

AUTO INSTALL for

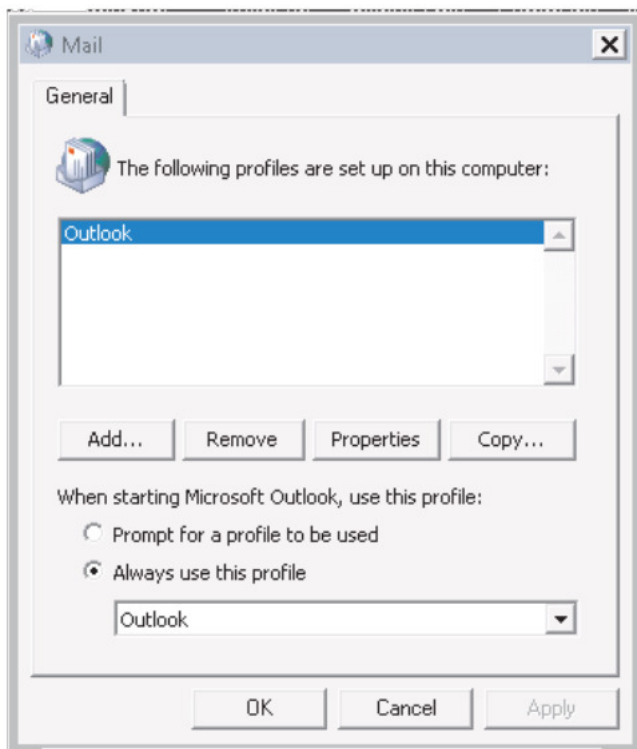
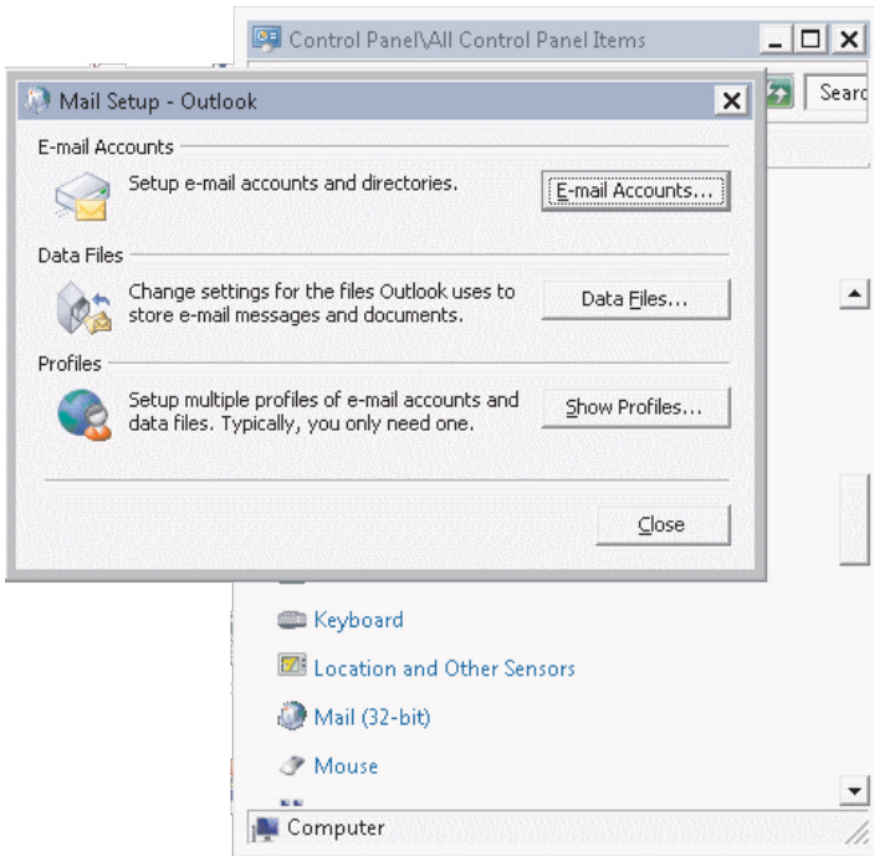
OFFICE 2007/2010 ONLY

In Control Panel Locate 'Mail' or 'Mail (32-bit)'

If necessary switch Control Panel to Classic View Icons / View by: Small Icons

In Mail, Select Show Profiles....

