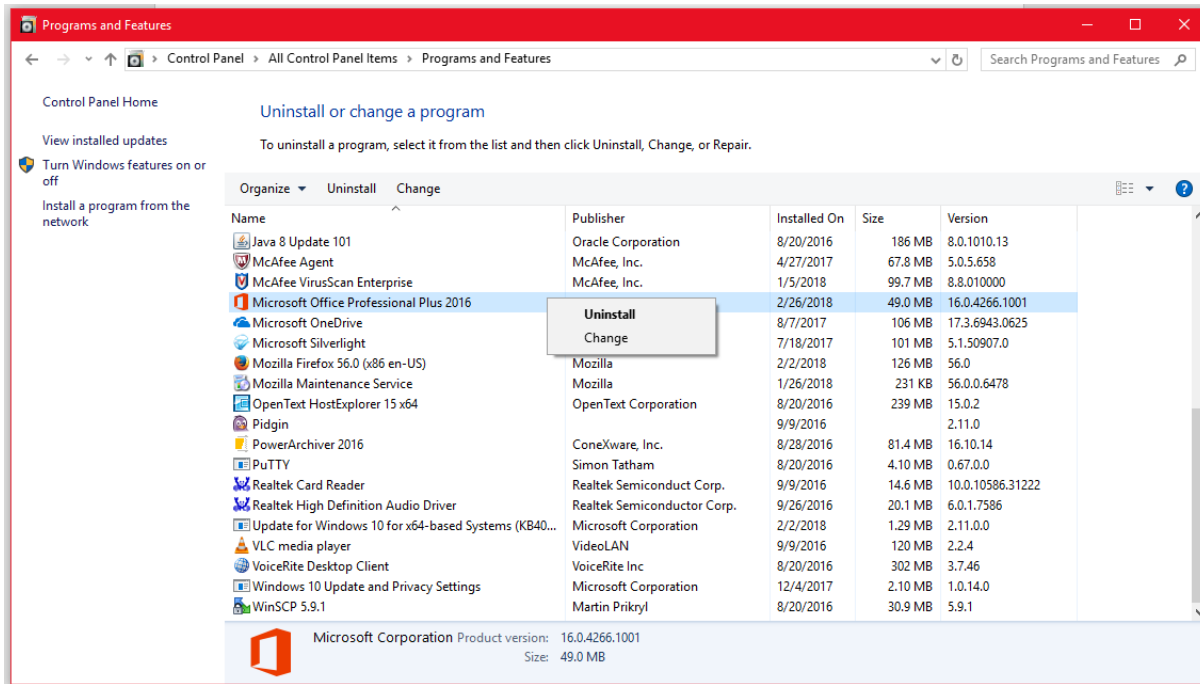


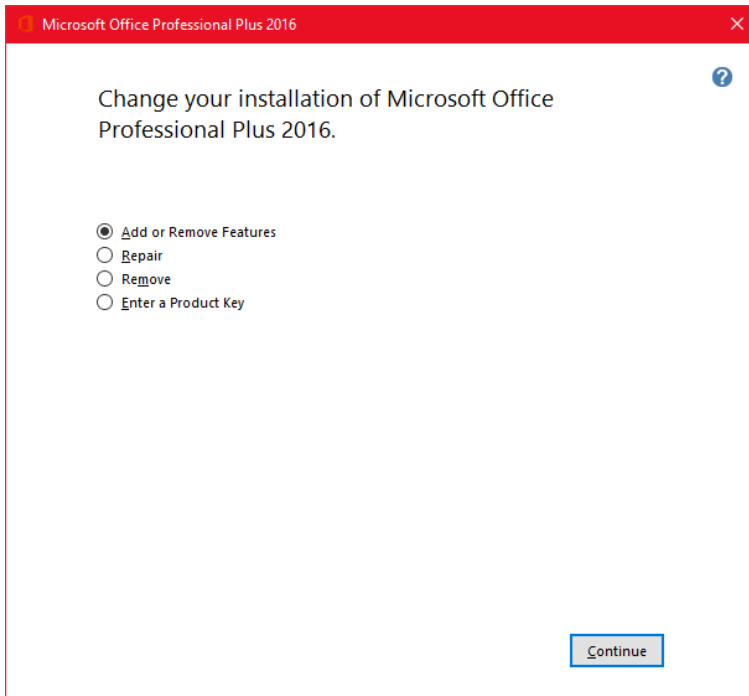
How to Configure Outlook Client on Marist-Owned Computers

