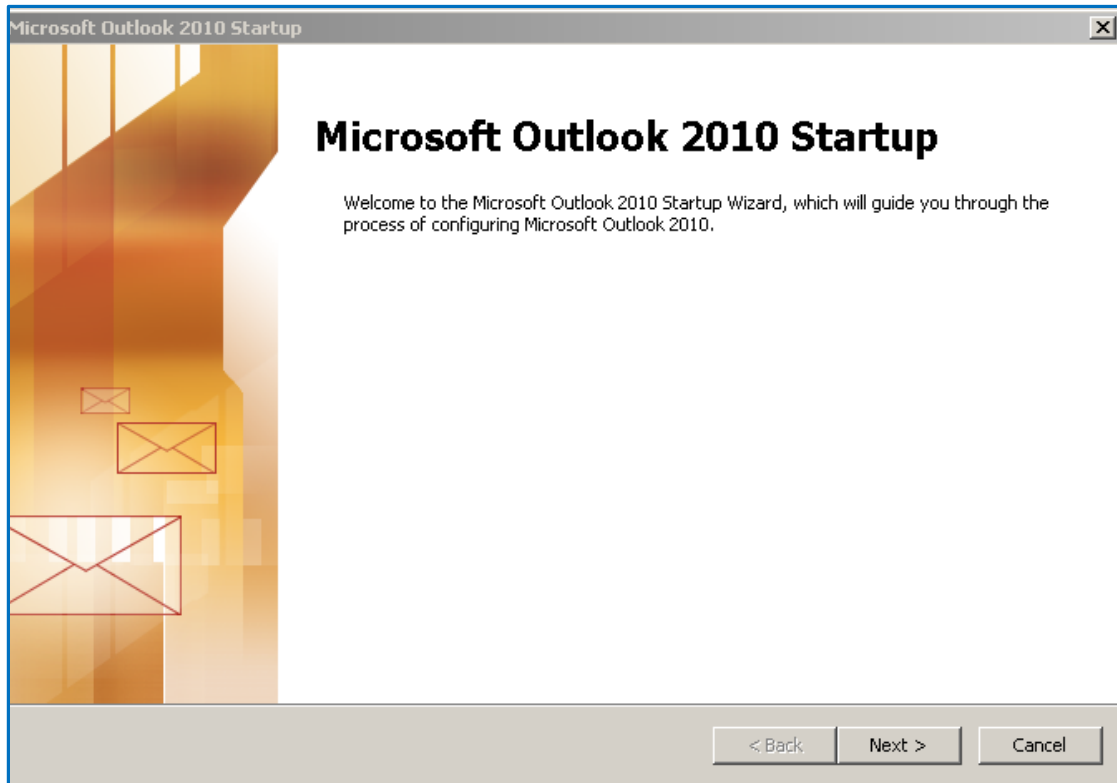
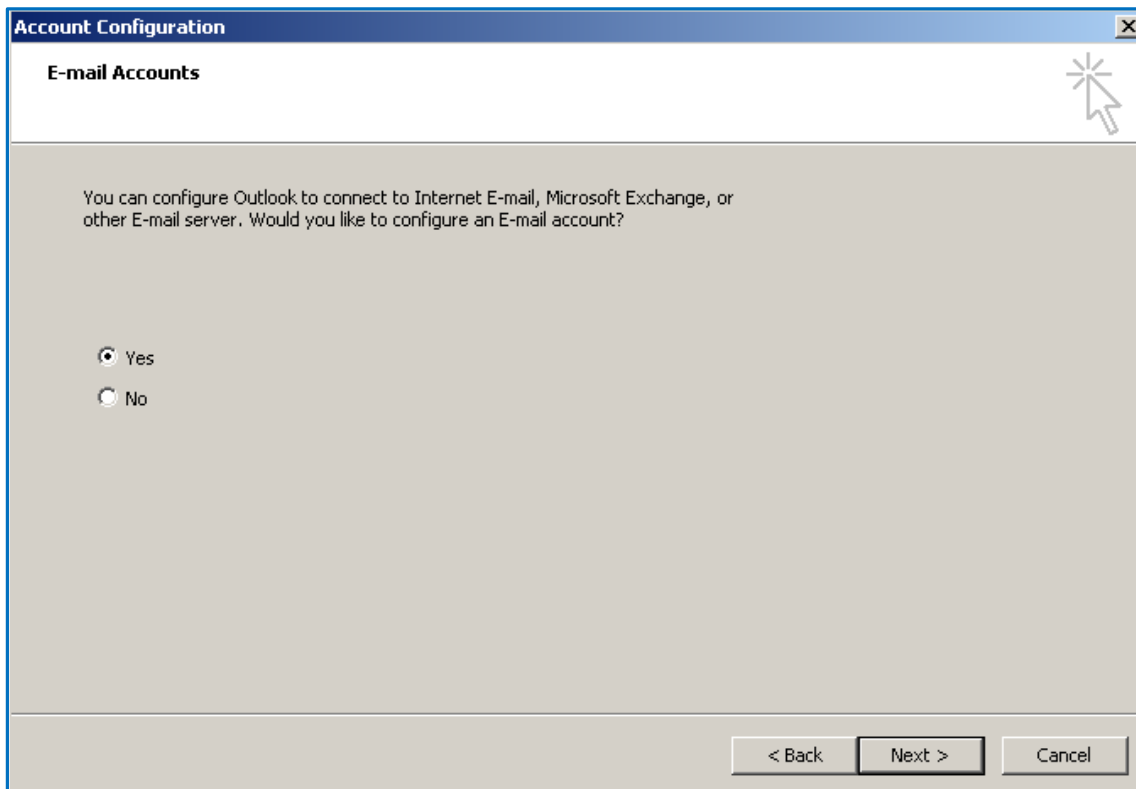


