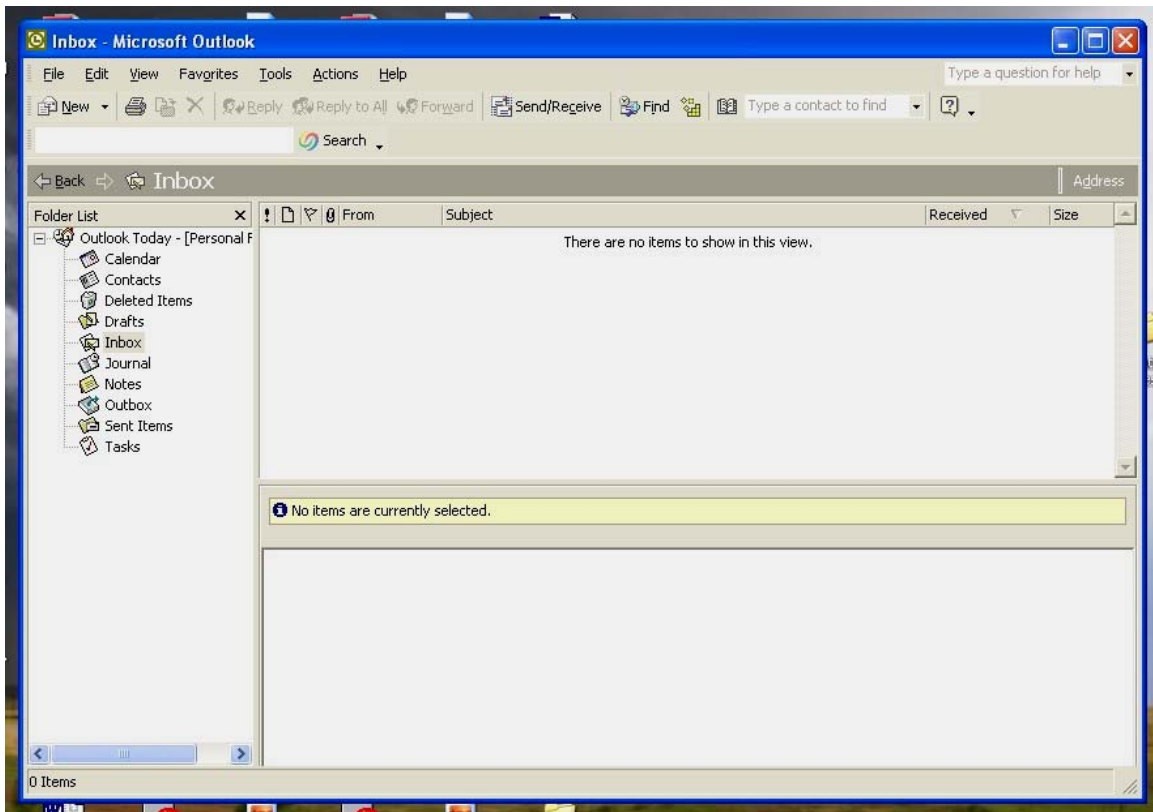
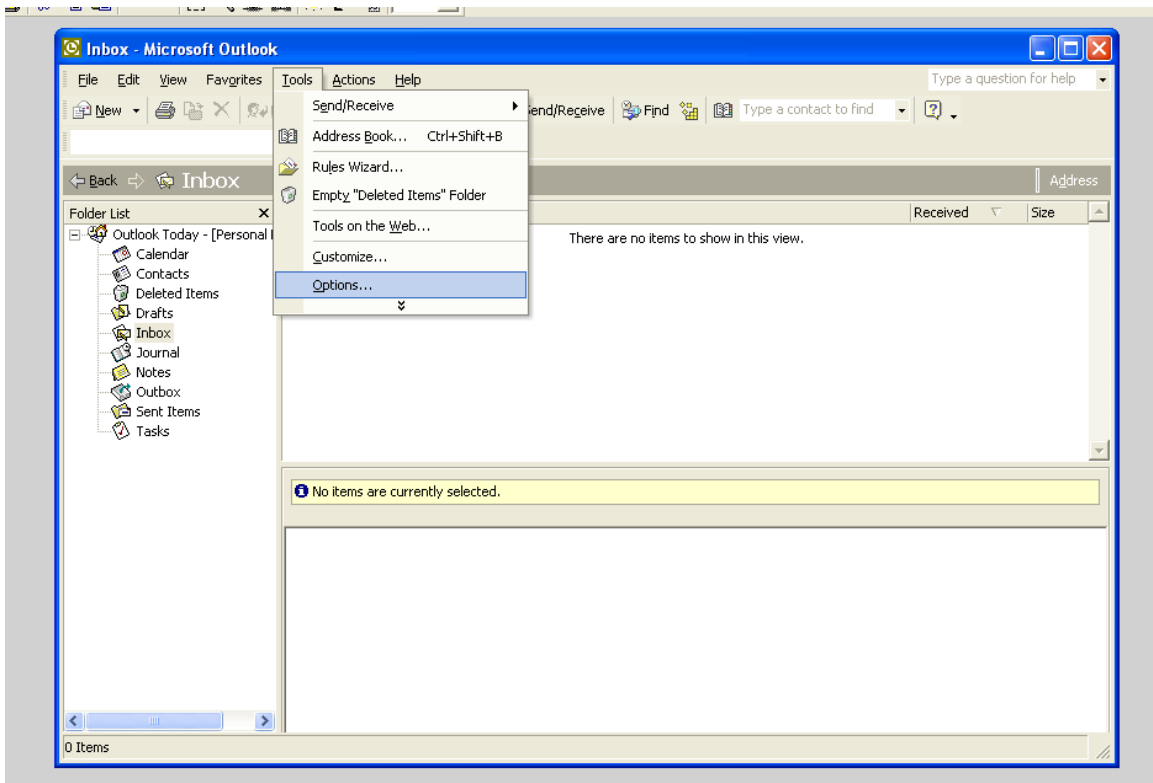


