

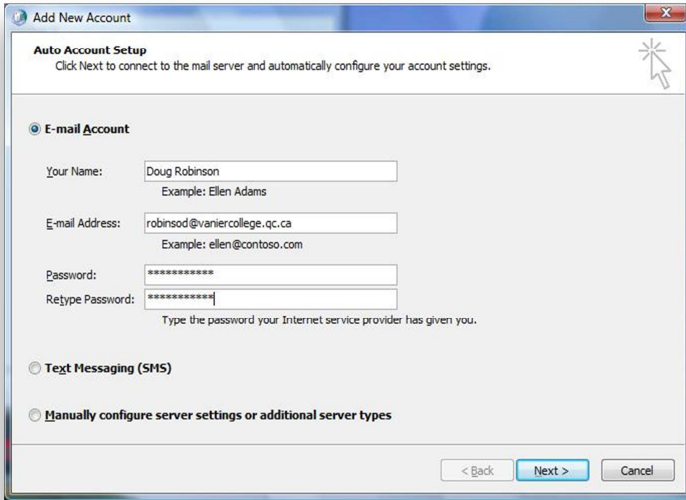
Adding a Vanier Email account to a new Outlook 2010 installation

Open Control Panel. (Change View by: to *Small icons*)

Open the **Mail Control Panel**.

Select: *Show Profiles*

Click: *Add...* a New Profile (Provide a name and click OK.)



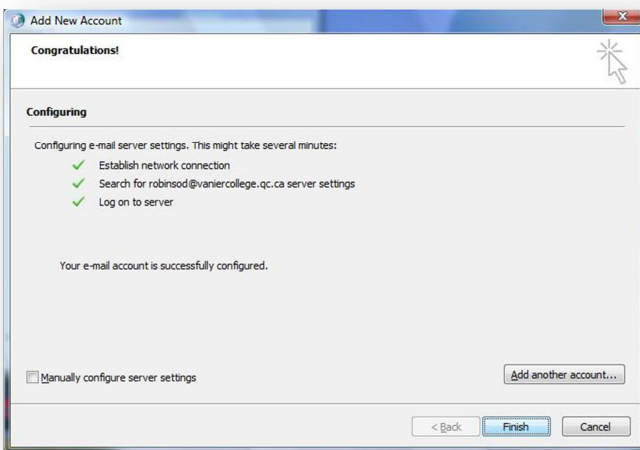
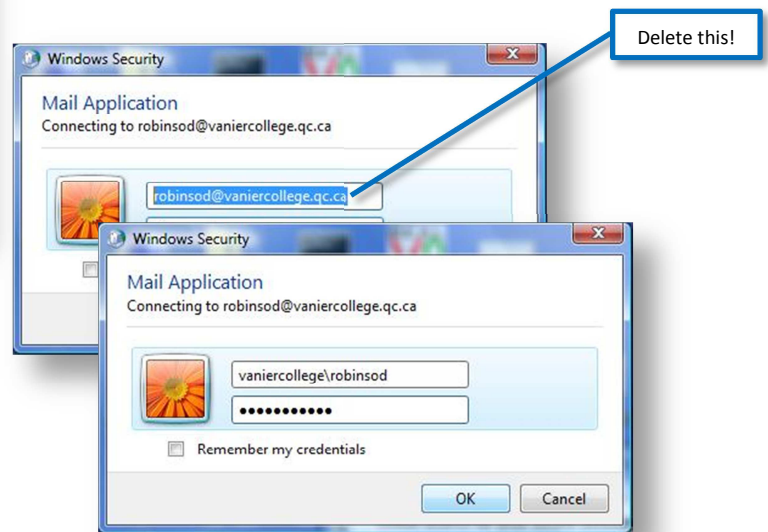
Add New Account / Auto Account Setup

Add New E-mail Account wizard will start.

Select: *E-Mail Account* and fill in the blank boxes using the examples as a guide. When complete, click next.

Windows Security / Mail Application

Windows Security window will pop up **pre-filled out incorrectly!** Delete your e-mail address and in the User name box type: *vaniercollege\username*
In the Password box type: your E-mail password.
Click OK...



You should receive congratulations.

Click Finish.

Now go back to the Start Menu.

Start Outlook 2010.

When you connect, always use the form:

vaniercollege\username in the User name box.

The first time you use Outlook it may take some time for your messages to be downloaded.