These instructions will work for any version of Microsoft Office.

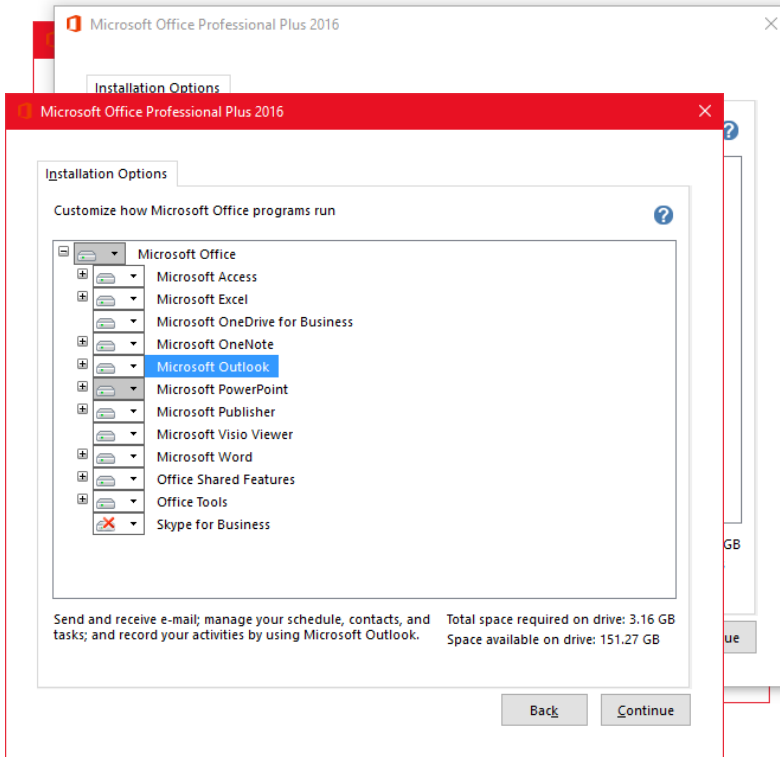


Go to Control Panel then Programs and Features
Right click on Microsoft Office Professional Plus and select *Change*

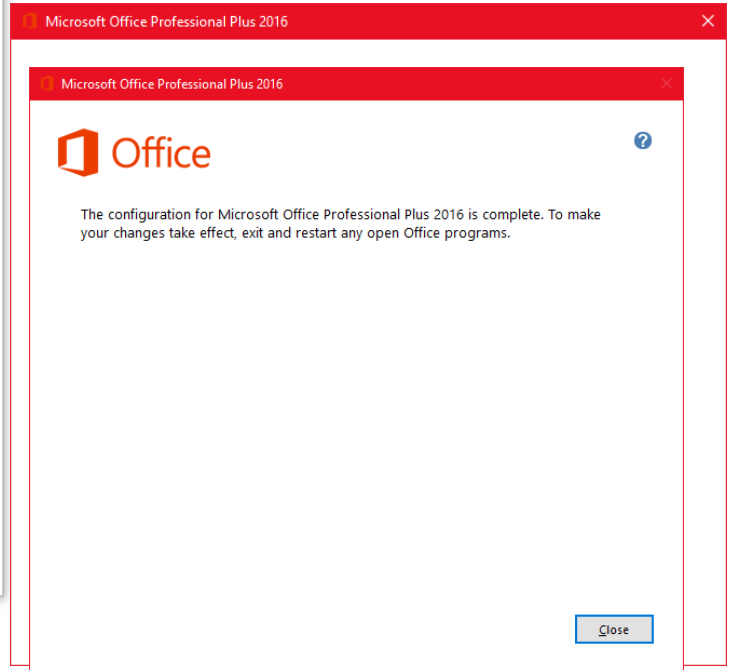
At the Microsoft Professional Plus window, select the radio button for 'Add or Remove Features' and press the *Continue* button



