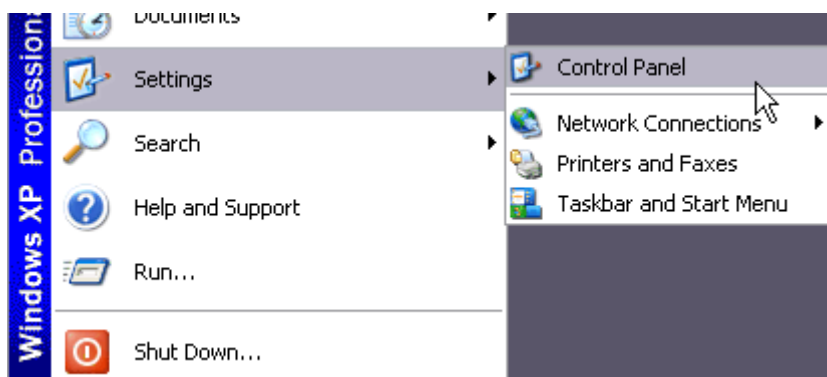


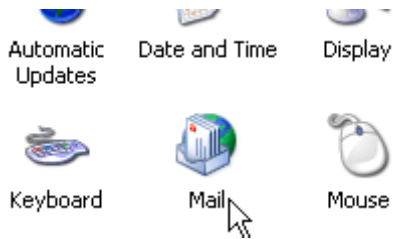
1. Click the **Start** button in the lower left corner of your screen.
2. Depending on your system, either select **Control Panel** or select **Settings** and then **Control Panel**.



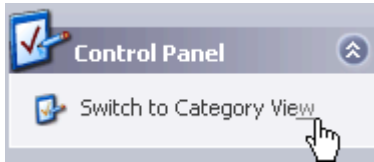
OR



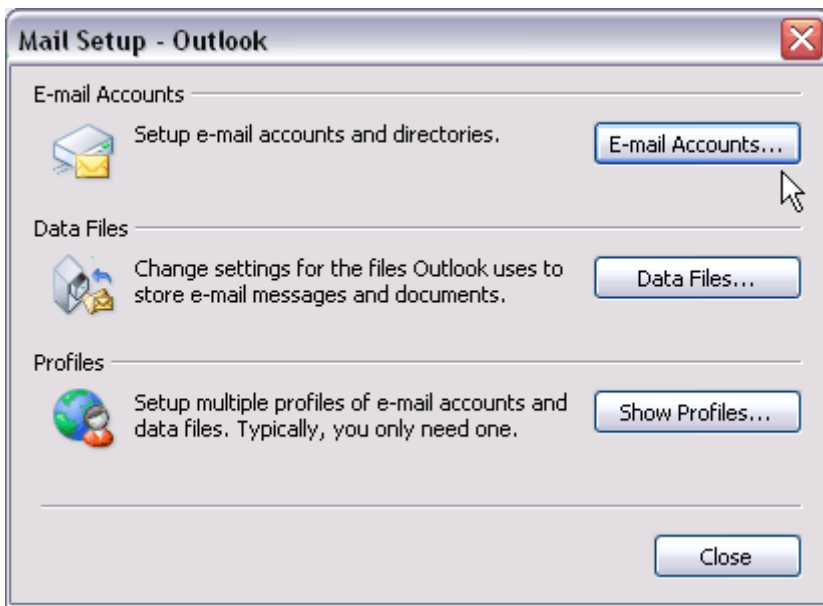
3. Double-click on the **Mail** icon.



