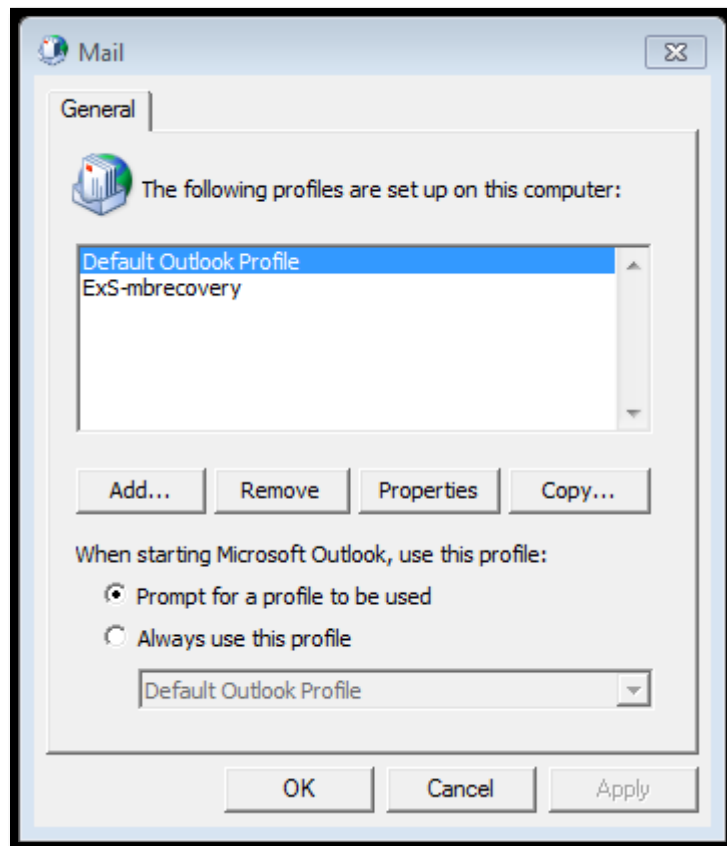
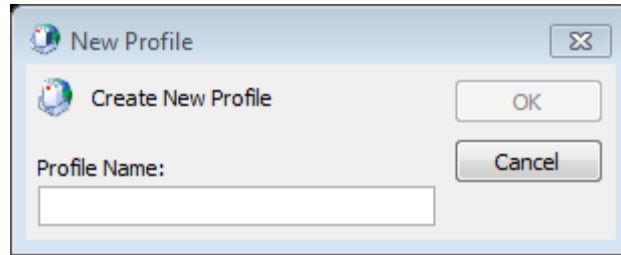


