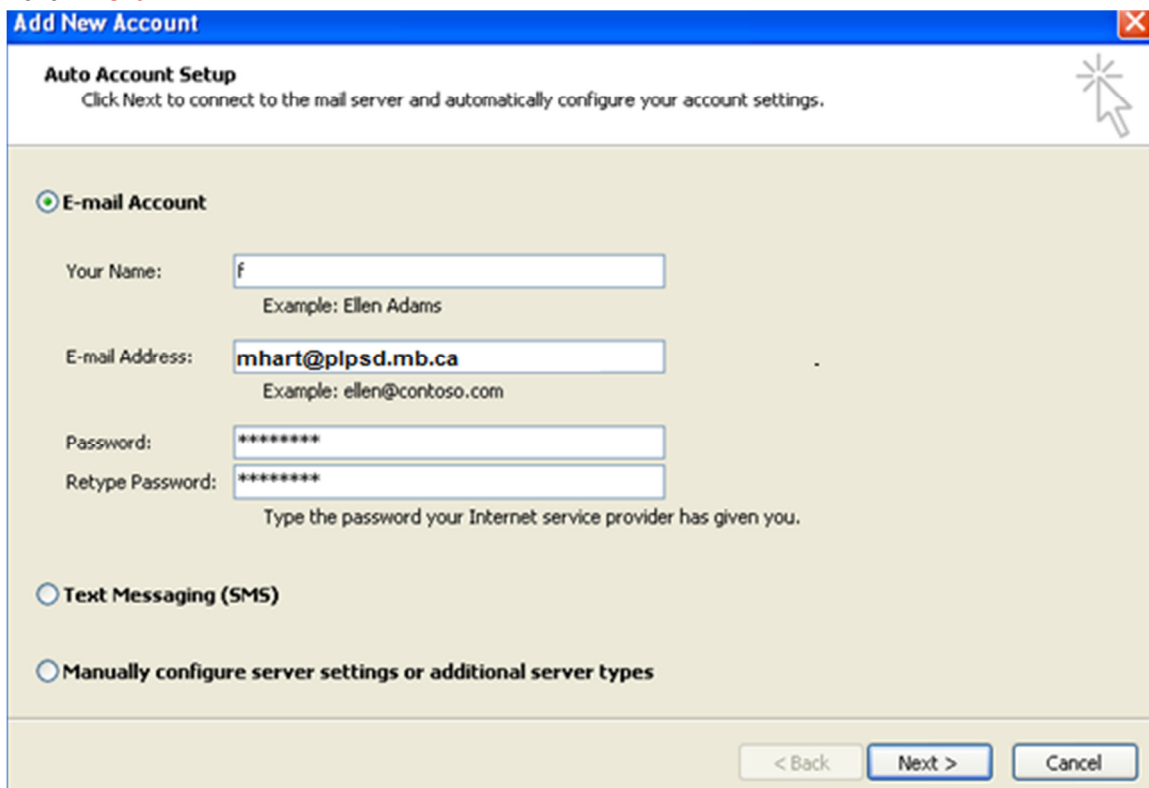


Configure a user for Outlook 2007-2010 connectivity

1. Launch the 'Mail' utility from 'Control Panel' (or if this is the first time using Outlook they can launch Outlook and a wizard will come up which skips the following steps 2 through 4)
2. Click the 'Show Profiles' button (if this option comes up)
3. Click the 'Add' button
4. Type a name for the profile (doesn't have to be anything specific)
5. Type any character into the 'Your Name' field, enter the users e-mail address and password, 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:

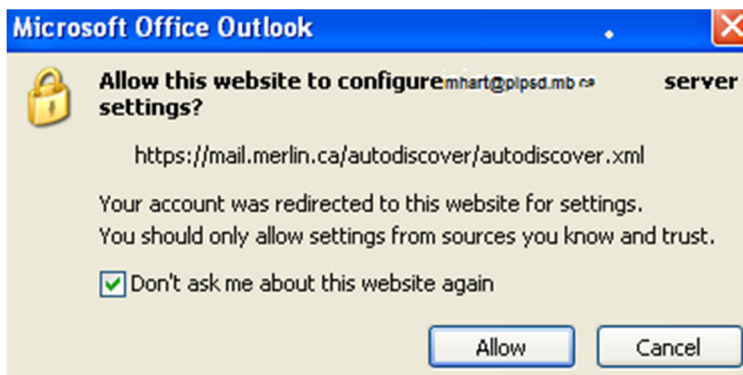
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

6. Outlook will now AutoDiscover your mail server settings. You will get prompted to accept a redirection. Check 'Don't ask me about this website again' and click the 'Allow' button



Microsoft Office Outlook

Allow this website to configure mhart@plpsd.mb.ca server settings?

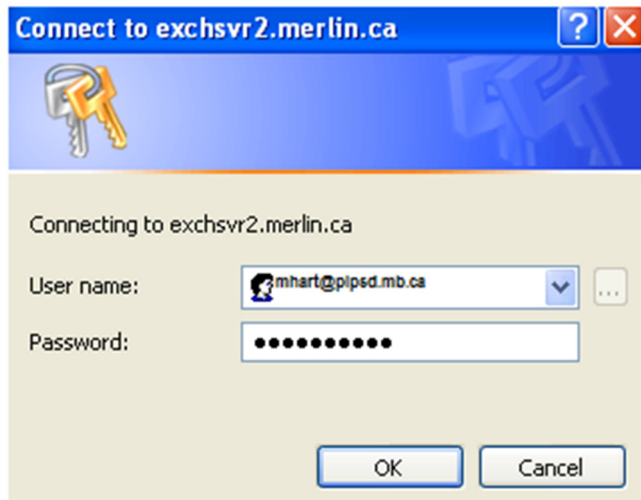
https://mail.merlin.ca/autodiscover/autodiscover.xml

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

Allow Cancel

7. You will then be prompted for the user's credentials. Enter the **e-mail address** for the 'user name' and their **e-mail password**, click 'OK'



8. Autodiscover is now complete. Click the **'Finish'** button. Outlook can now be used. Upon the first launch of Outlook the user will be prompted for credentials twice. Any subsequent launches of Outlook the user will be prompted once for credentials.