1. Click \(\text{Start}\) from the menu bar. Click \(\text{Microsoft Office Outlook}\) from the menu (Screen 1). Screen 2 will appear, click \(\text{Next} >\).

(Screen 1)

2. Select “Yes” to configure outlook to connect to the exchange server, and click \(\text{Next} >\).

(Screen 3)

3. Select “Microsoft Exchange Server” and click \(\text{Next} >\).
4. For "Microsoft Exchange Server:" type in "webmail2.cookman.edu". For "User Name:" type in the userid, i.e. lastname and first initial (calhound). See screen 6 before clicking "Next".

5. Click "Check Name" to ensure the account is accurate. Once you click the account should appear like the one below if the account has already been created on the exchange server. Click Next.
6. At the below screen, click **Finish**

7. The program will prepare outlook and retrieve mailbox settings from the exchange server.
8. Microsoft Office Outlook is ready for use.