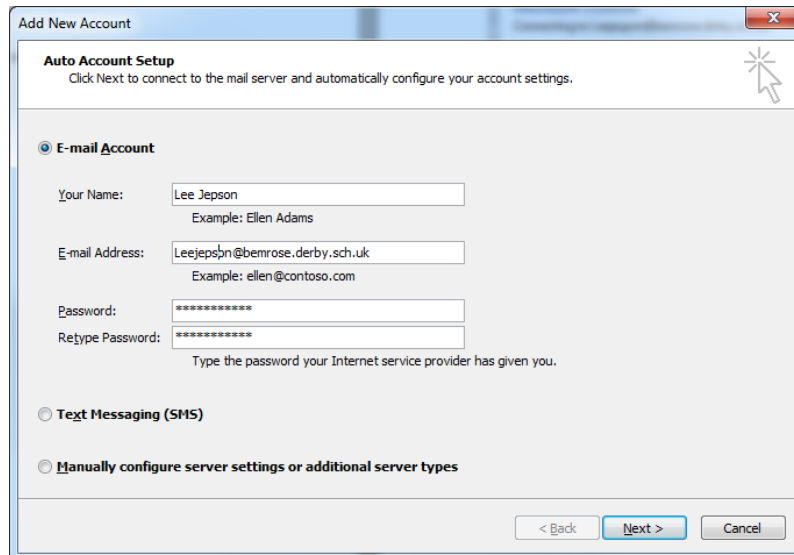


## How to setup Outlook

First things first open up Outlook and you will get to this screen:



The screenshot shows the 'Add New Account' dialog box with the following details:

- Auto Account Setup:** Click Next to connect to the mail server and automatically configure your account settings.
- Selected Option:**  **E-mail Account**
- Your Name:** Lee Jepsen (Example: Ellen Adams)
- E-mail Address:** Leejepsn@bemrose.derby.sch.uk (Example: ellen@contoso.com)
- Password:** [Redacted] (Example: ellen@contoso.com)
- Retype Password:** [Redacted] (Type the password your Internet service provider has given you.)
- Other Options:**  Text Messaging (SMS),  Manually configure server settings or additional server types
- Buttons:** < Back, **Next >**, Cancel

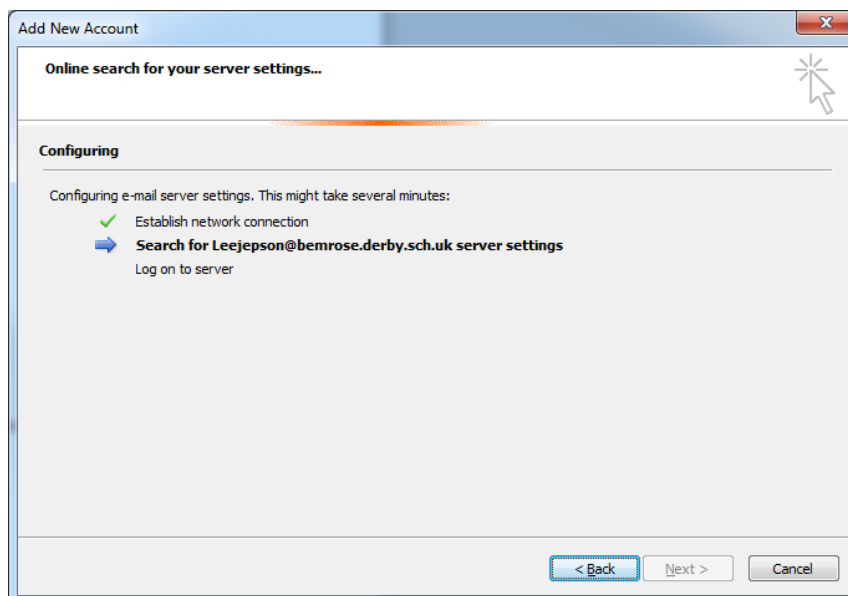
Input your information like image above:

