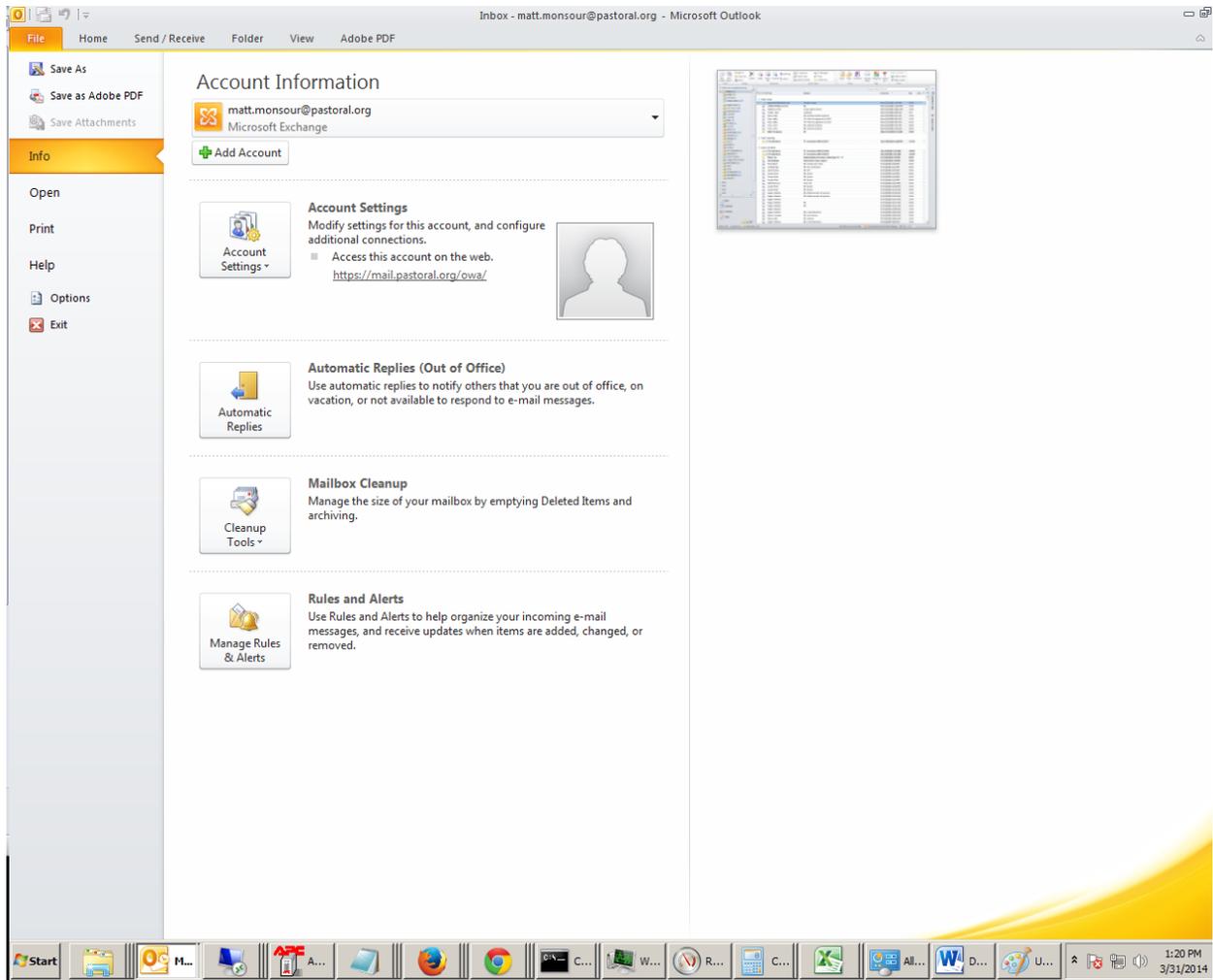


1. Click File and then Add Account.



2. At the Add New Account windows enter your name, your e-mail address (firstname.lastname@pastoral.org), and your password twice, then click next.

