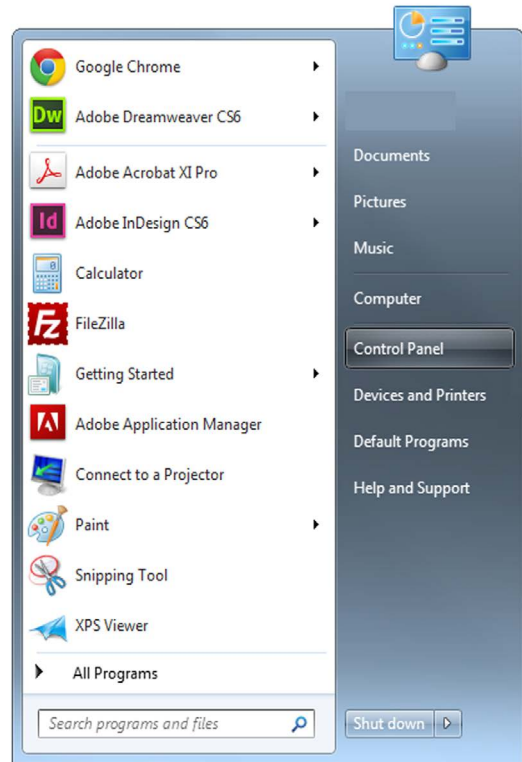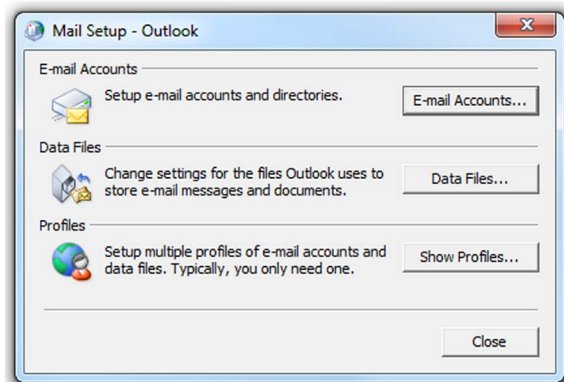The first step is to **Create a New Email Profile.**

    1. Press the **Windows START** button

    2. Go to your **CONTROL PANEL**

    3. Click on the **MAIL** icon
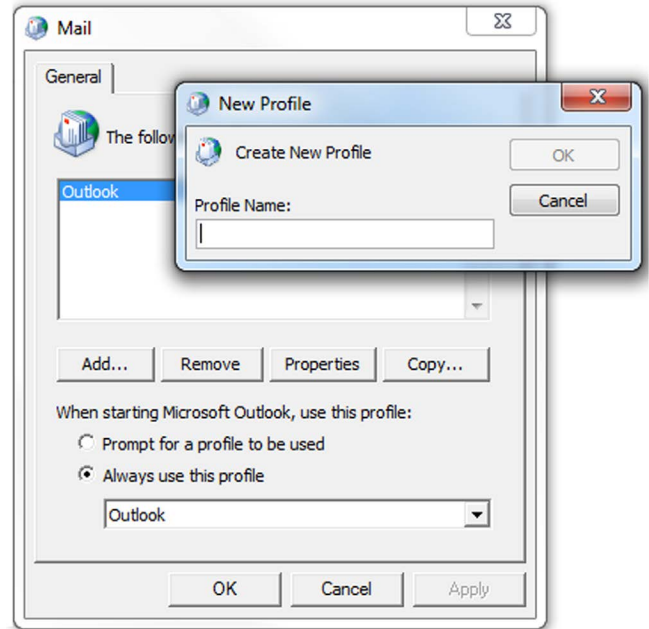   *(Do a file search if you don't see it right*
       away)

The "**Mail Setup - Outlook**" window will load.

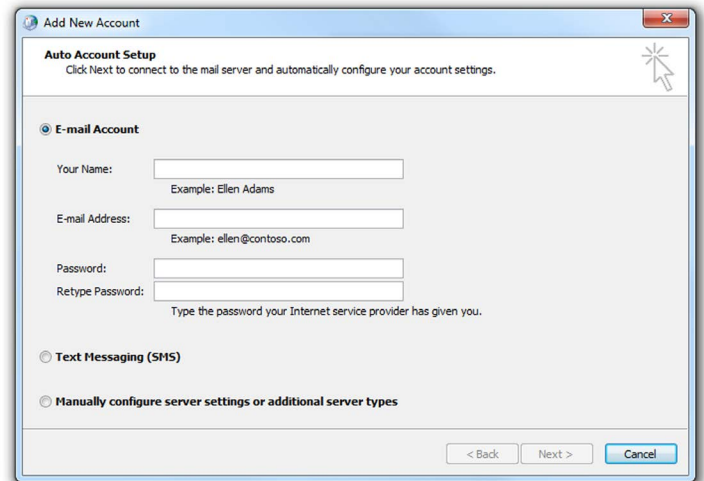   1. Press the "**Show Profiles**" button.

1

2. Next press the "**Add...**" button and then enter a name for the profile.

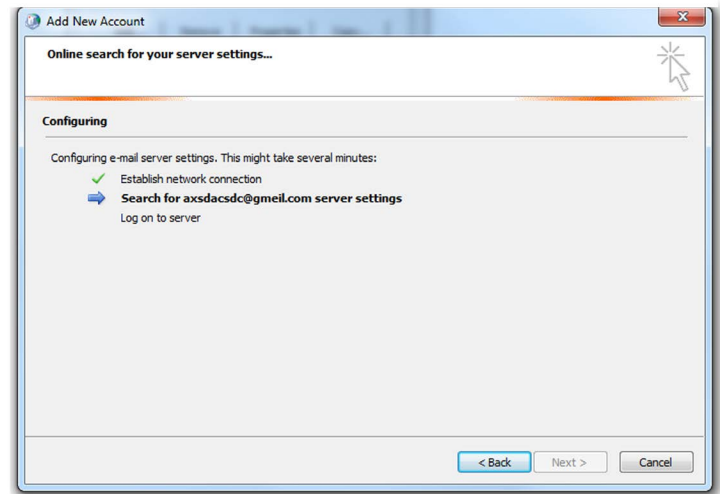3. Once you've entered the name press the **OK**

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.

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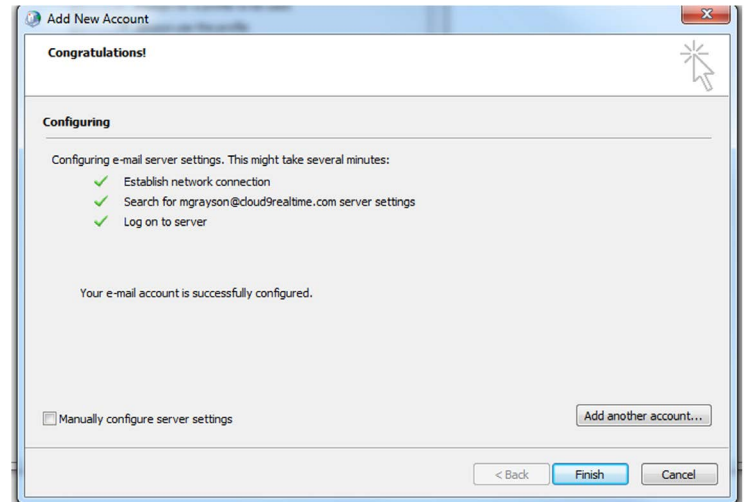

Then next window that pops up will ask you for your **email address and password** to access the server.

      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.

Thank You for Choosing Cloud9 Real Time!