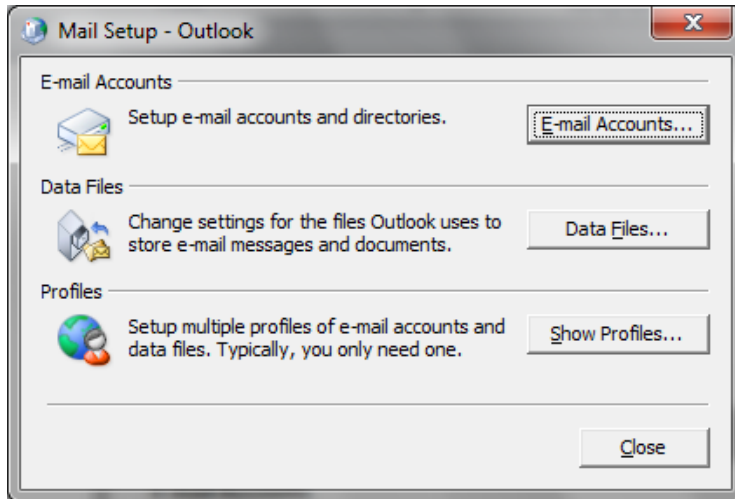
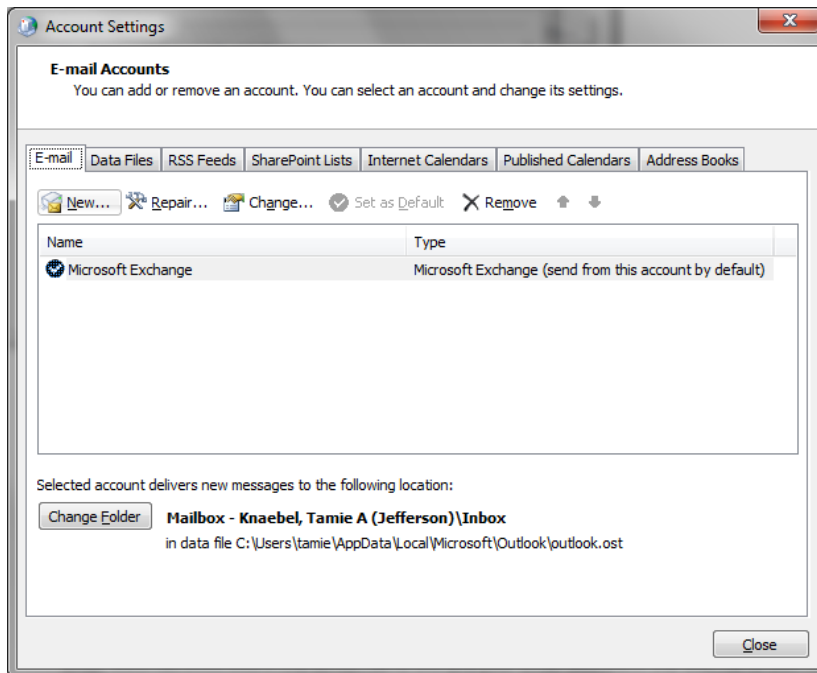


Setting up Office 2010 on your home PC

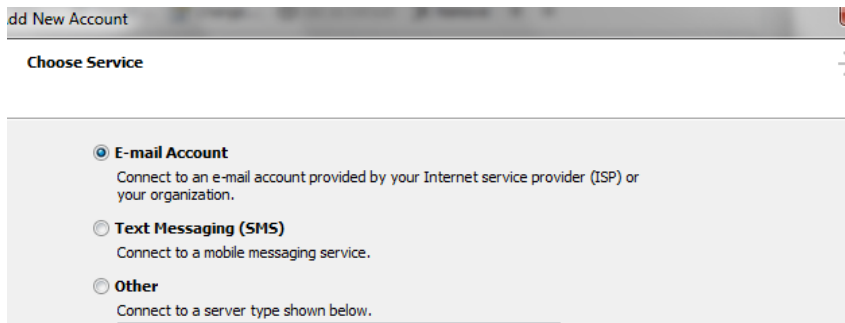
Open the Control Panel. Click on “Mail”, and then click on “E-Mail Accounts”



