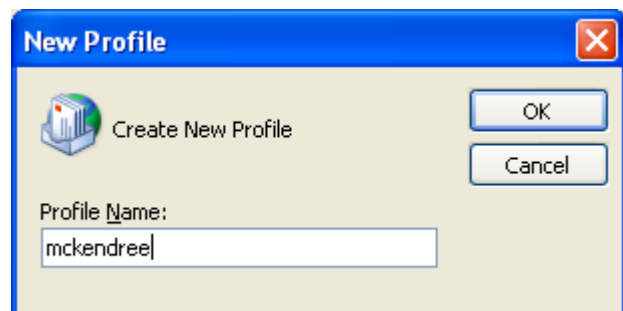
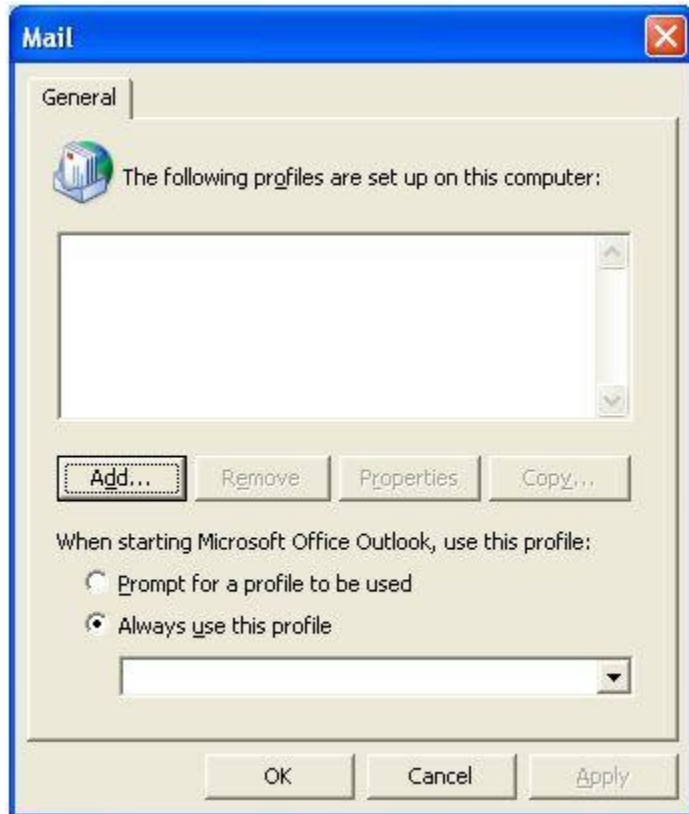


Outlook 2007 with service pack 1 is required on a Windows XP or a Vista operating system.

- 1) Go to "Control Panel" and double click on "Mail".
- 2) For "Mail" settings click "Add" and give the profile the name mckendree.



- 3.)The following screen will pop up. Enter in the information. The password is your standard mckendree password.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: John Doe
Example: Barbara Sankovic

E-mail Address: username@mckendree.edu
Example: barbara@contoso.com

Password: *****

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

☐ Manually configure server settings or additional server types

< Back Next > Cancel

4.) Please wait while your account is configured. This can take several minutes.

Add New E-mail Account

Online search for your server settings...

Configuring

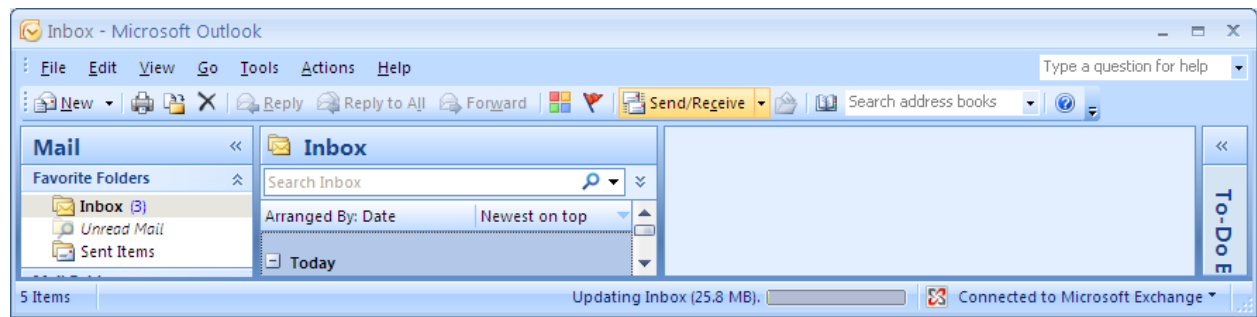
Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ▶ **Search for username@mckendree.edu server settings**
- Log on to server

< Back Next > Cancel

5.) Now open Outlook. You should now be able to send and receive email with your Mckendree account!

6.) Click on send and receive all. This can take a long time depending on the size of your inbox.



7.) That's it! Enjoy using your mckendree email from anywhere.