# Configuring Your New Outlook Account

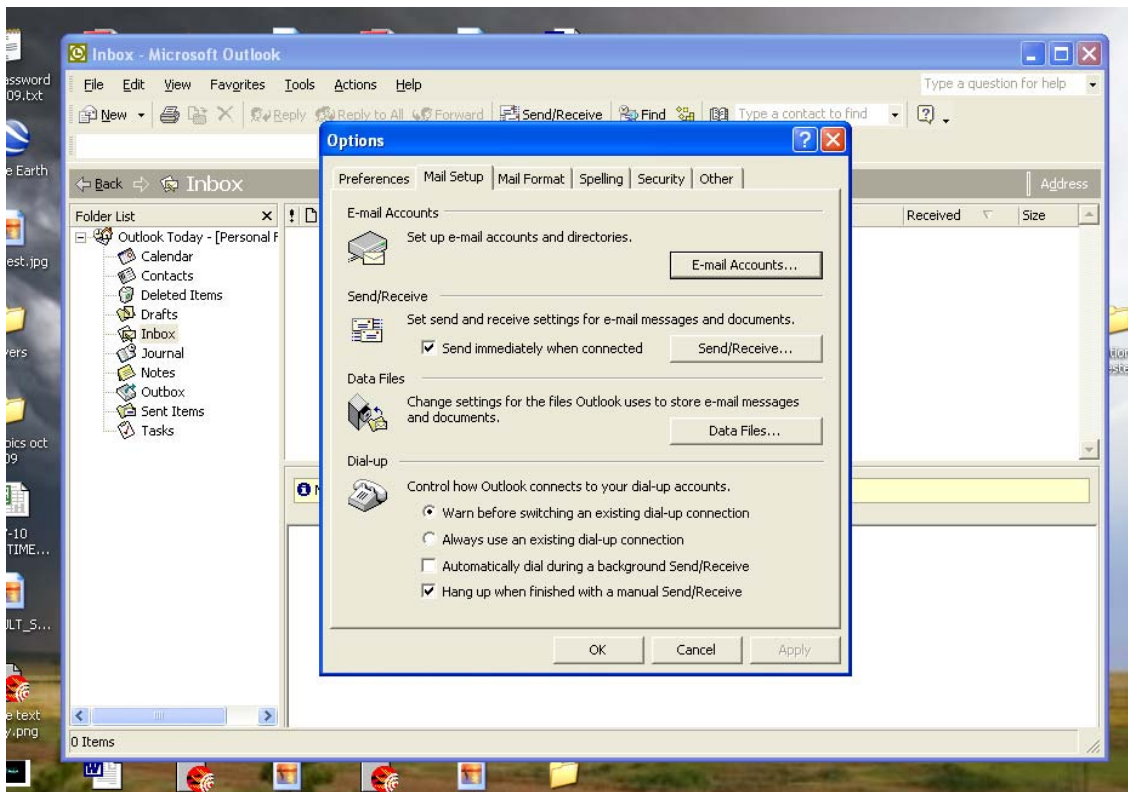
1. Open Outlook on your computer



