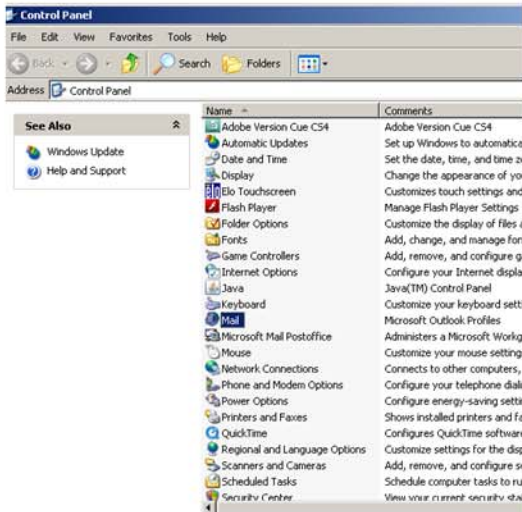


Outlook Setup Instructions for your Office Computer

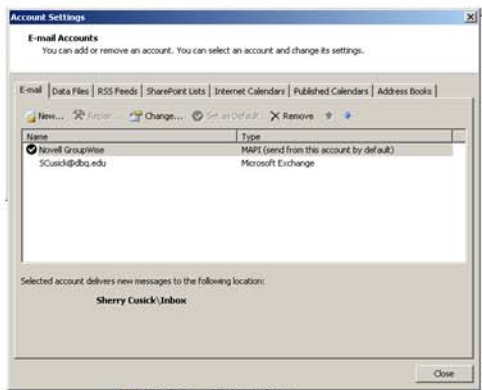
As with GroupWise, there are two ways to access your email using Outlook: online, and from the program installed on your office computer. These instructions will show you how to set up Outlook on your office computer. If you have any questions, contact the Help Desk at 563-589-3737 or email helpdesk@dbq.edu.



1. From your office computer, select Start > Settings > Control Panel. From the Control Panel menu, double-click on "Mail".



2. Click on the "Email Accounts..." button.

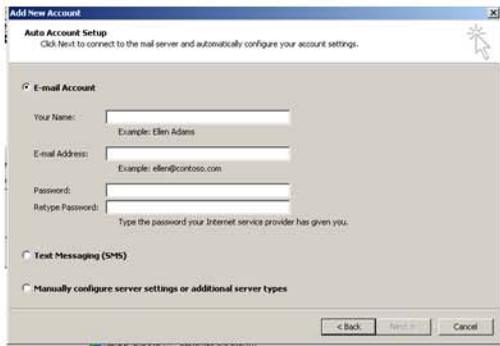


3. Click on the "New" button under the "E-mail" tab to create a new email account.

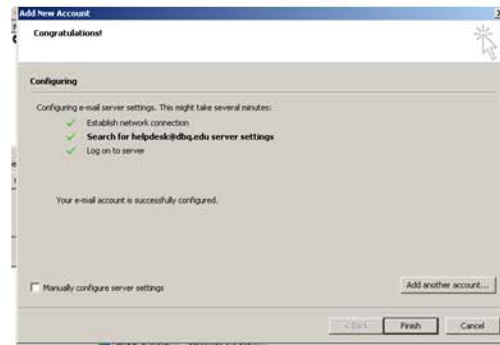


4. Select "E-mail Account" and then click the Next button.

(Instructions continue on page 2...)



5. In the “Auto Account Setup” window, you should see your name and email address filled in automatically. Under password, type in the Outlook password that you chose when you logged into Outlook at email.dbq.edu. Do not select the Text Messaging or Manually configure server settings buttons. Click Next.



6. Click on the Finish button.