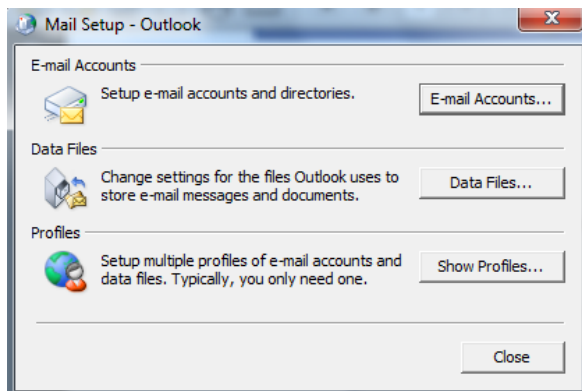


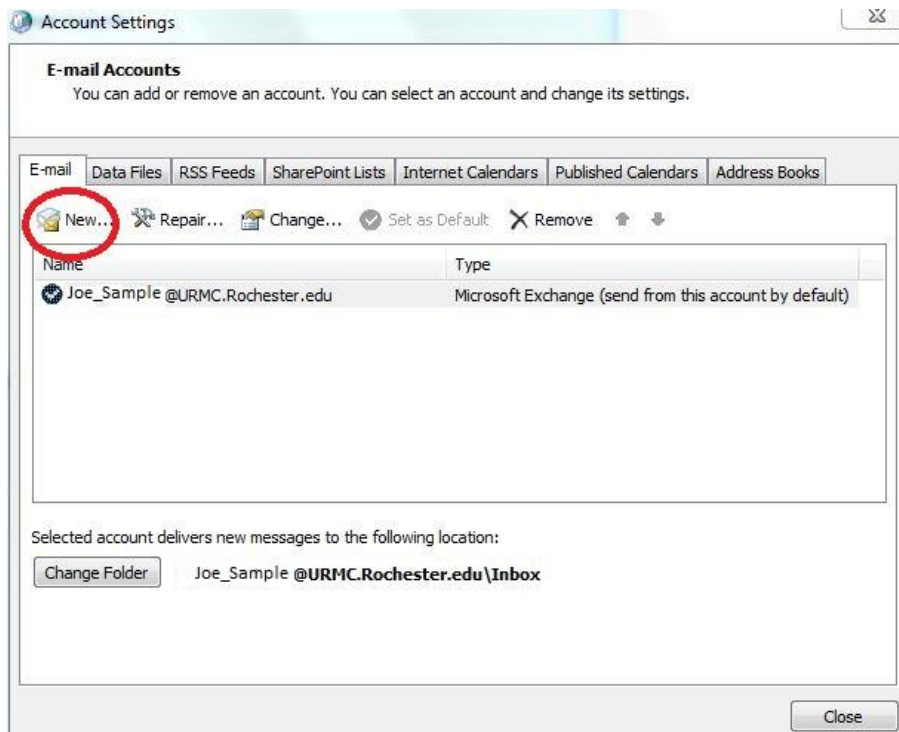
## Configuring Outlook 2010 for Exchange

Please make sure the URMV VPN is connected before attempting to setup Outlook 2010. If you do not have VPN set up, you can download the software here: <http://intranet.urmc-sh.rochester.edu/infosystems/helpresources/Network/VPN/>

- To setup Outlook 2010, go to Start -> Control Panel.
- Double click the Mail icon in Control Panel.
- The screen below will appear. Click “E-mail Accounts...” button.



- On the E-mail tab, select **New**, then **Email Account**, and then click **Next**.



**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

- Fill in the name and email address information. Email address should be in the form of [first\\_last@urmc.rochester.edu](mailto:first_last@urmc.rochester.edu). Enter your password twice and then click **Next**.

Your account will now be connected to the server. A screen will pop up to tell you to restart Outlook for your changes to go into effect.