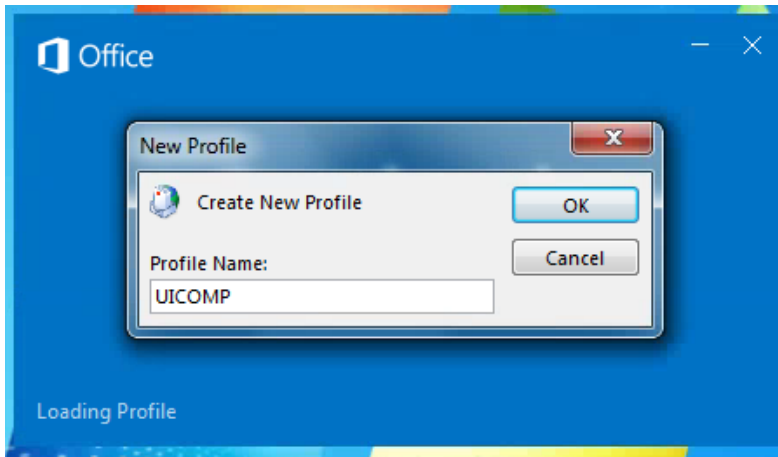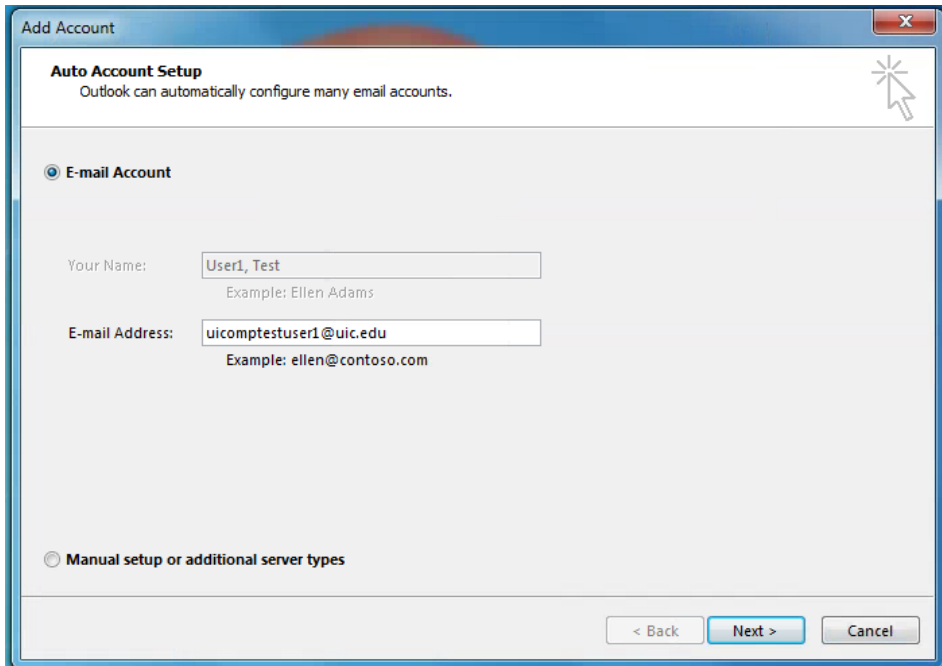# FIRST TIME CONFIGURATION OF OUTLOOK