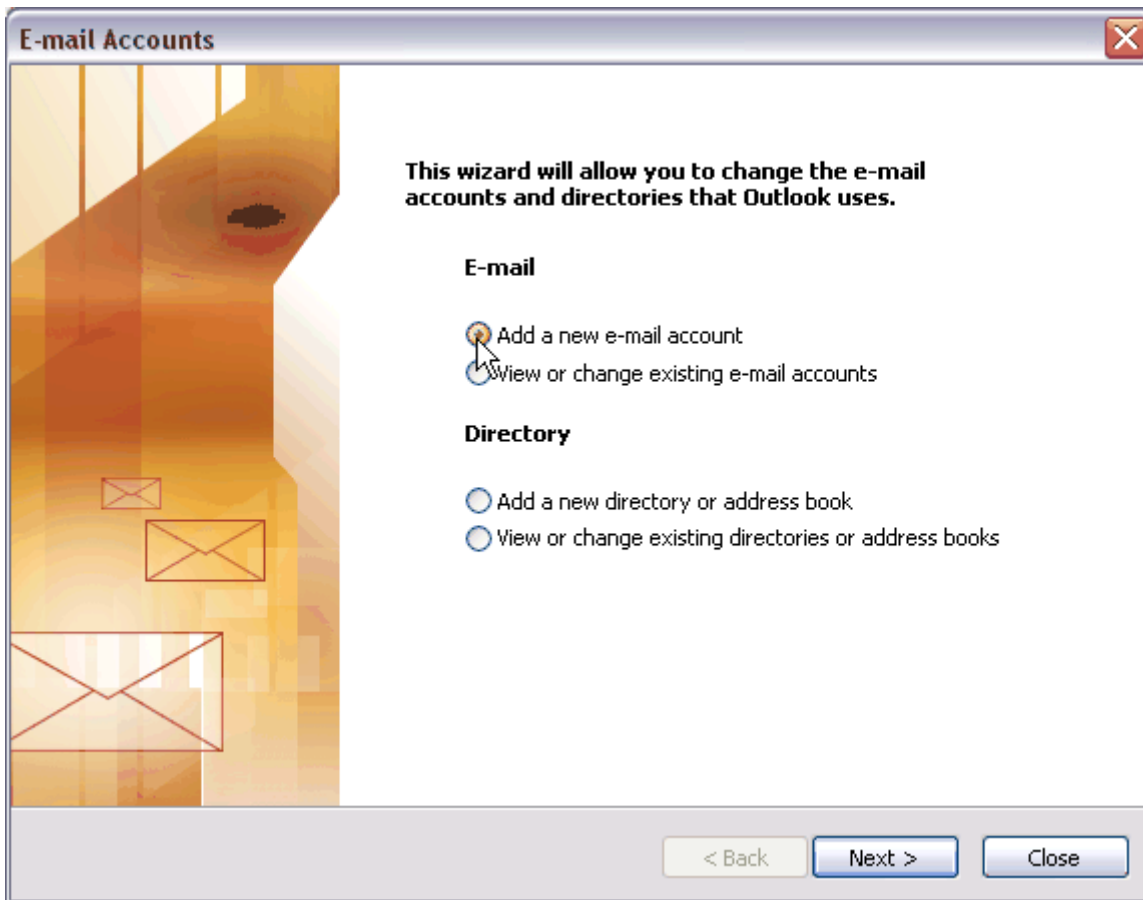
If you do not see the **Mail** icon, in the left pane of the Control Panel, click **Switch to Category View**. Then the **Mail** icon should appear.



