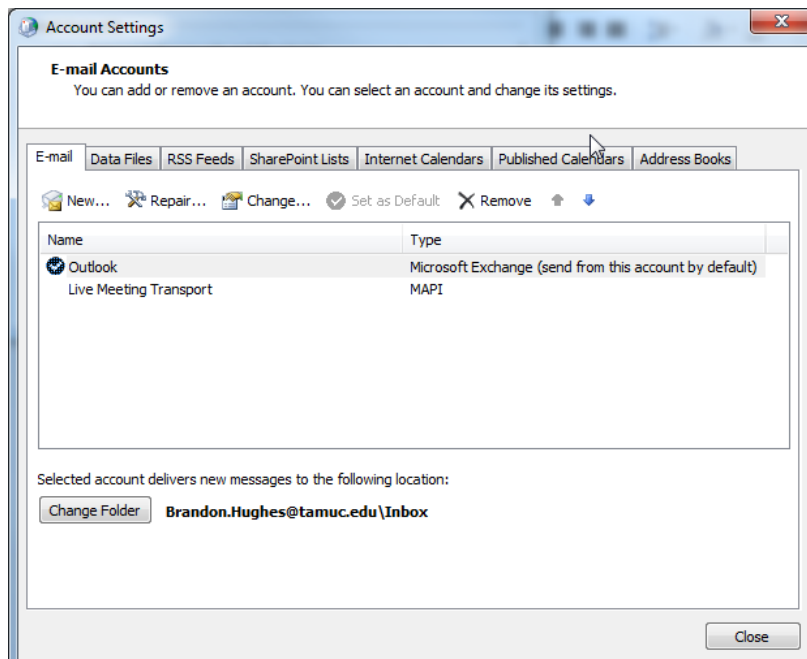
- 1) With Outlook Closed, navigate to the Control Panel and open the Mail icon.



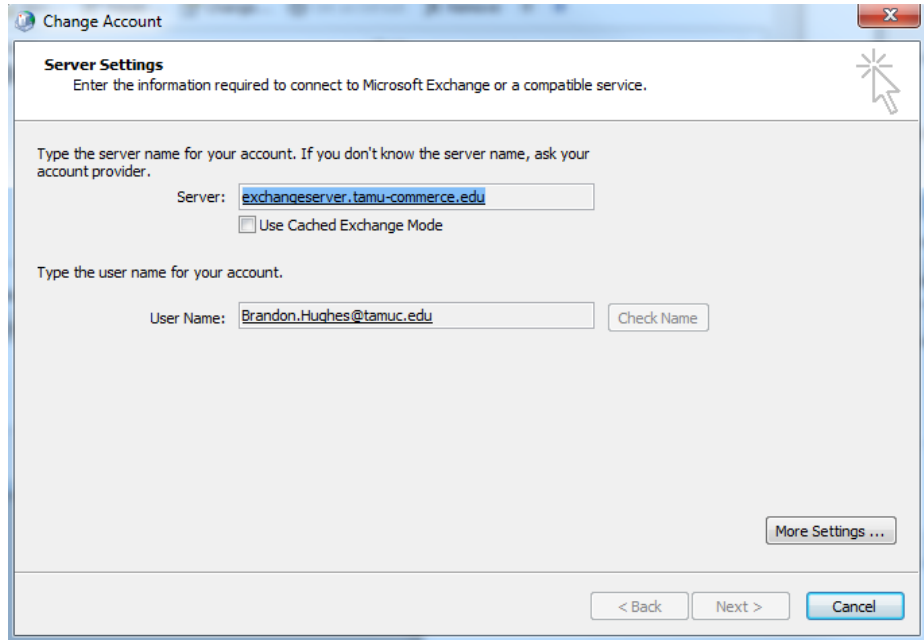
- 2) Select E-Mail Accounts.



- 3) On E-mail select the current active account (should say Outlook), and then select Change.



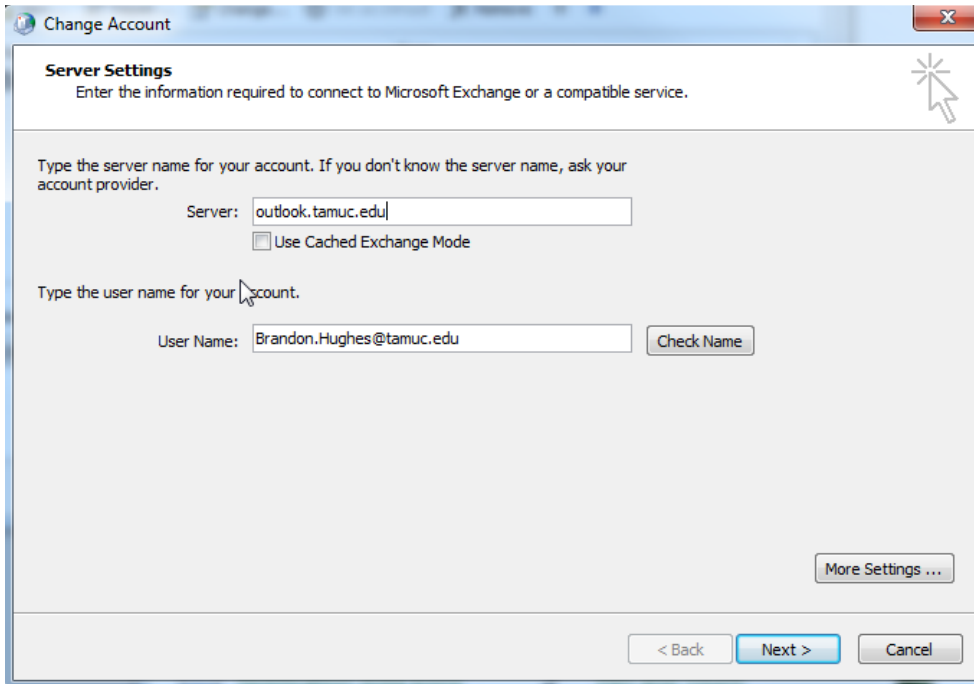
- 4) This will display the existing server settings and username. The current server settings will be (exchangeserver.tamu-commerce.edu or exchangeserver2.tamu-commerce.edu). We need to update these.



The screenshot shows the 'Change Account' dialog box with the following details:

- Server Settings**: Enter the information required to connect to Microsoft Exchange or a compatible service.
- Instruction: Type the server name for your account. If you don't know the server name, ask your account provider.
- Server:
- Use Cached Exchange Mode
- Instruction: Type the user name for your account.
- User Name:
-
- Navigation:

- 5) Update the server field to outlook.tamuc.edu and select Next and then finish.



The screenshot shows the 'Change Account' dialog box with the following details:

- Server Settings**: Enter the information required to connect to Microsoft Exchange or a compatible service.
- Instruction: Type the server name for your account. If you don't know the server name, ask your account provider.
- Server:
- Use Cached Exchange Mode
- Instruction: Type the user name for your account.
- User Name:
-
- Navigation: