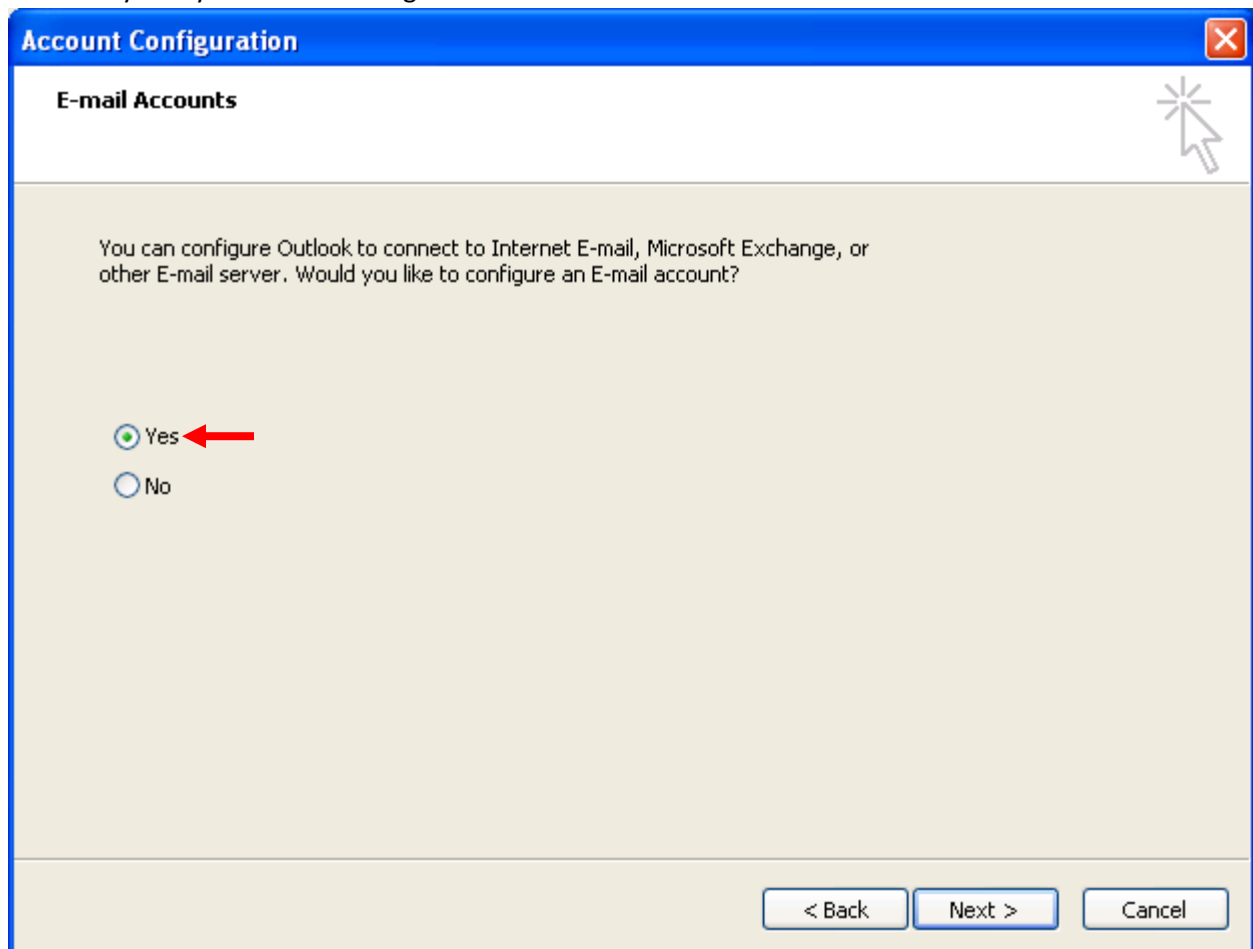


OUTLOOK

Note: These instructions were made using Outlook 2007. Outlook 2010 and 2013 are very similar. People who have Outlook Express should download Windows Live Mail and follow those instructions.

When you first open Outlook, the startup wizard will appear. Click Next. If you are not asked to create an account, you can go to Tools, Account Settings. Under the e-mail tab, click the New button.


It will ask you if you want to configure an e-mail account. Click Yes and Next.





Fill in your name, e-mail address, and password. Click Next.


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: 
Example: Barbara Sankovic

E-mail Address: 
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

Outlook will spend a little time trying to find the account information. After a while, it will ask for a username and password for autodiscover.havilandtelco.com. Click cancel.

Connect to autodiscover.havilandtelco.com ? X

Welcome back to autodiscover.havilandtelco.com

User name: ...