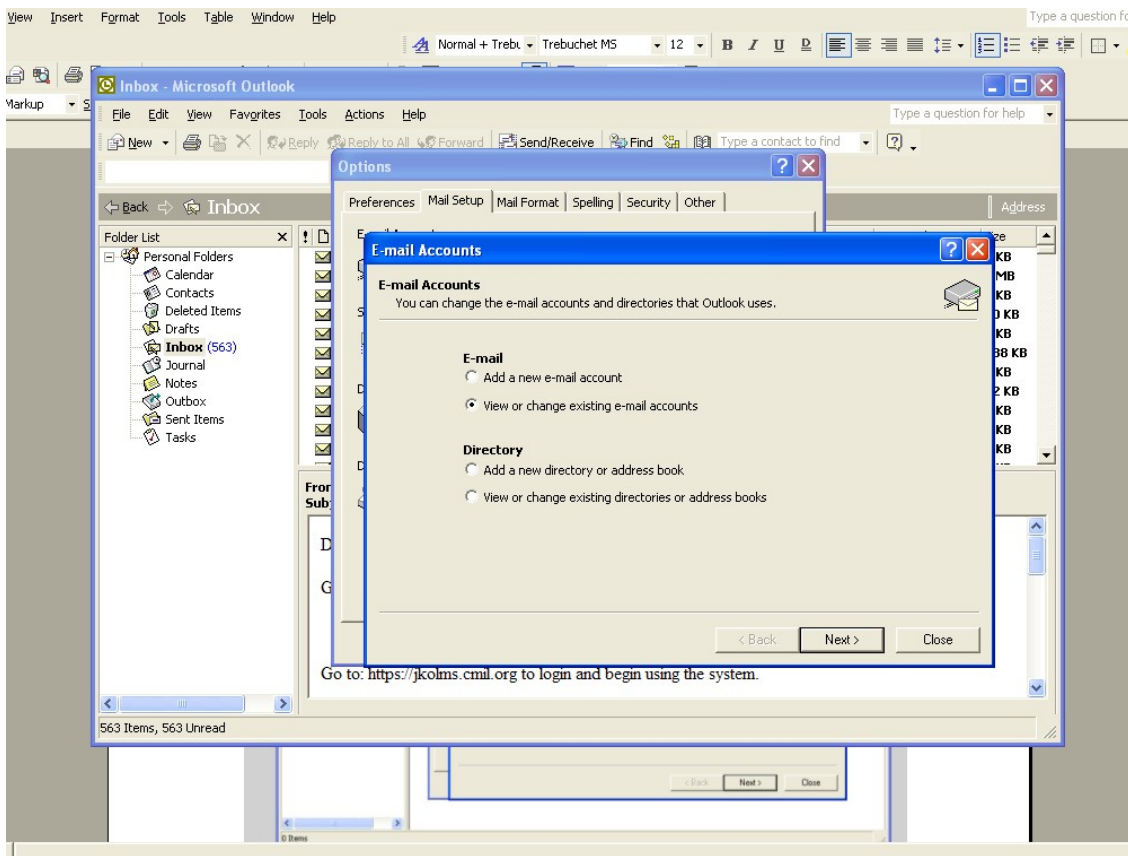
2. Select the Tools Tab along the top, and pick "Options"