Creating a New Default Mail Profile

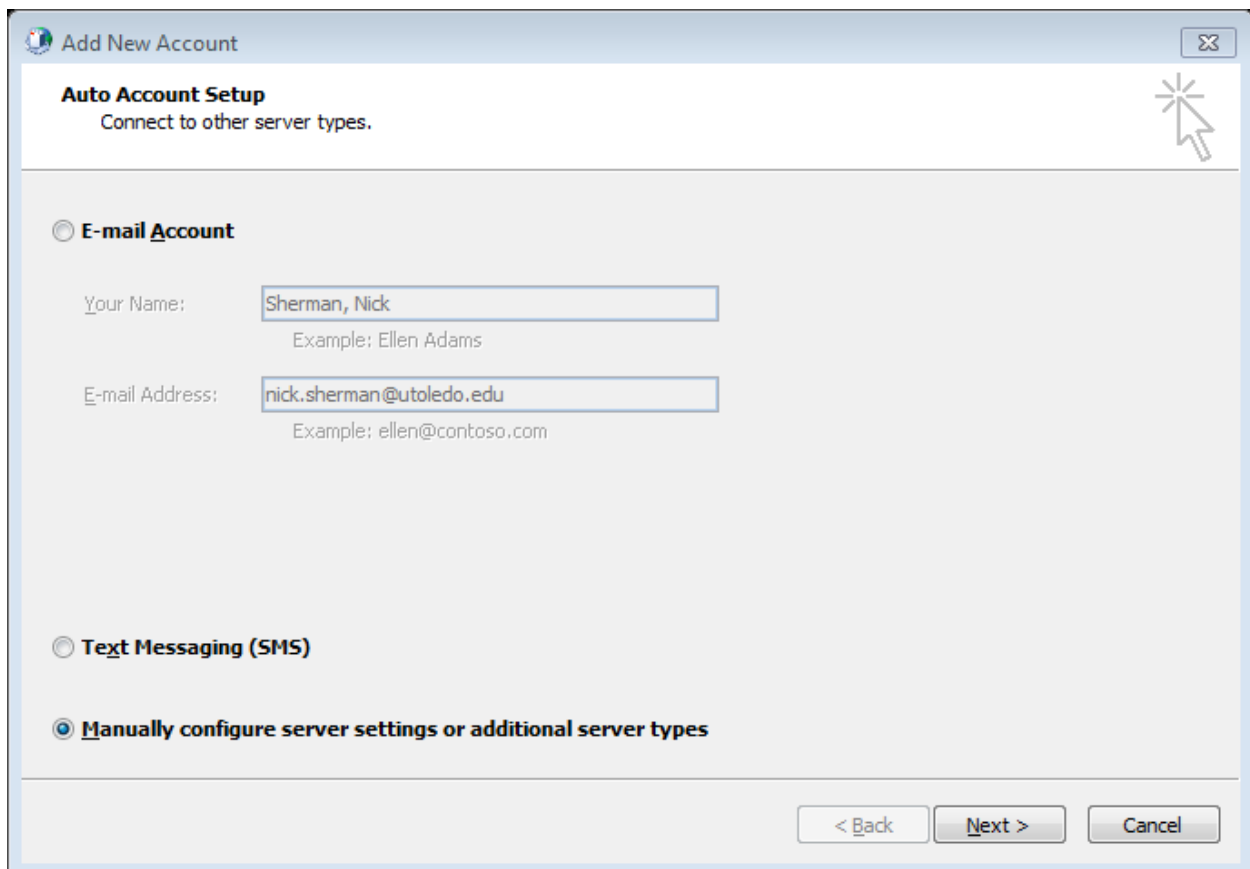
1. Click Start, and then click Control Panel
2. Open the Mail Setup dialog box:
 - a. Windows 7 Instructions:
 - i. If Control Panel is in either Large icons or Small icons view, click Mail. The Mail Setup dialog box appears.
 - ii. If Control Panel is in Category view, under View by, click to select either Large icons or Small icons, and then click Mail. The Mail Setup dialog box appears.
 - b. Windows Vista or Windows XP:
 - i. If Control Panel is in Classic View, double-click Mail. The Mail Setup dialog box appears.
 - ii. If Control Panel is in Category View, under Control Panel, click Switch to Classic View for Windows XP, or click Classic View for Windows Vista, and then double-click Mail. The Mail Setup dialog box appears.
3. In the Mail Setup dialog box, click Show Profiles.
4. On the General tab, click Add.



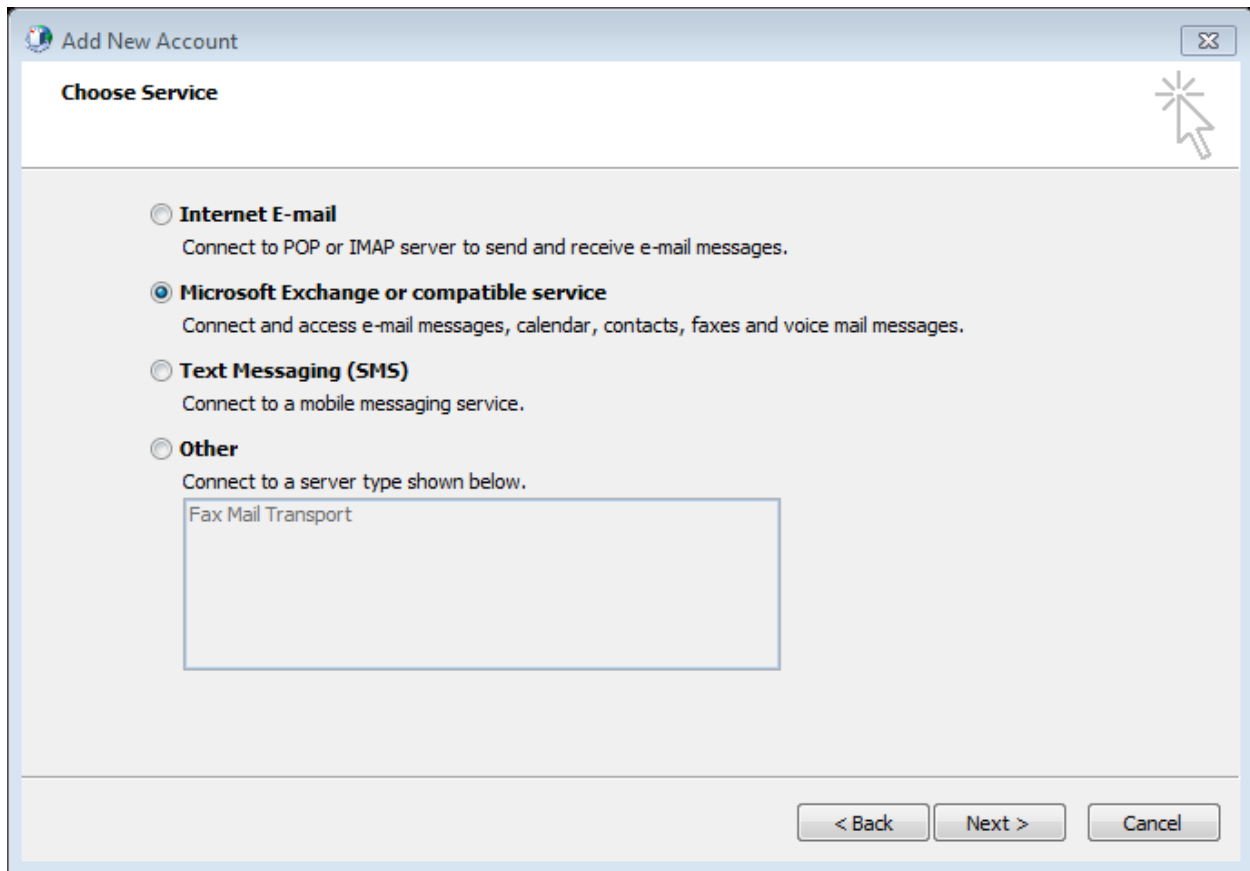
5. In the Profile Name box, type the name that you want to use for the new email profile, and then click OK.