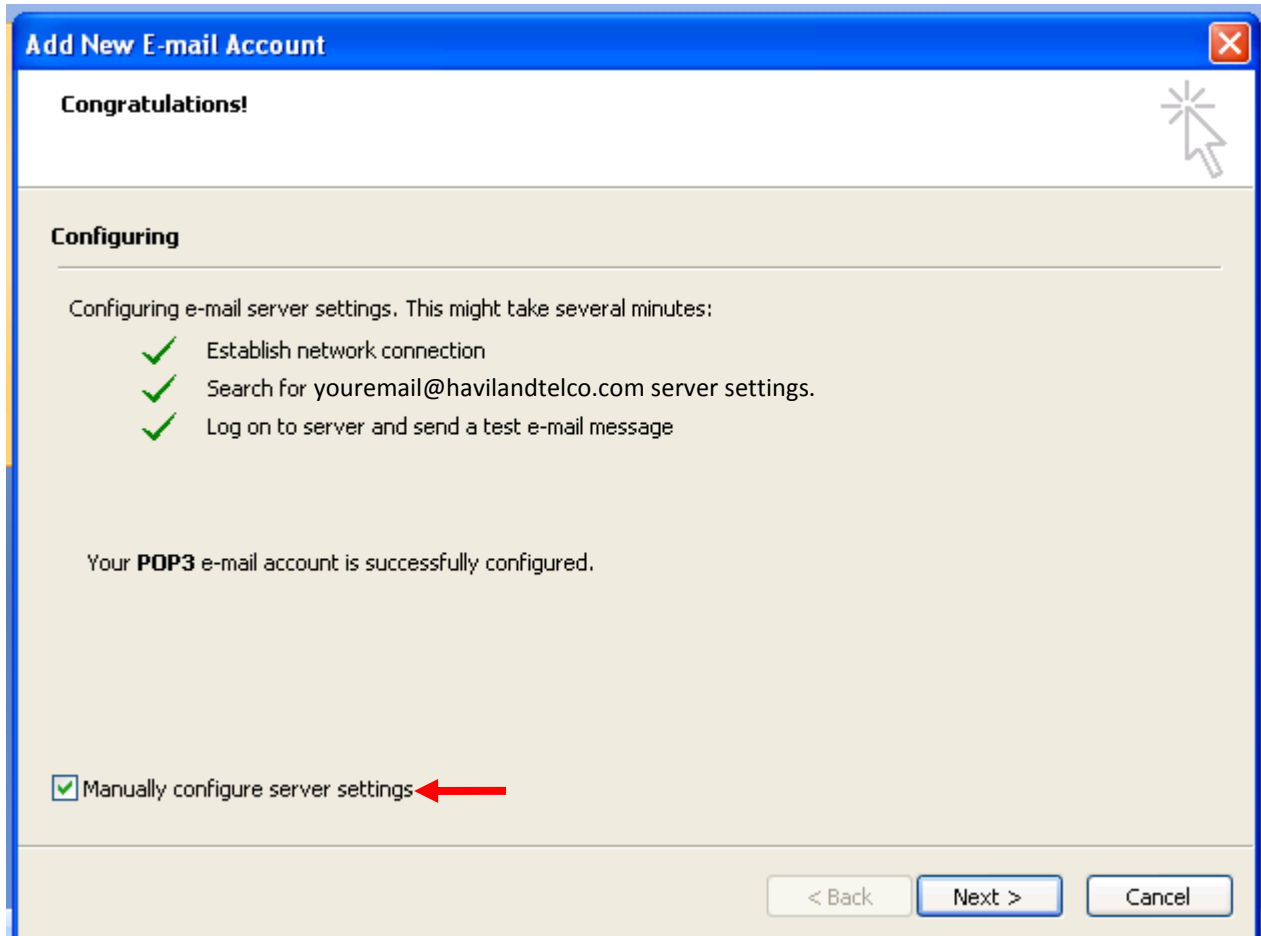
Password:

Remember my password

OK Cancel

**Don't fill this out.
Just click Cancel**

After a little while, you should get a message saying the account was successfully set up. Click the "Manually configure server settings" checkbox, then click Next.



Click the More Settings button.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

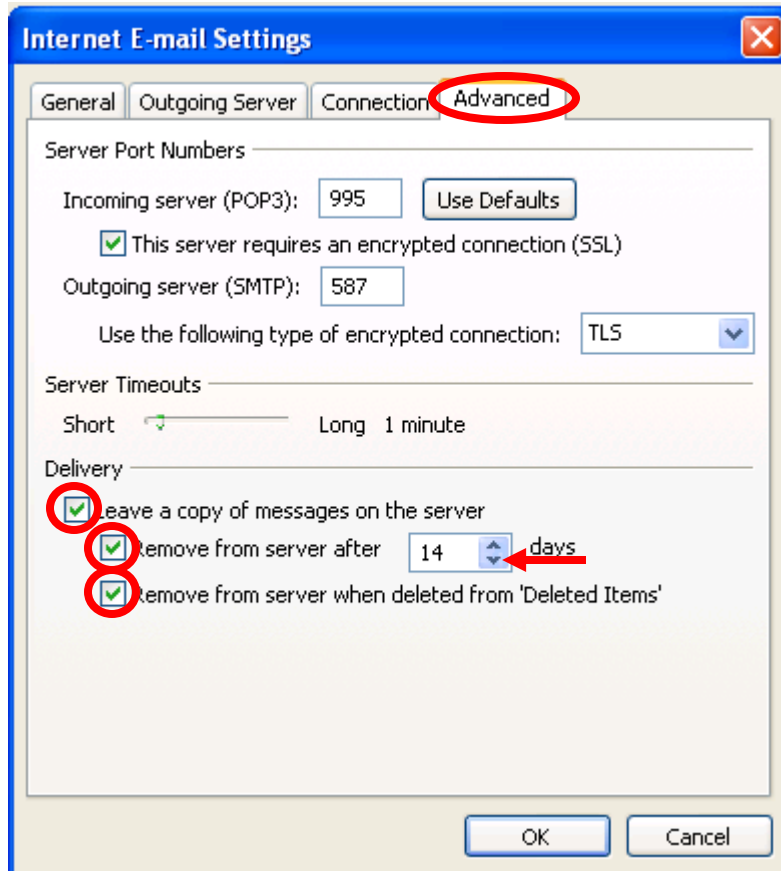
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Finish Cancel

Click the Advanced tab. Make sure the following checkboxes are checked:

- "Leave a copy of messages on the server."
- "Remove from the server after __ days"
- "Remove from server when deleted from 'Deleted Items'"

Also, change the number of days a message is kept on the server to 14.



Click OK, then Finish.