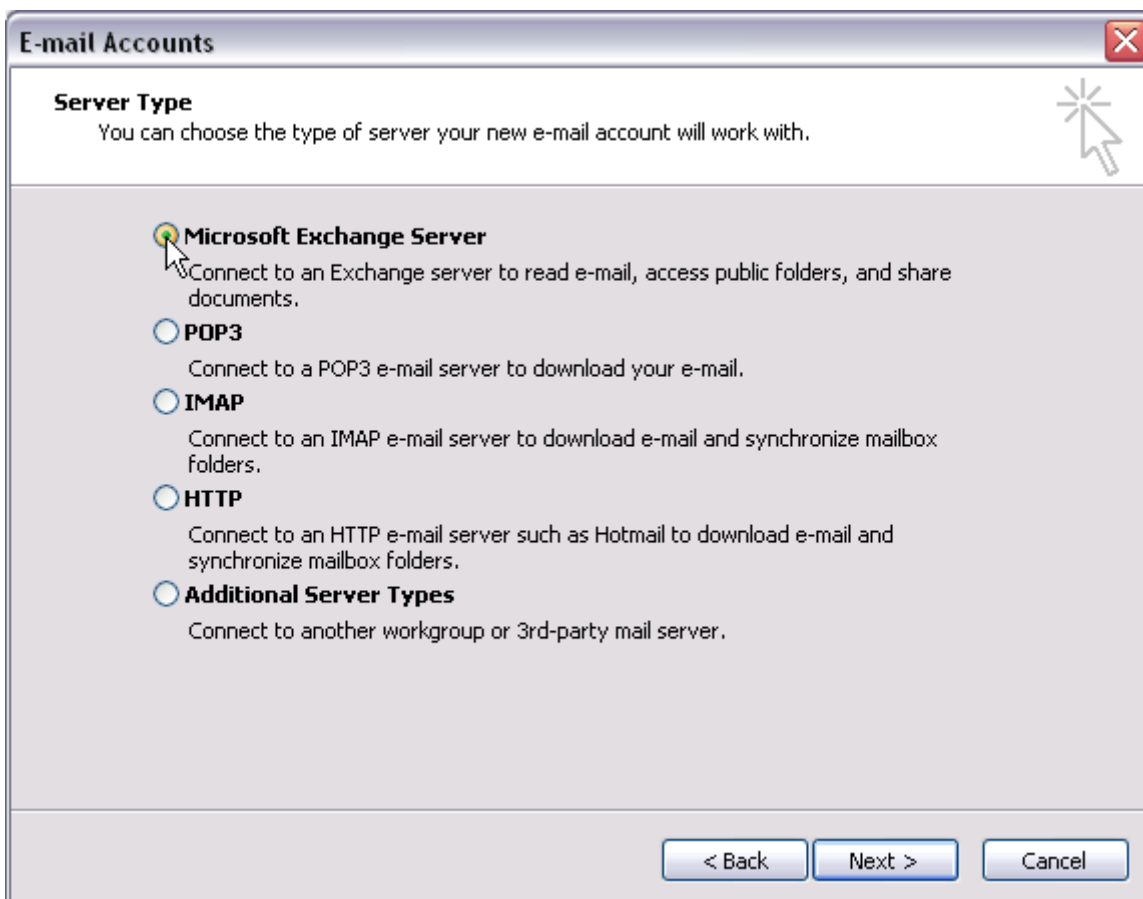
4. In the Window that opens, click on the **E-mail Accounts** button.



5. Select **"Add a new e-mail account"** and click **Next**.



6. *E-Mail Accounts: Server Type*: Select **Microsoft Exchange Server**, click **Next**.



7. *E-Mail Accounts: Exchange Server Settings:*
 - a. **Microsoft Exchange Server:** email.ucumberlands.edu
 - b. **User name:** <username@ucumberlands.edu>
 - c. Click on **Check Name**
 - d. You will be prompted to logon:
 - **User name:** <username@ucumberlands.edu>
 - **Password:** <your password>