1. Launch Outlook. You will be prompted to name your Profile. Just type in UICOMP and click OK.
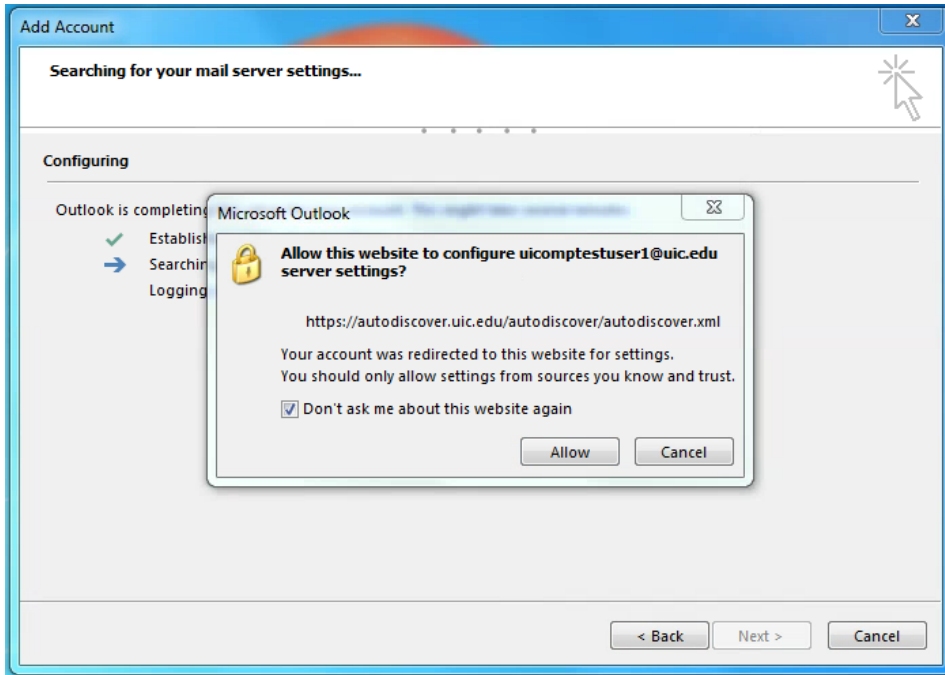

2. Outlook should auto-detect the user account that you used to log in with. Verify the account is correct and click Next.
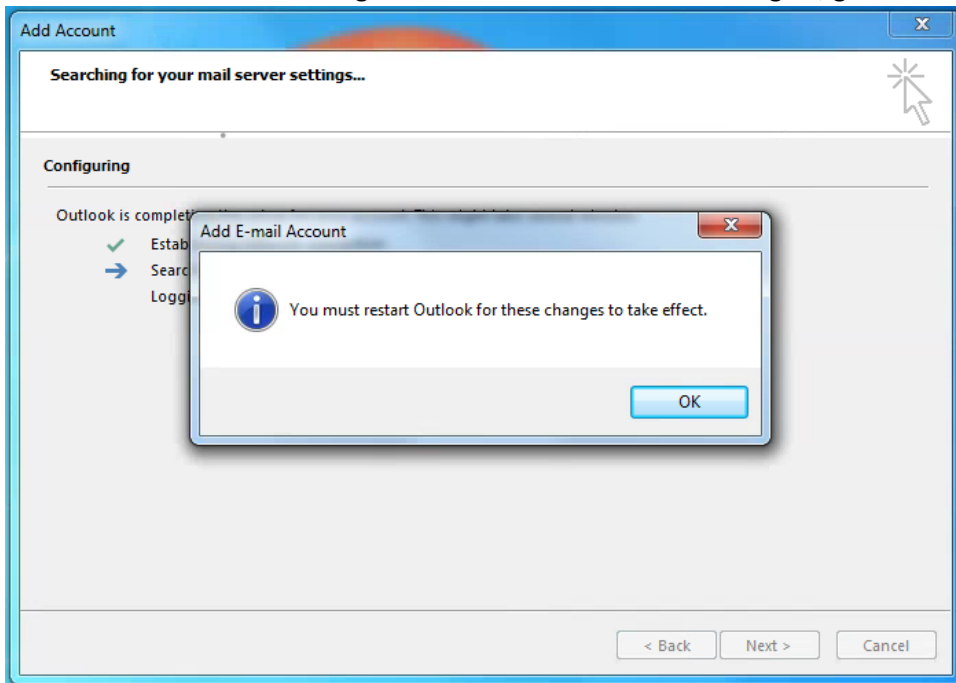
3. The configuration process should begin. You will be prompted to allow Outlook to communicate with the server. Go ahead and click Allow.

4. You will then receive a message that Outlook needs to restart. Again, go ahead and click OK.

5. Once the process is complete you can click Finish. You may be prompted to enter your password during this process; be sure to use your University NetID password.