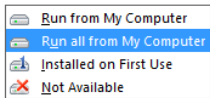
Press the down arrow next to Microsoft Outlook program and select the option to 'Run all from my computer'



Then press the *Continue* button
You will see a Configuration Progress bar

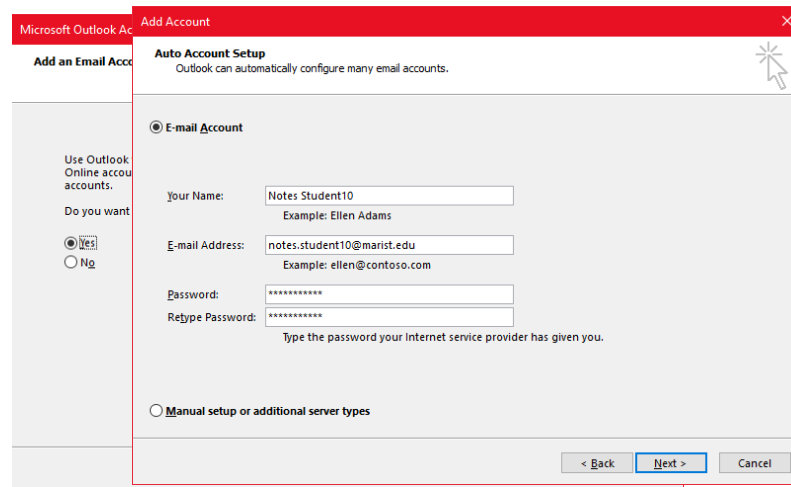


Continue

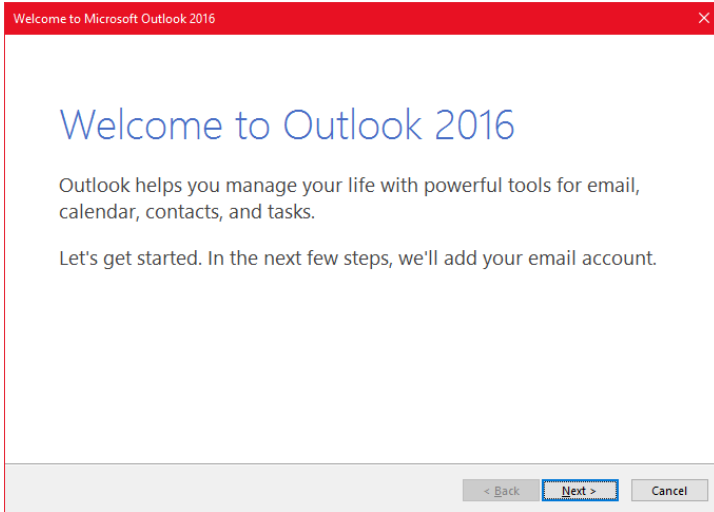


Once the configuration completes, press the *Close* button. Close all open Office programs and restart. You may have to restart your computer

On the Microsoft Outlook Account Setup window, select the Yes radio button and press the Next button



Start Outlook  for the first time



At the Welcome to Microsoft Outlook window, click the *Next* button

At the Add Account window enter Your Name, Marist E-mail Address then type your Marist Password twice. Click the *Next* button.

At the Windows Security window, enter your Marist email address and Marist account password. Click the *OK* button.

After some time, on the Add Account window you will see that your account was successfully configured and ready to use. Press the *Finish* button.