6. In the Add New Account dialog box, select "Manually configure server settings or additional server types", and then click Next.



7. On the Choose Service dialog box, select Microsoft Exchange, and then click Next.



8. Type the service account information in the required boxes, uncheck Use Cached Exchange Mode, and then click Next.

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

Use Cached Exchange Mode

Type the user name for your account.

User Name:

9. Click Finish, and then click OK.

10. Open the Mail Setup dialog box again:

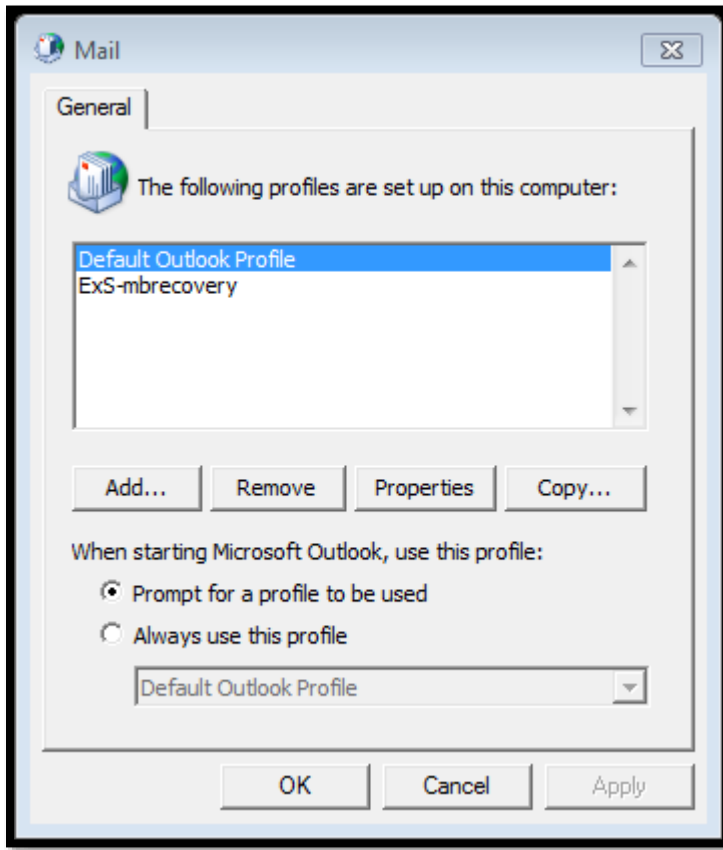
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b. Windows Vista or Windows XP:

- i. If Control Panel is in Classic View, double-click Mail. The Mail Setup dialog box appears.
- ii. If Control Panel is in Category View, under Control Panel, click Switch to Classic View for Windows XP, or click Classic View for Windows Vista, and then double-click Mail. The Mail Setup dialog box appears.

11. In the Mail Setup dialog box, click Show Profiles.
12. On the General tab, under “When starting Microsoft Office Outlook, use this profile”, Select: Always use this profile and select your new profile you created above.



13. Click Apply, OK and next time when you open Outlook it will open automatically to your new default profile.