If you are using office 2003 or earlier you will have no choice but to use Web Mail until it can be replaced




We need to Add.... a new profile.
You can call it anything but the best is your

User Name !



Add New Account ✕

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings. 

E-mail Account

Your Name:
Example: Ellen Adams


E-mail Address:
Example: ellen@contoso.com

Text Messaging (SMS)

Manually configure server settings or additional server types

Autodiscover should identify your email address and populate the form. Next

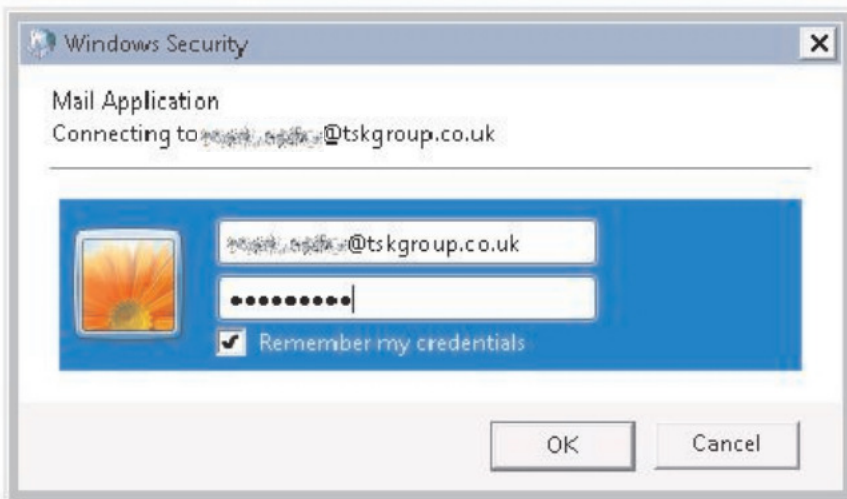
Add New Account ✕

Online search for your server settings... 

Configuring

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

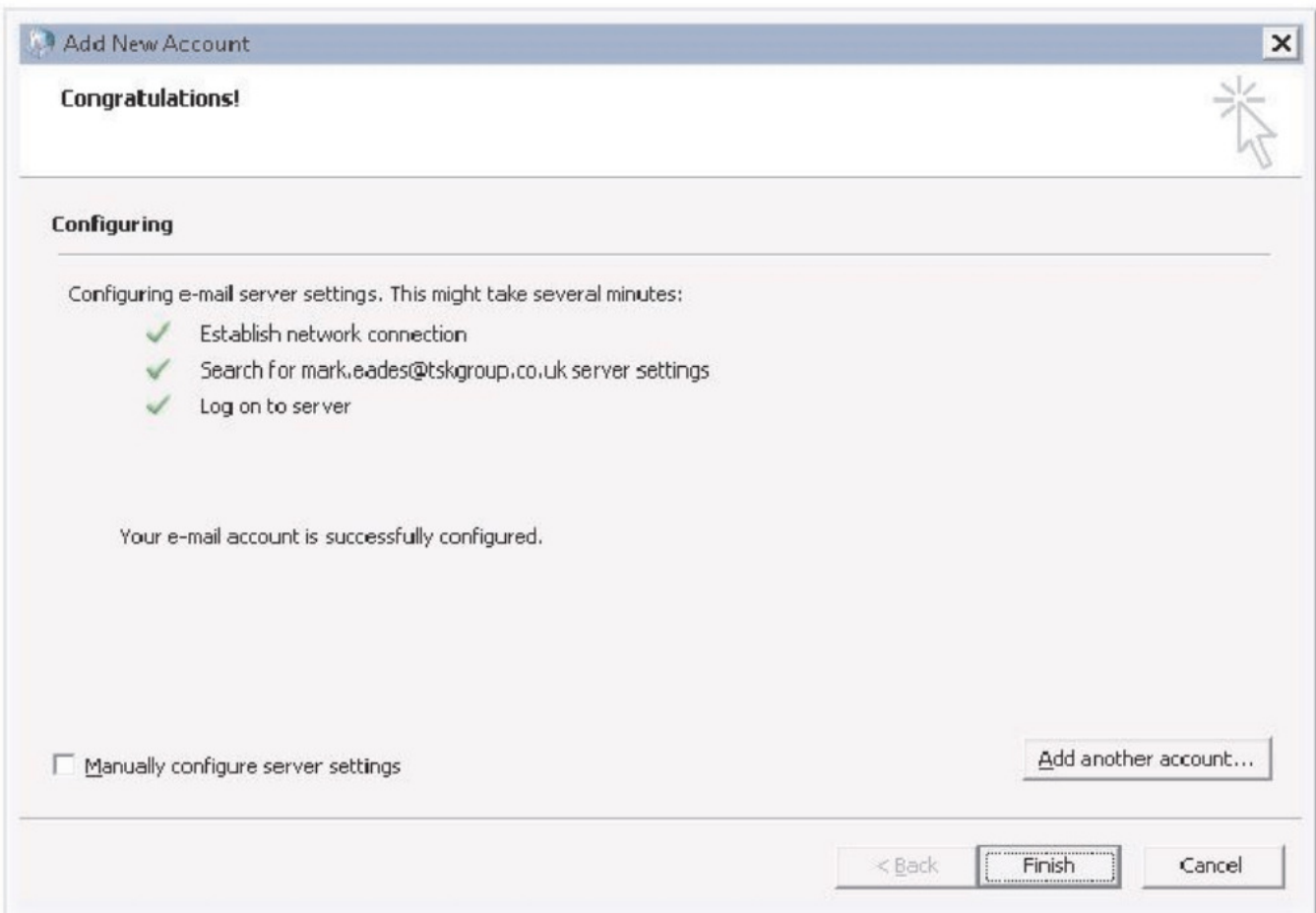
- Establish network connection
- Search for ~~ellen@tskgroup.co.uk~~ server settings**
Log on to server