Add New Account [X]

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

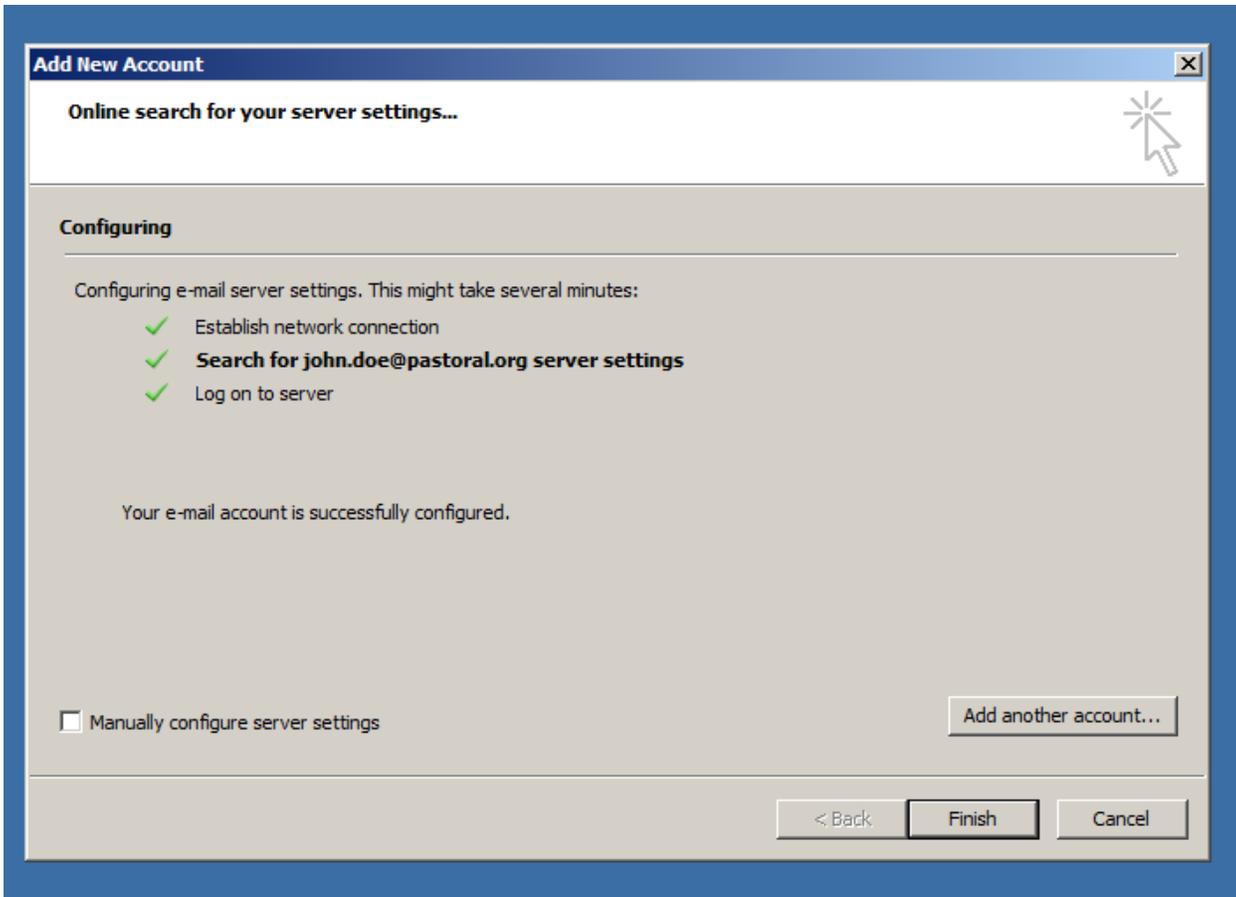
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