**Your name:**

**Email address: (@bemrose.derby.sch.uk)**

**Password:**

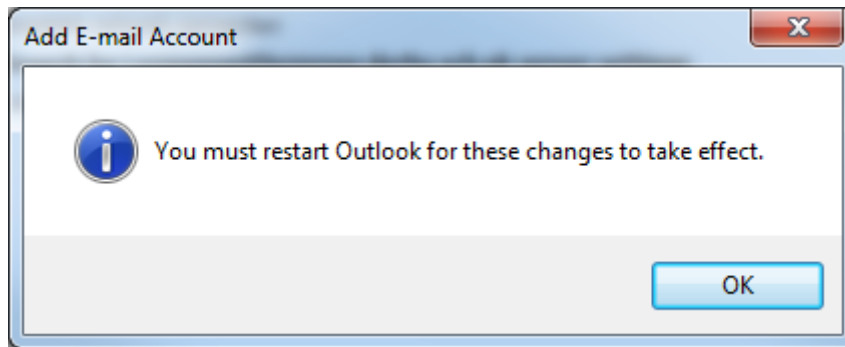
After you have done that click next.



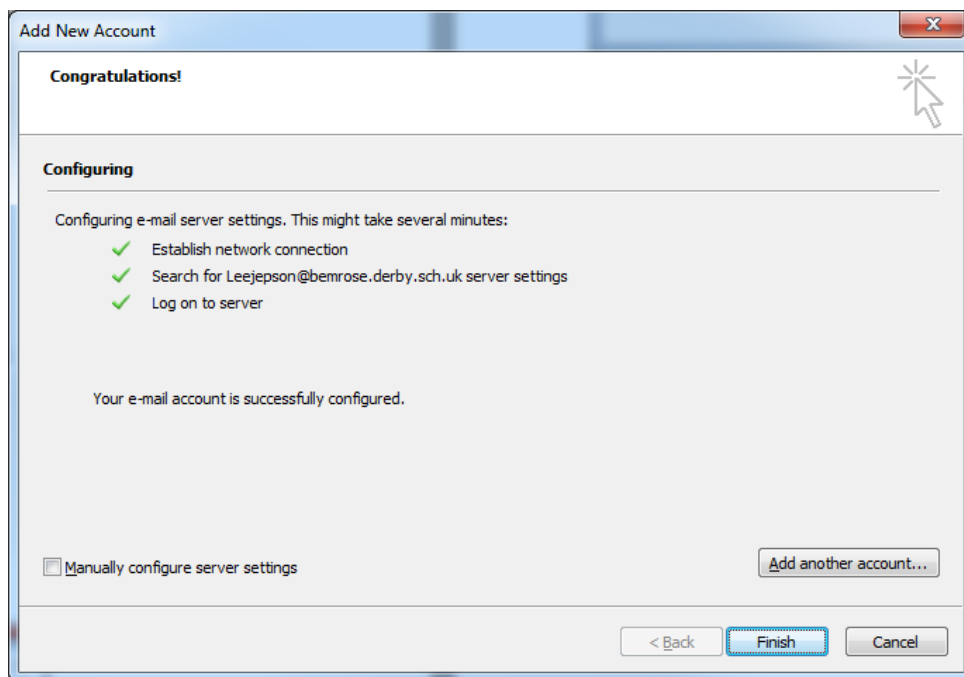
The screenshot shows the 'Add New Account' dialog box with the following details:

- Online search for your server settings...**
- Configuring:** Configuring e-mail server settings. This might take several minutes.
- Progress:**
  - ✓ Establish network connection
  - ➔ **Search for Leejepsn@bemrose.derby.sch.uk server settings**
    - Log on to server
- Buttons:** < Back, **Next >**, Cancel

This box should appear just wait for it to finish it may take few minutes.



If this box appears don't worry this normal just click ok (don't panic if doesn't show though)



Then click finish and your done!