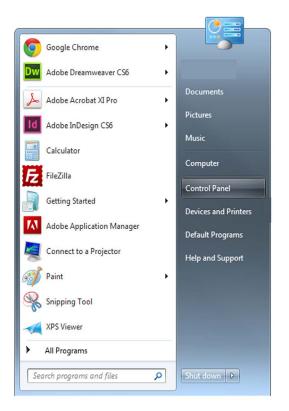


The first step is to Create a New Email Profile.

- 1. Press the Windows START button
- 2. Go to your CONTROL PANEL
- 3. Click on the **MAIL** icon (Do a file search if you don't see it right away)



The "Mail Setup - Outlook" window will load.

1. Press the "Show Profiles" button.





- 2. Next press the "**Add...**" button and then enter a name for the profile.
- 3. Once you've entered the name press the **OK**

General	New Profile		×
The follo	Create New Profile		OK
Outlook	Profile Name:		Cancel
		-	
C Prompt fo	Remove Properties Copy Aicrosoft Outlook, use this profile: or a profile to be used se this profile		

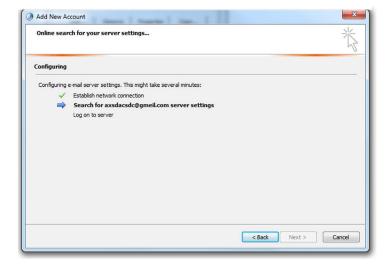
The Add New Account screen will open

- 1. The next step is to enter your name, email address, and password
- 2. Press the **"Next"** button.

Auto Account Setup Click Next to conne	ct to the mail server and automatically configure your account settings.	Ť
E-mail Account		
Your Name:		
E-mail Address:	Example: Ellen Adams	
	Example: ellen@contoso.com	
Password: Retype Password:		
income i districture	Type the password your Internet service provider has given you.	
🖱 Text Messaging (S	MS)	
C Manually configur	e server settings or additional server types	



The system will then use the built in "Auto Discover" feature to automatically configure your account



Then next window that pops up will ask you for your **email address and password** to access the server.

- 1. Enter your details
- 2. Press the **OK** button.
- 3. If you can, check the "**Remember my credentials**" checkbox. This will allow you to launch Outlook with out having to enter your credentials each time.





You will then see that the account has been configured and you can press the "**Finish**" button.

Add New Account	
Congratulations!	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
 Establish network connection 	
 Search for mgrayson@cloud9realtime.com server settings 	
 Log on to server 	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account
	< Back Finish Cancel

Thank You for Choosing Cloud9 Real Time!