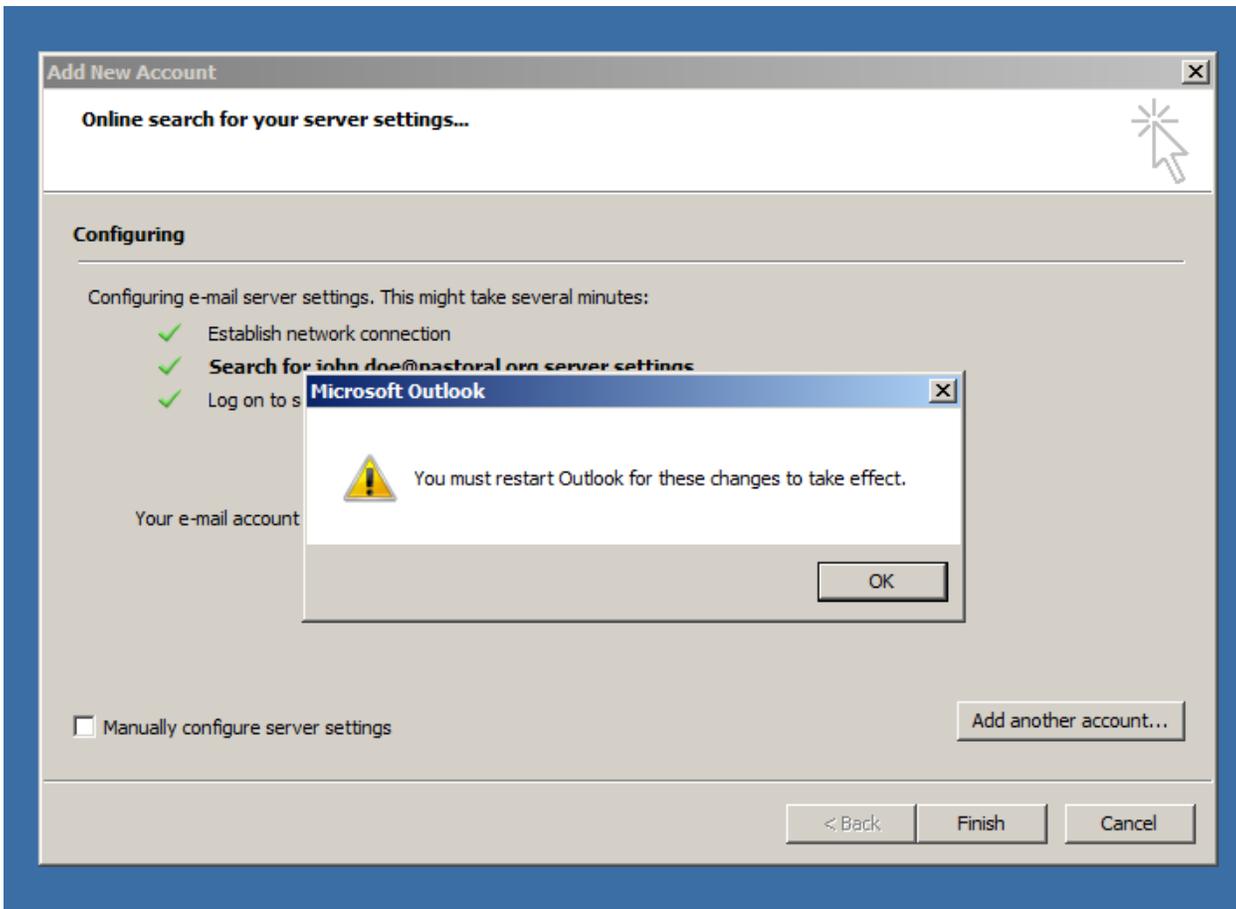
Manually configure server settings or additional server types

< Back Next > Cancel

3. Outlook will communicate with the e-mail server and find the settings for your account. When it is done you will see 3 green check marks and then you can click Finish.



4. Outlook will want to close in order to finish adding your account. Click OK then close Outlook.



5. Open outlook and the new account should be listed on the left side of the screen near the existing accounts.