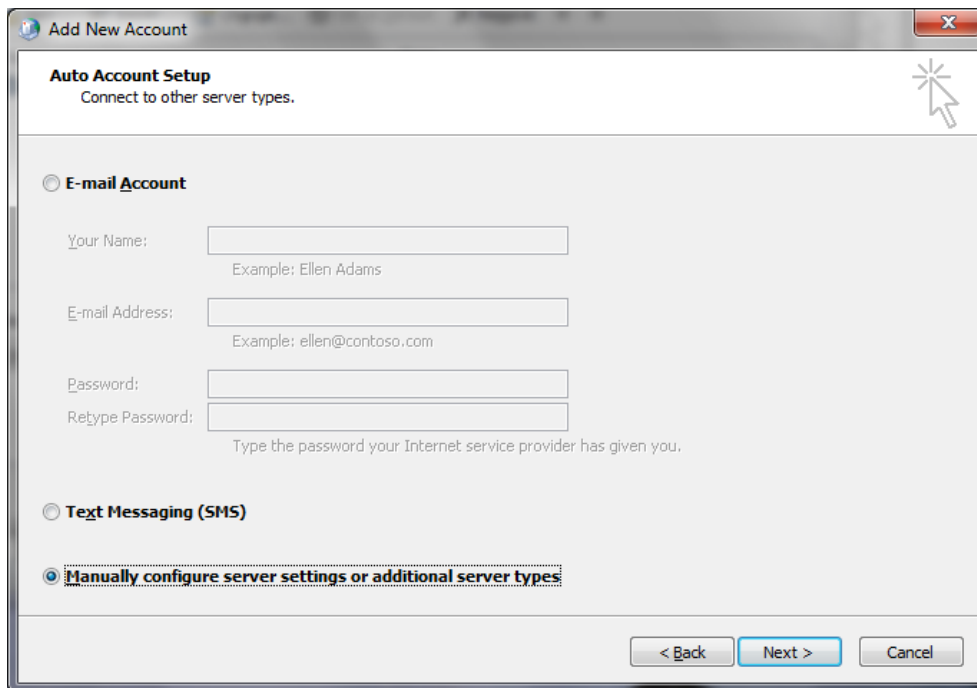
On the email tab, select “New”