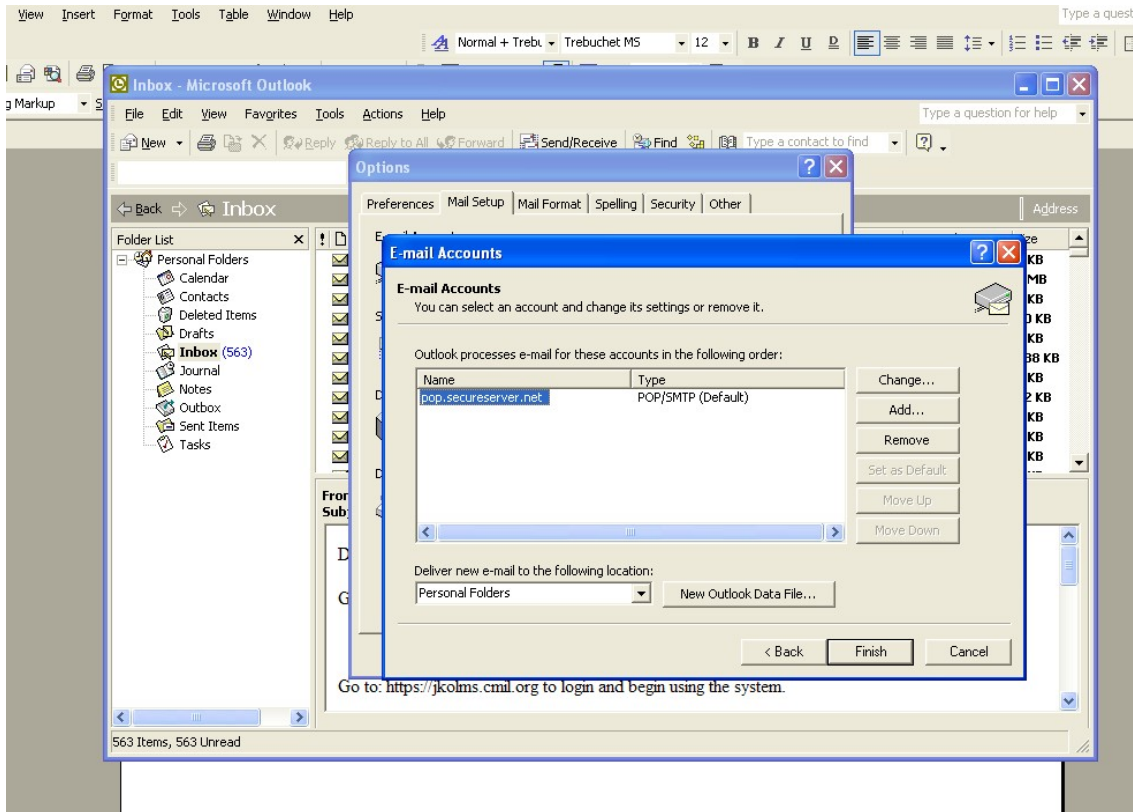
3. Select the "Mail Setup" Tab and then the top button "E-mail Accounts"