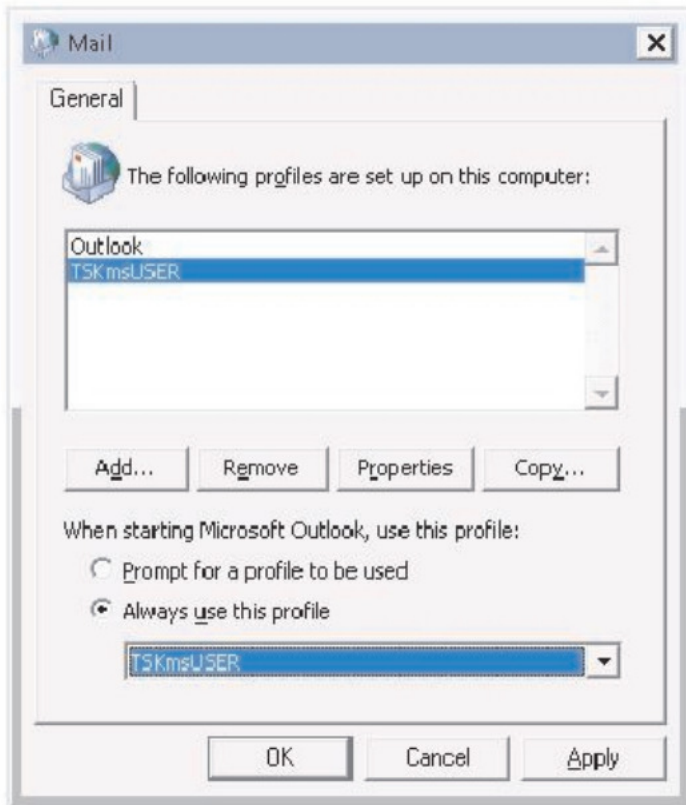
Eventually it should bring up a Windows Security box. Replace the contents with your full email address and your email password.

Remember to tick 'Remember my credentials' or it will get very tedious...

If your email address is accepted, then the Finished dialog box will appear...



Select Finish and return to the Profile selection box...



Select Your NEW profile and ensure 'Always use this profile' is selected. OK

If you open outlook now it should use the new profile. You MAY get the logon box:



Remember your Email username is the email address and you use your normal TSK password. If you do not select Remember my credentials then you will be asked for your email username and password