Select “E-mail account”, then Click Next

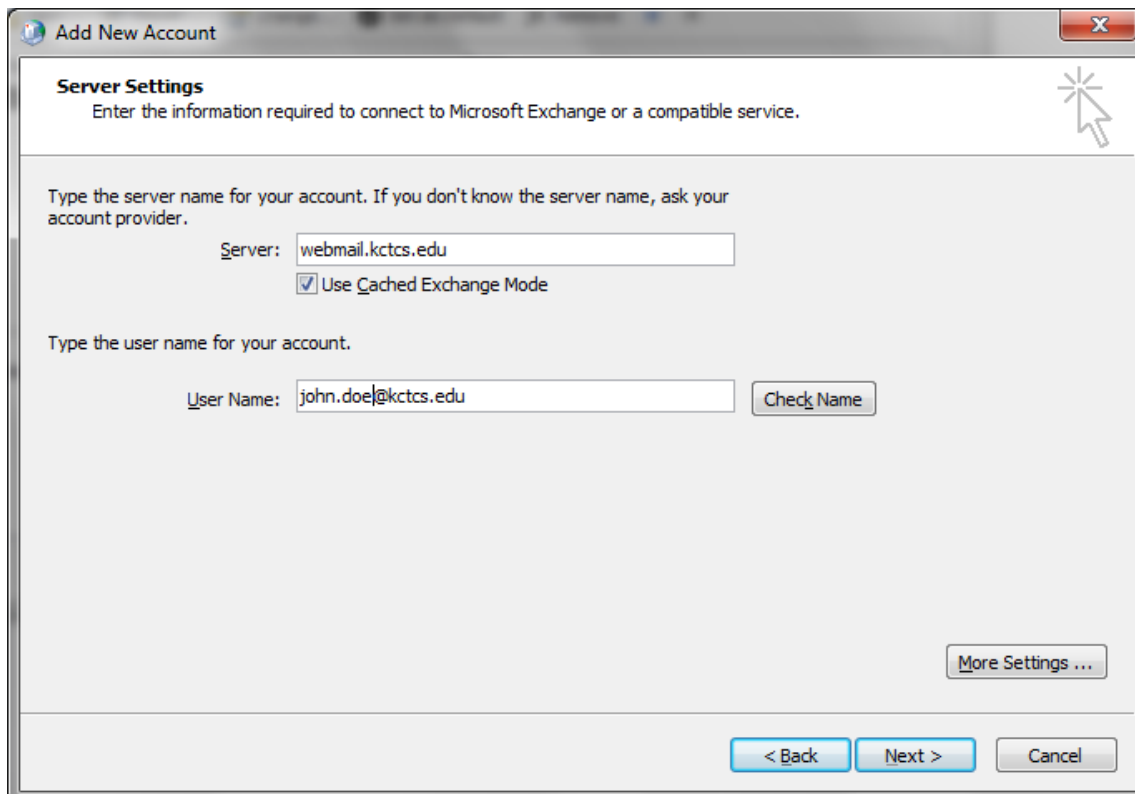


Select “Manually configure server settings or additional server types”. Click Next.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the radio buttons, there are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Next >' button is highlighted in blue.

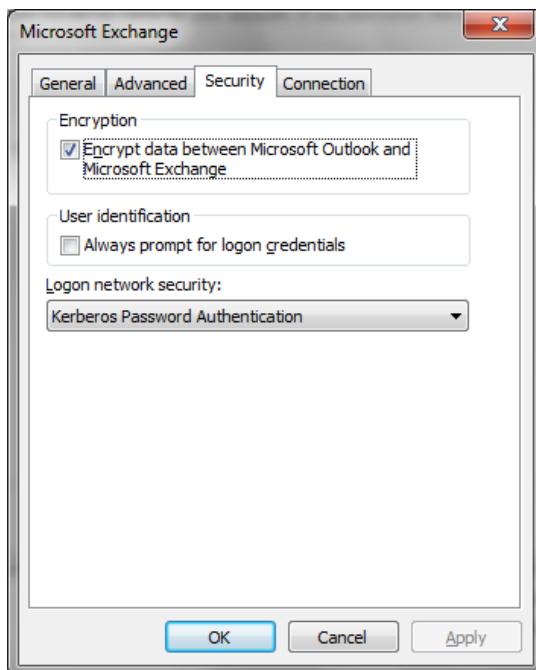
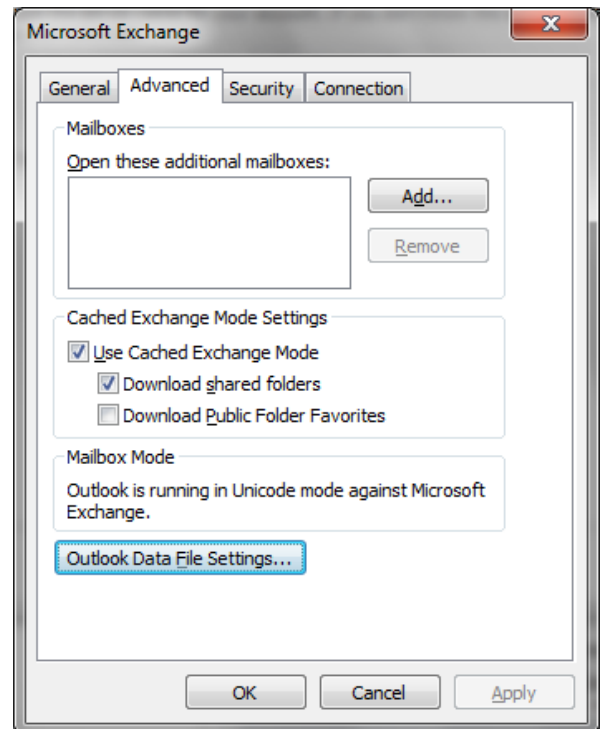
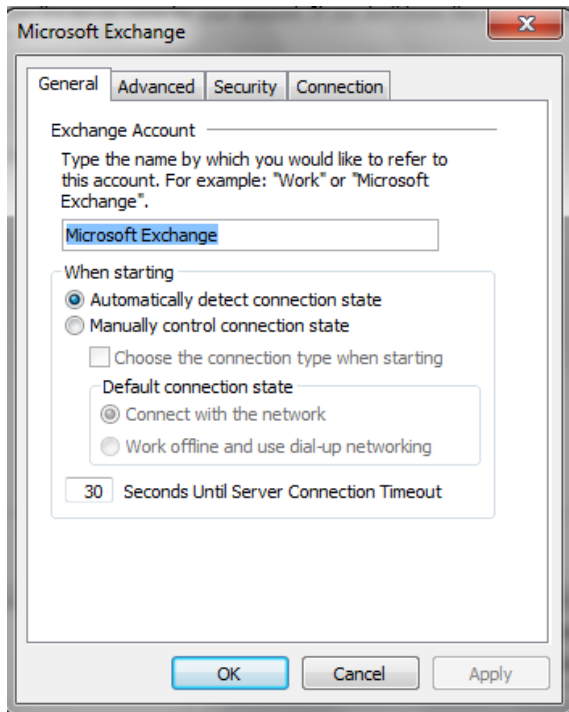
Enter **webmail.kctcs.edu** in the server name box and your email address in the username box... **DO NOT CLICK** on “Check Name”. Click on “More Settings button.