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

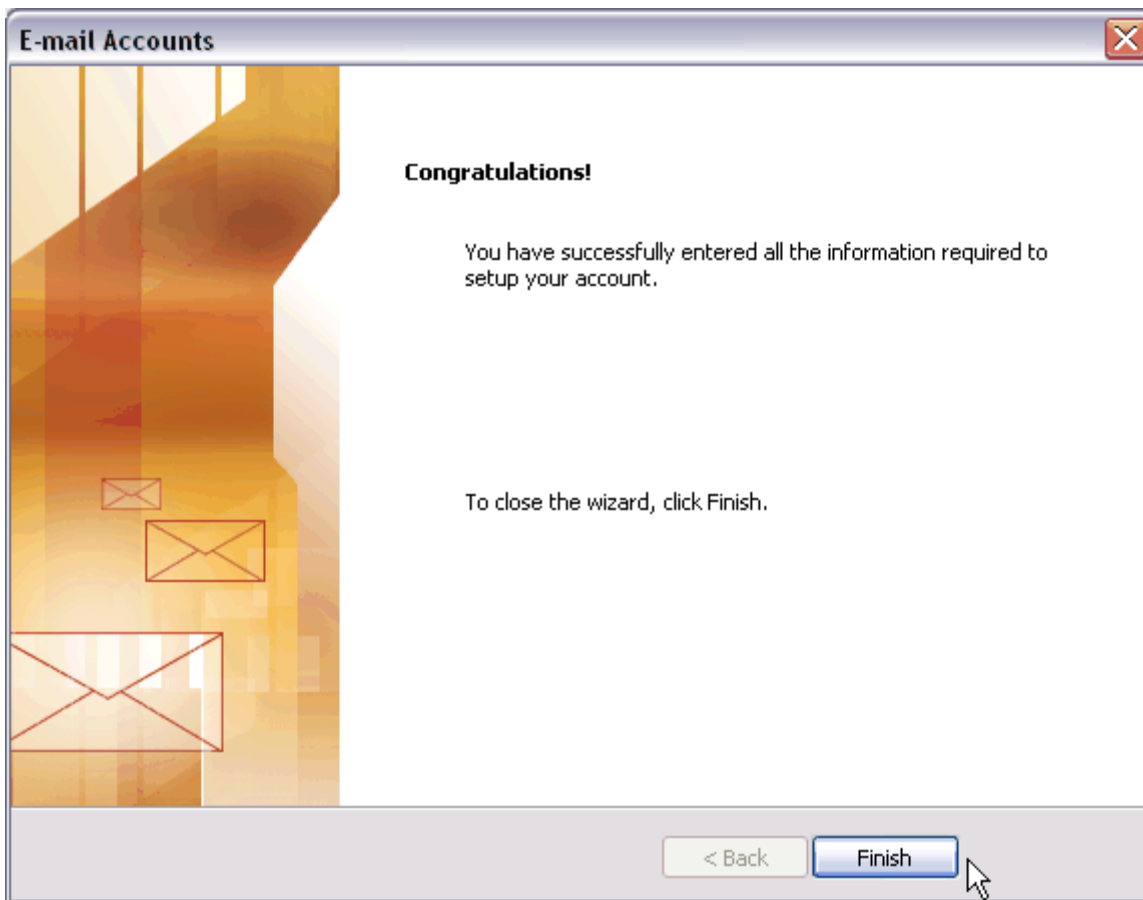
Microsoft Exchange Server:

Use Cached Exchange Mode

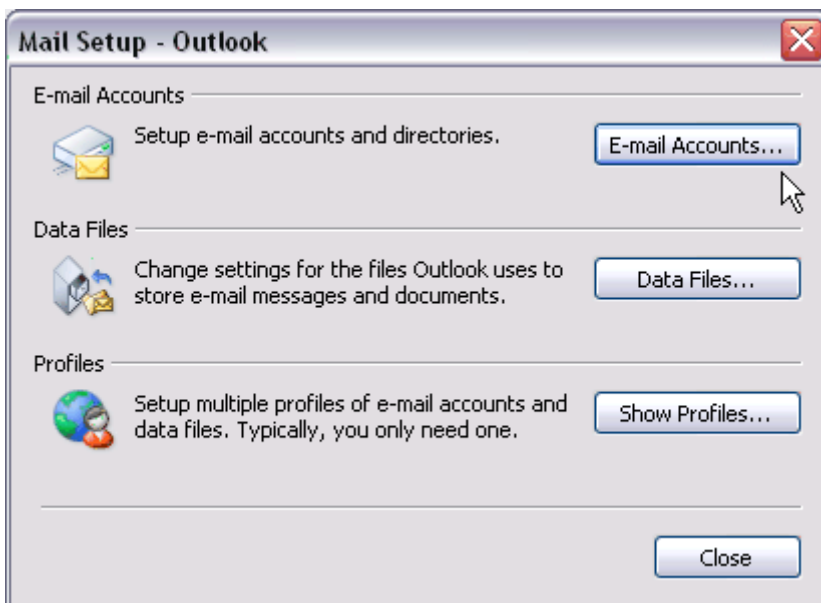
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

