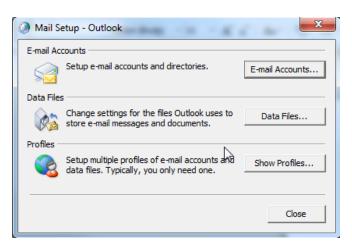
Outlook 2010 Setup

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.

Account Settings	
E-mail Accounts You can add or remove an account. You can select	an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Inter	net Calendars Published CaleNdars Address Books
🧟 New 🏷 Repair 🚰 Change 📀 Set as	Default 🗙 Remove 👚 🗣
Name	Туре
C Outlook	Microsoft Exchange (send from this account by default)
Live Meeting Transport	
Selected account delivers new messages to the following	location:
Change Folder Brandon.Hughes@tamuc.edu\In	ıbox
	Close

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.

Change Account	a. g		×
Server Settings Enter the information red	uired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for you account provider.	r account. If you don't know the server name, ask your		
Server:	exchangeserver.tamu-commerce.edu		
	Use Cached Exchange Mode		
Type the user name for your a	iccount.		
User Name:	Brandon.Hughes@tamuc.edu	Check Name	
			More Settings
	[< Back	Next > Cancel

5) Update the server field to <u>outlook.tamuc.edu</u> and select Next and then finish.

Server Settings Enter the information req	uired to connect to Microsoft Exchange or a compa	tible service.	ا ر
ype the server name for your ccount provider.	account. If you don't know the server name, ask y	our	
Server:	outlook.tamuc.edu		
	Use Cached Exchange Mode		
ype the user name for your	scount.		
User Name:	Brandon.Hughes@tamuc.edu	Check Name	
			More Settings
		< Back	ext > Cancel