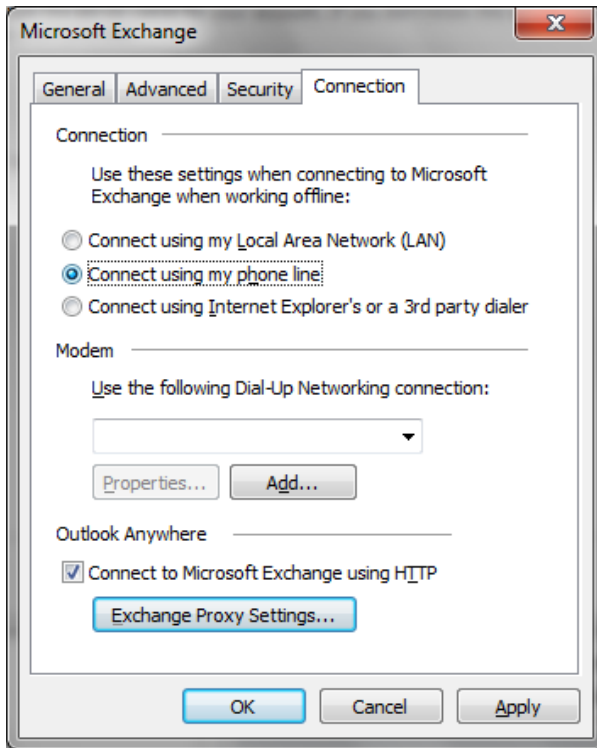
The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Server Settings' and 'Enter the information required to connect to Microsoft Exchange or a compatible service.' There is a text box for 'Server:' containing 'webmail.kctcs.edu' and a checked checkbox for 'Use Cached Exchange Mode'. Below that, there is a text box for 'User Name:' containing 'john.doe@kctcs.edu' and a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

On the General tab, give your exchange account a name, such as john.doe@kctcs.edu.

Follow the screenshots below to complete the setup of Outlook.



On the “Connections” tab, at the bottom select “Exchange Proxy Settings”



Enter the following Exchange Proxy settings, and then click OK.