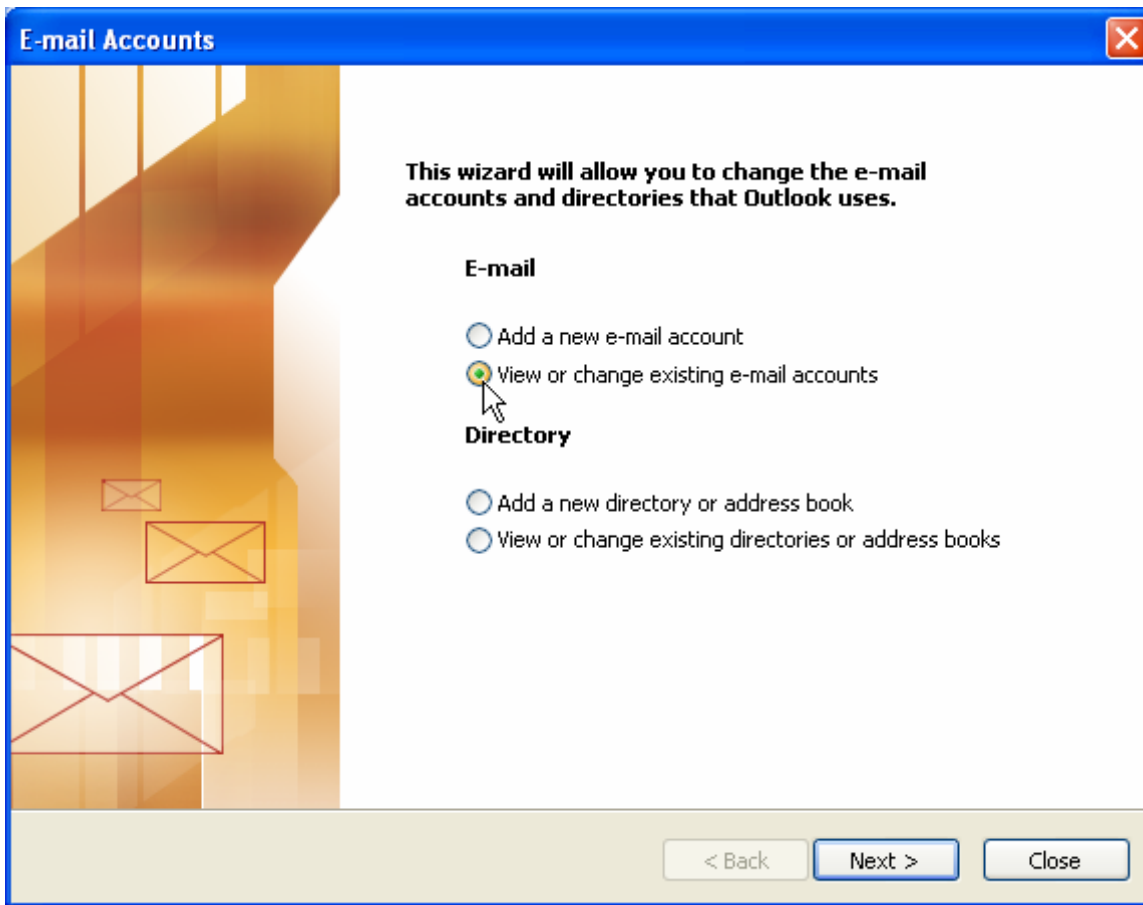
8. If you had already setup Outlook to receive mail using a Personal Folder on your laptop, the system will warn you that mail from Exchange Server will be delivered to the Personal Folder and ask if you want to continue. Click **Yes**.
9. Click **Finish**.



