

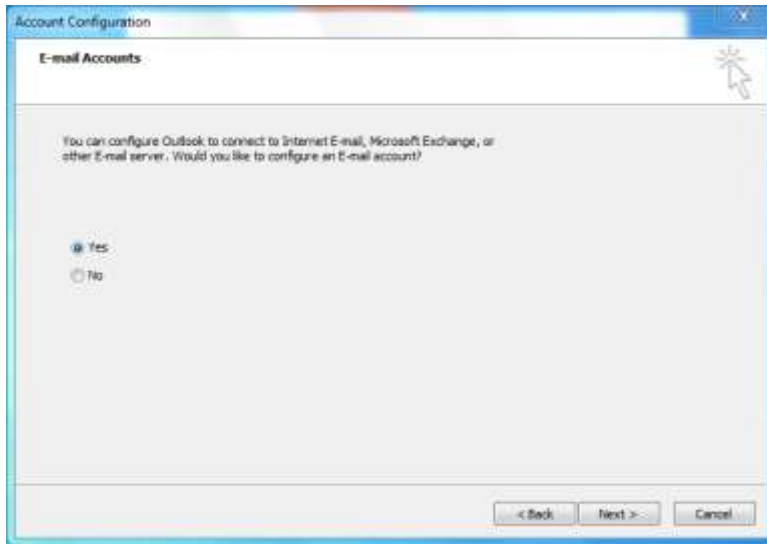
## How to Configure Outlook 2010 (Faculty and Staff)

Open Outlook

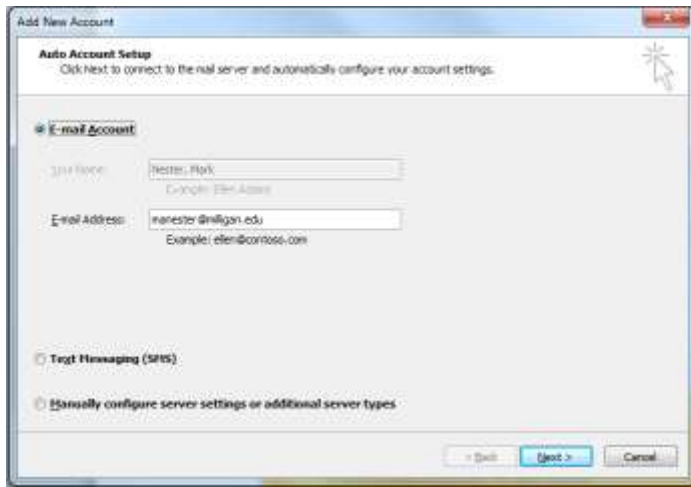
Click “Next”



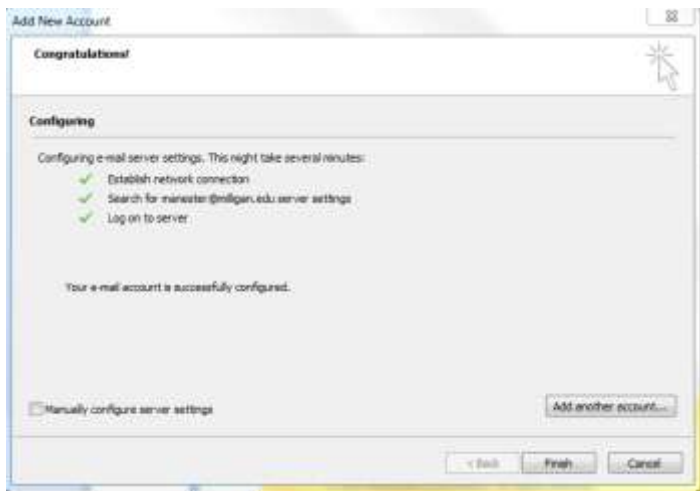
Click “Next”



Verify the information is correct on the “Add new account” window.



Click “Next”



Click “Finish”