

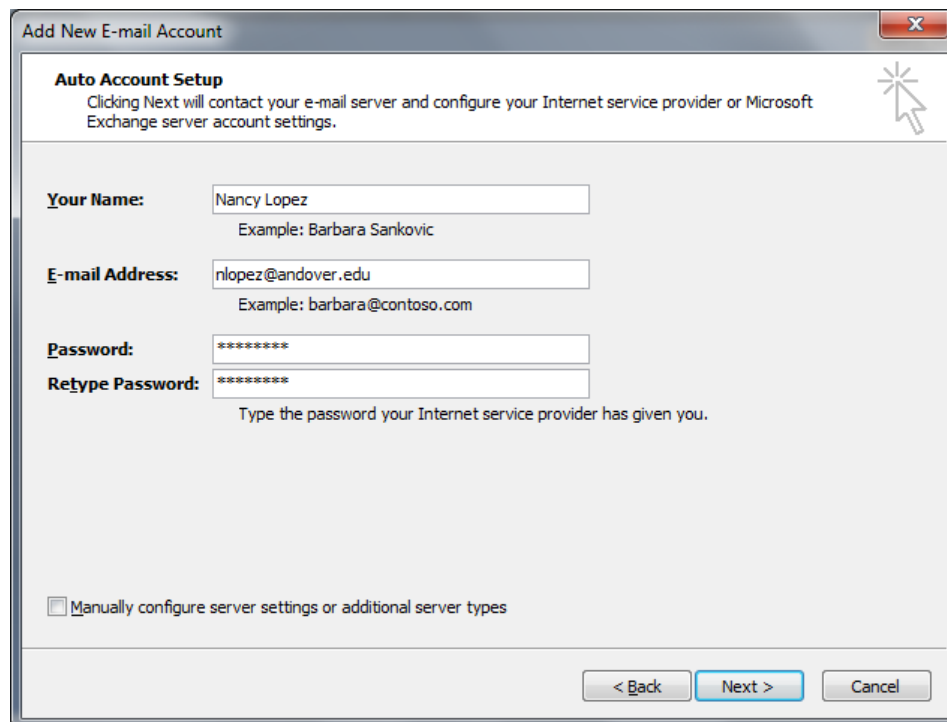
Configure Outlook 2007/2010 to Receive PA Email

When you open Outlook 2007 or 2010 for the first time, you will be prompted with the Startup wizard.

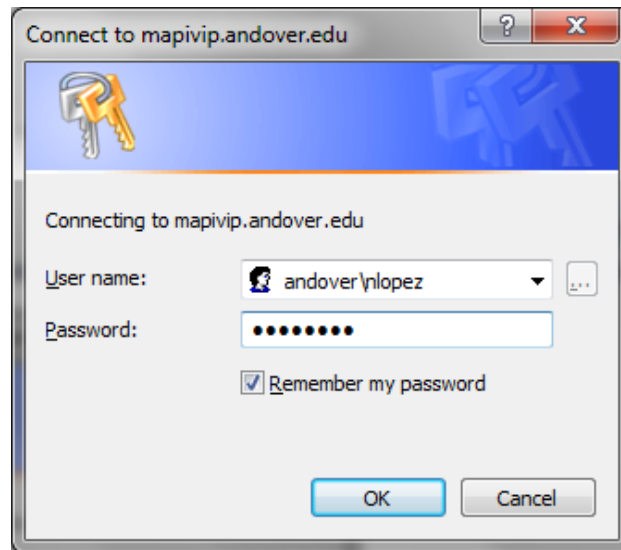
1. Click **Next**



2. In the **Email Accounts** window click **Yes**, you like to configure an email account and click **Next**.
3. In the **Add New E-mail Account** window fill in the information requested and click **Next**.

The image shows the "Add New E-mail Account" window. The title bar reads "Add New E-mail Account". The main content area is titled "Auto Account Setup" and includes the text: "Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings." There are four input fields: "Your Name:" with the value "Nancy Lopez" and an example "Example: Barbara Sankovic"; "E-mail Address:" with the value "nlopez@andover.edu" and an example "Example: barbara@contoso.com"; "Password:" with "*****"; and "Retype Password:" with "*****". Below these fields is the instruction "Type the password your Internet service provider has given you." At the bottom left, there is a checkbox labeled "Manually configure server settings or additional server types" which is currently unchecked. At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

4. In the **Connect to mapivip.andover.edu** window type in your credentials. In the **User name** field you must type **andover** before your username and click **OK**.



5. The **Add New E-mail Account** will display, click **Finish**.