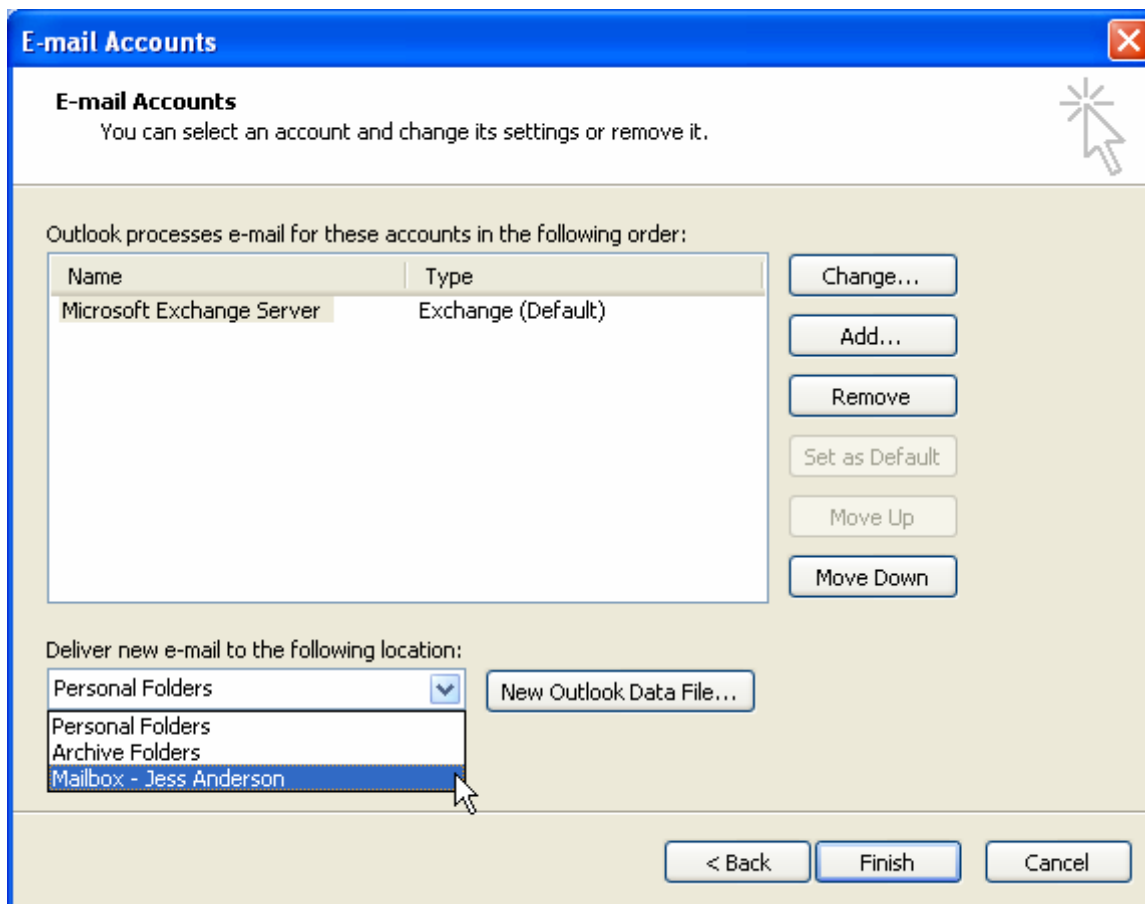
10. Click **E-mail accounts** button again.



11. Select "**View or change existing e-mail accounts**" then click **Next**.



12. **IMPORTANT!** At the bottom of the window, you will see an item that says "**Deliver new e-mail to the following location**". Make sure that this is set to **Mailbox - Name**, where name is your name. Do **NOT** set it to be **Personal Folder**, otherwise your mail will be removed from the server and it will only be kept on your computer.



13. Click **Finish**.

14. Click **OK**.

15. You're ready to use Outlook! Every time you start Outlook, you will be prompted to logon with your username (e-mail address & password).