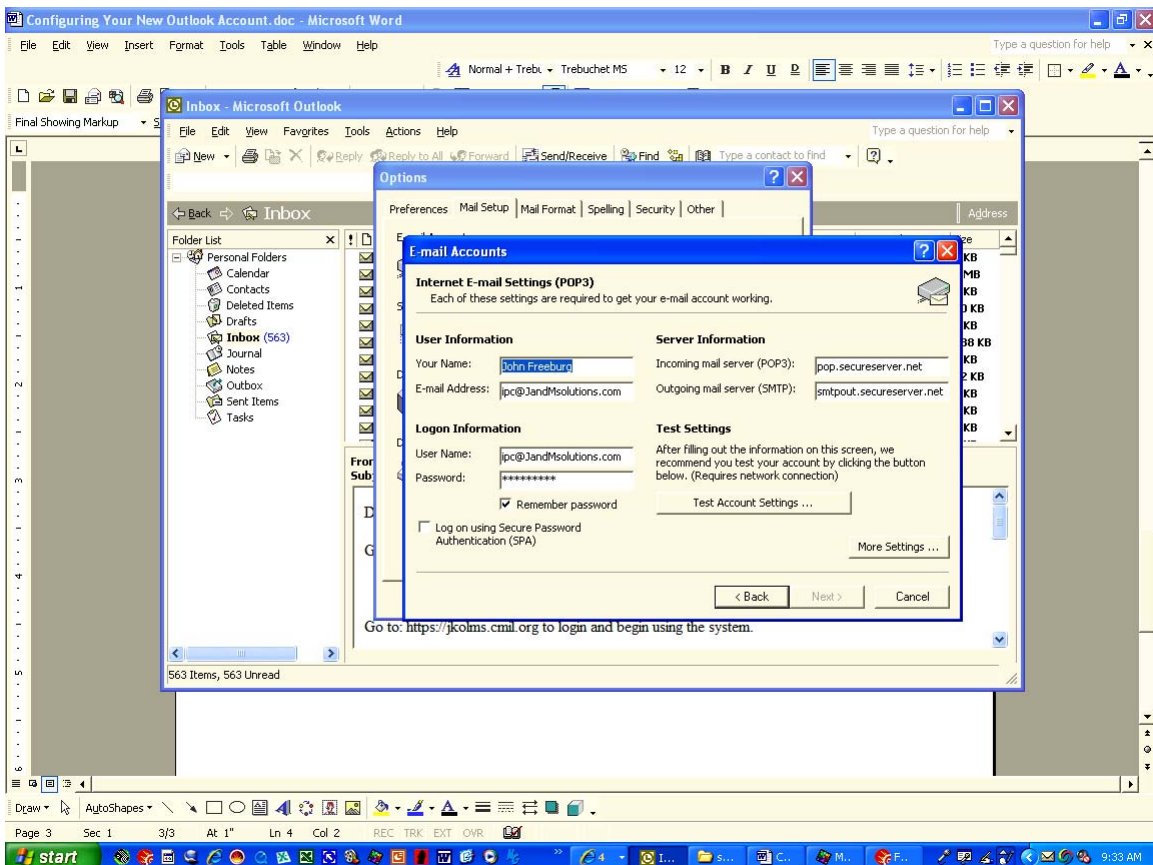
4. Then select View or Change existing e-mail account



