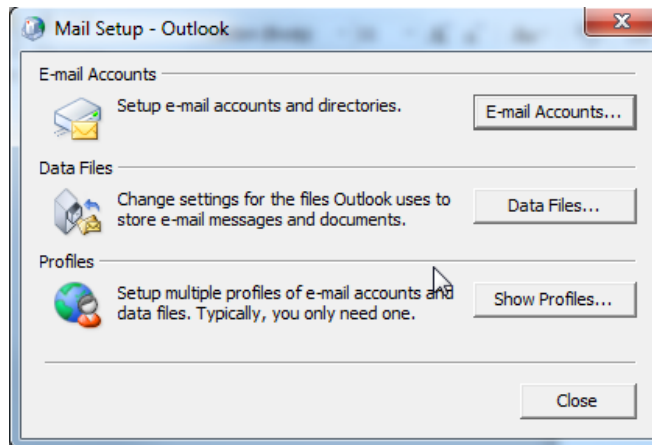Outlook 2010 Setup
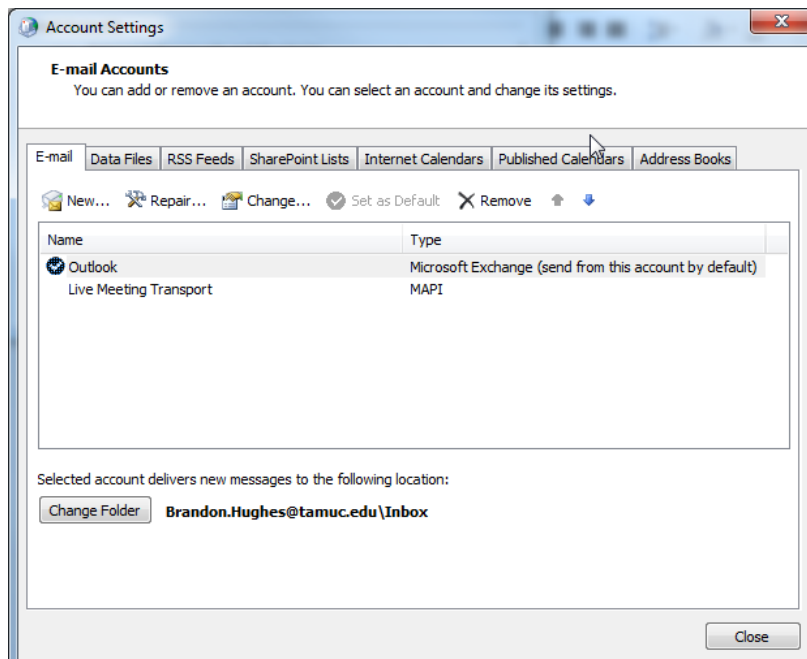
1) With Outlook Closed, navigate to the Control Panel and open the Mail icon.

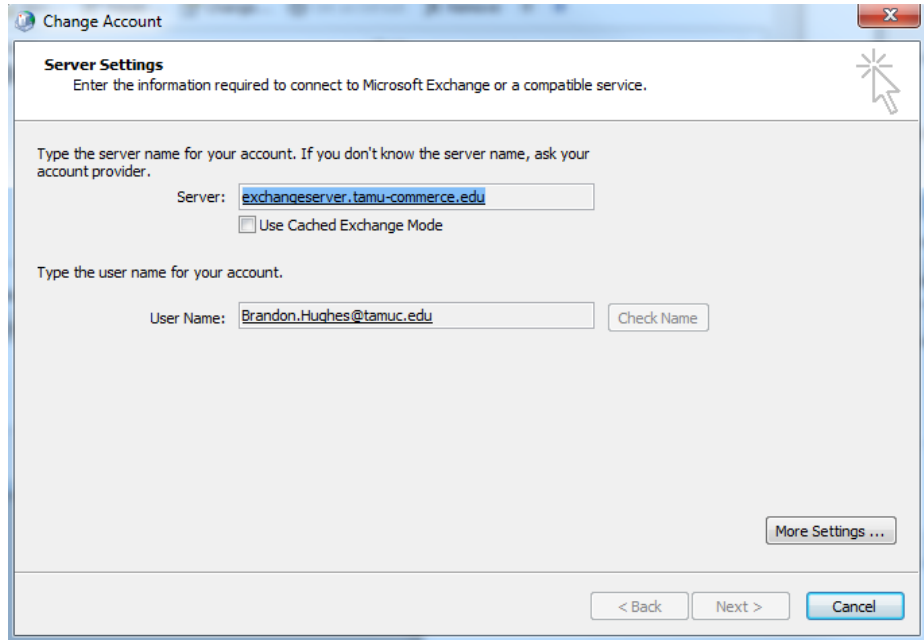

2) Select E-Mail Accounts.

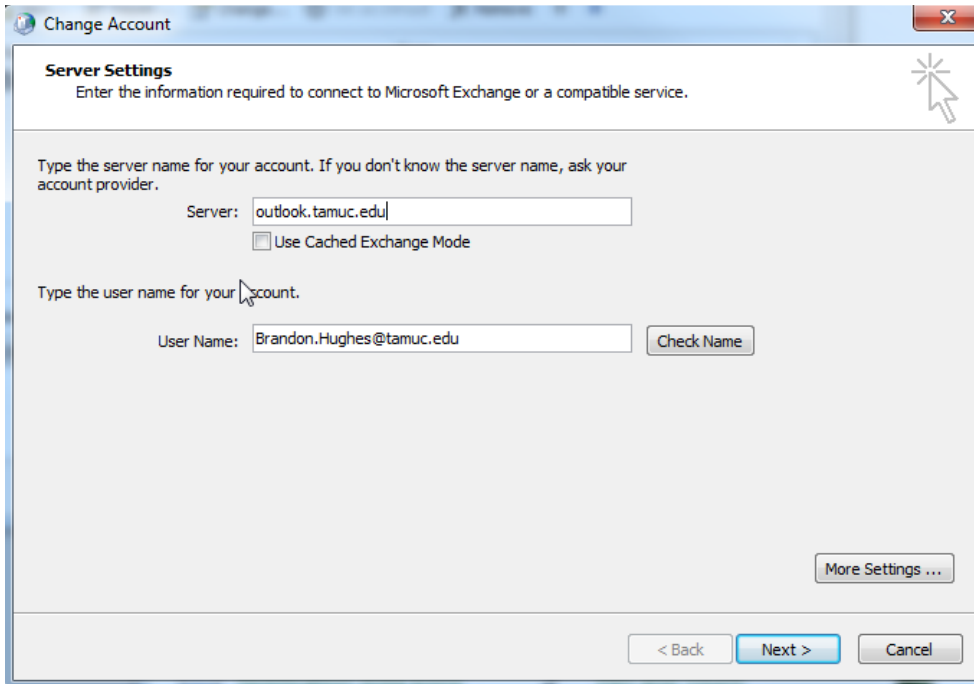3) On E-mail select the current active account (should say Outlook), and then select Change.

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.

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