Connecting Outlook to your email account

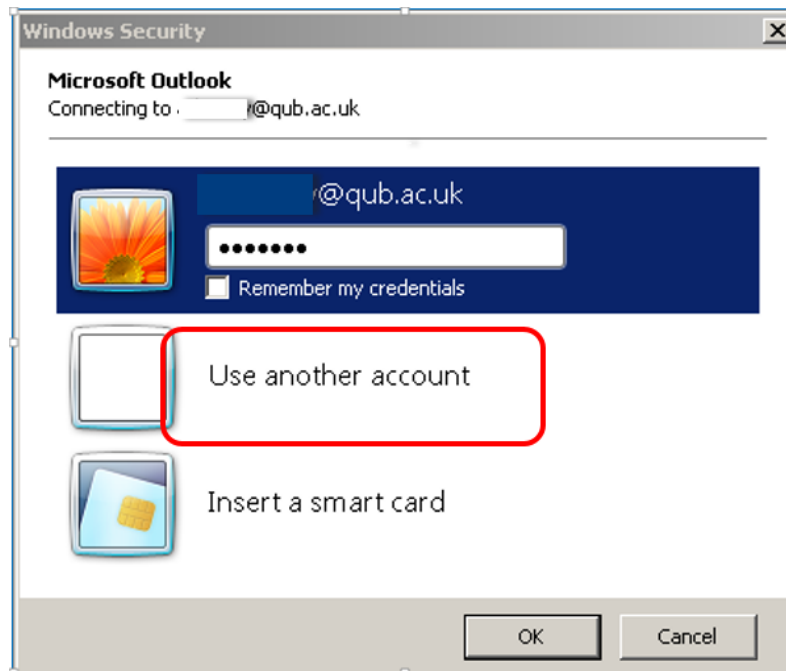
1. Start Outlook, the **Microsoft Outlook Startup** window will be displayed, click **Next**.



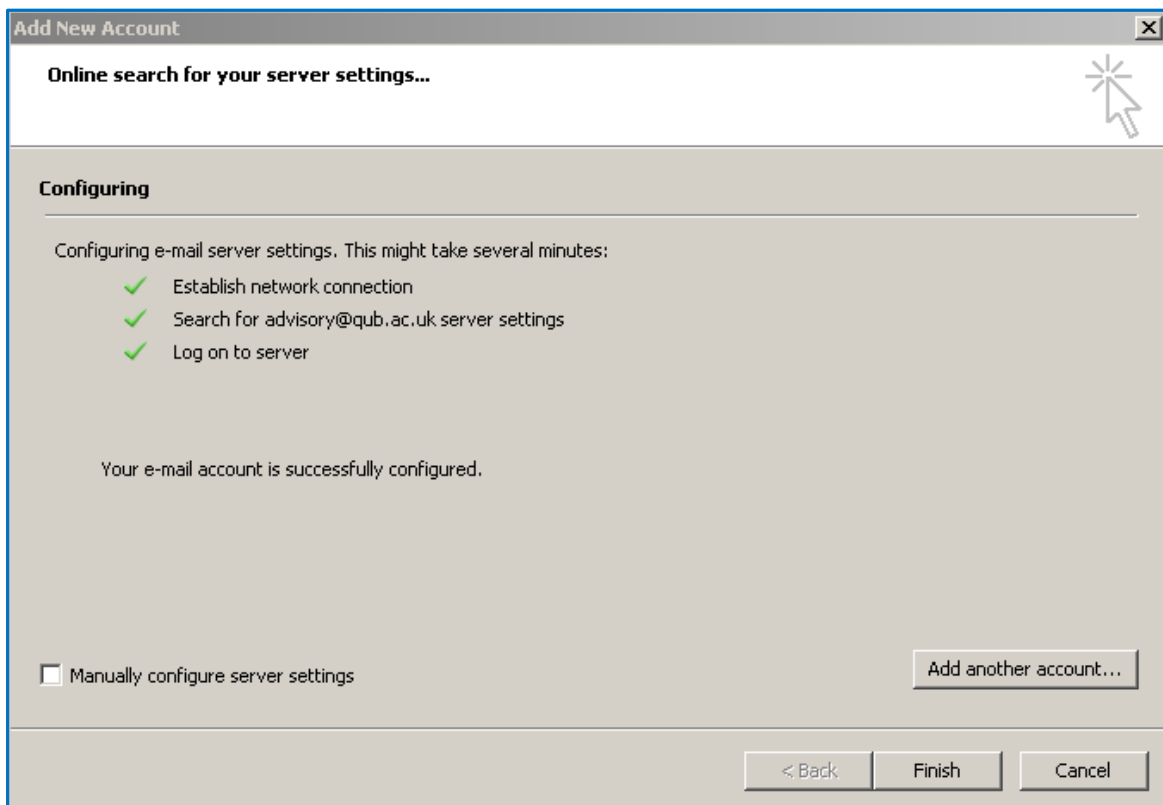
2. On the Account Configuration window, select **Yes** to configure an email account and click **Next**.



3. The **Auto Account Setup** window will be displayed, enter your name, email address, password and retype your password. Click **Next** to begin the **Auto Account Setup** process.
4. A Windows Security window will be displayed. Select **Use another account** to enter your correct credentials.



5. Enter your username in the form **ads\<staff number>** e.g. **ads\1234567**, your usual email password and click **OK**.
6. Outlook will try to automatically configure your account. If successful a message will be displayed to that effect.



7. Click **Finish** to complete the setup.