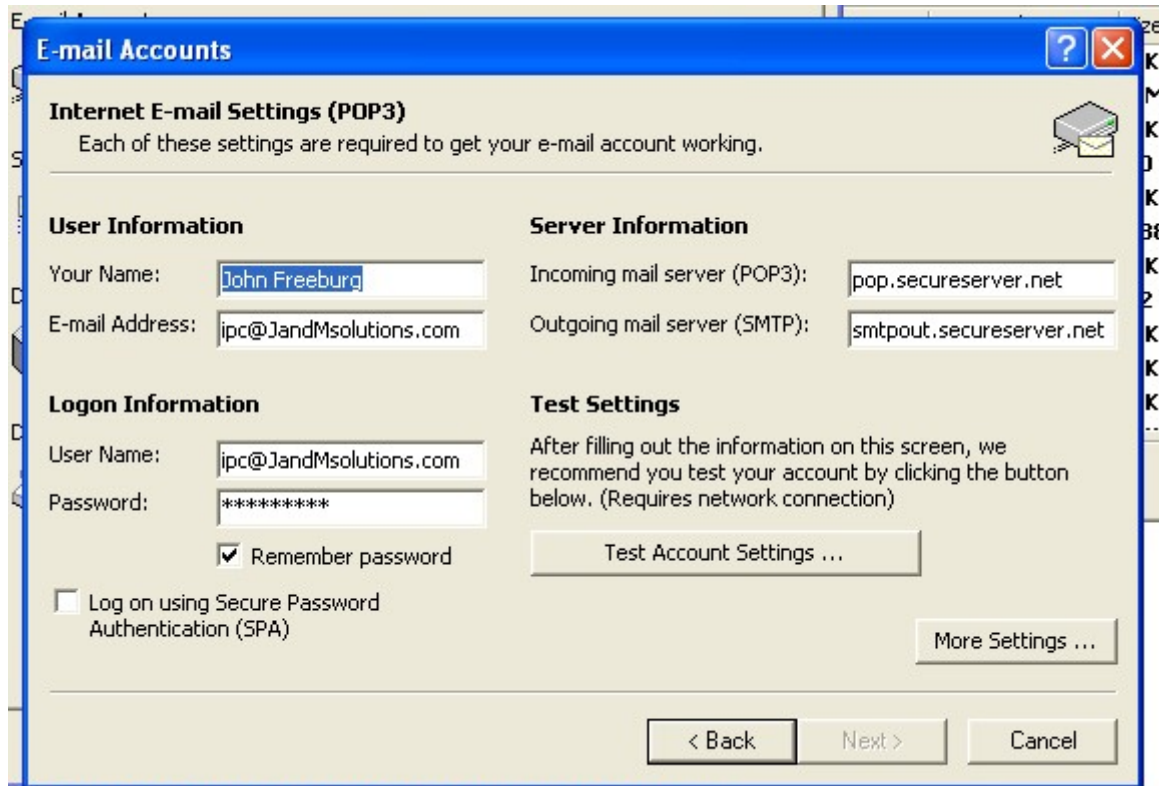
5. Highlight your connection and then click on the "Change" button



You will see a screen similar to mine:

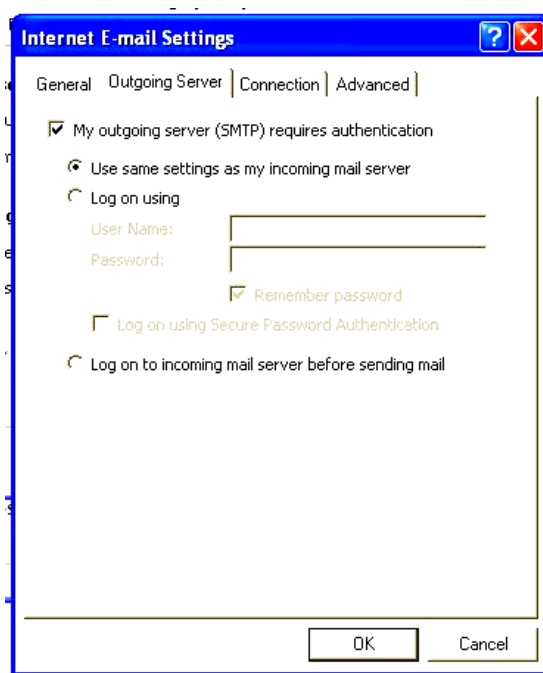
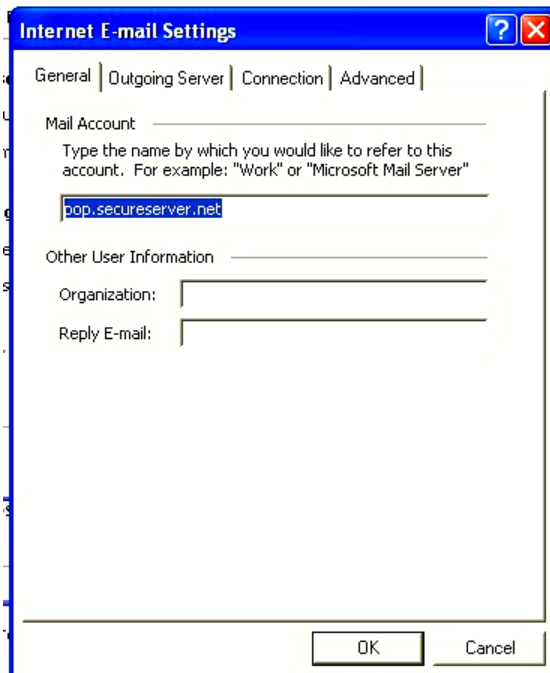


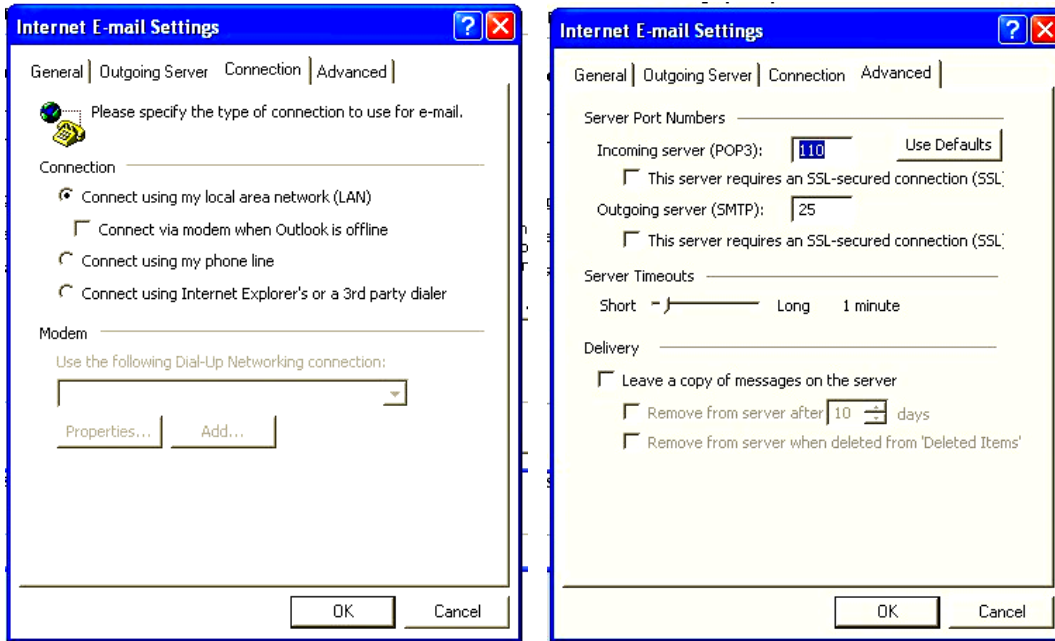
Here is a close-up:



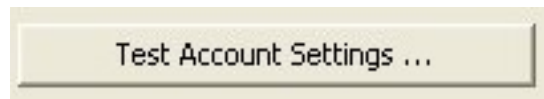
Only the sections "User Information" and "Logon Information" should differ from mine.

Then click on "More Settings..."





Then click "okay" and you'll return to the main settings page. I recommend using the



But there is no requirement to do so.

Now click "Next" "Finnish" and "Okay" in that order.

This should bring you back to your main email screen. You can click on the "Send/Receive" button or simply wait for email to arrive.

If you have any questions at all, please feel free to contact us at

[tech@JandMsolutions.com](mailto:tech@JandMsolutions.com)

or call 719.252.5167 5168

Thanks!