



## Microsoft Outlook - Desktop Version

By now you have all had the opportunity to begin using the Web-based Outlook service via the Tenafly School District Main Page.

You now have the option of using the full program version of Outlook on your local computer. In order to do so, you must follow steps one through eight to configure it.



## How to Configure Outlook



### E-mail

Microsoft Office Outlook

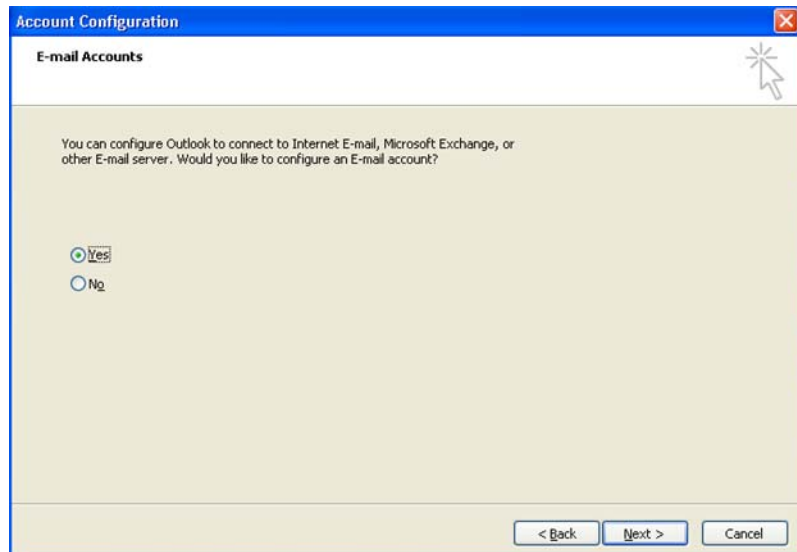
### Step 1:

Double-click the Outlook Icon to start the Setup Wizard.



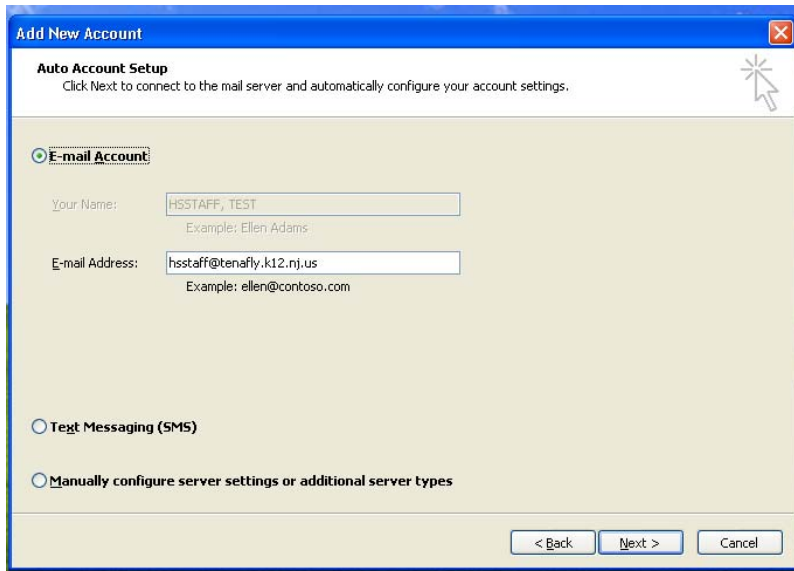
### Step 2:

The Wizard will open; click "Next."

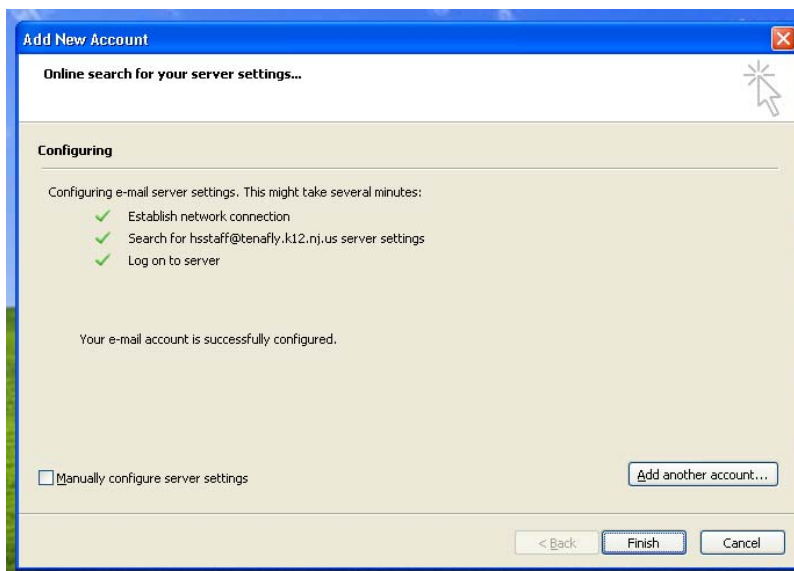


### Step 3:

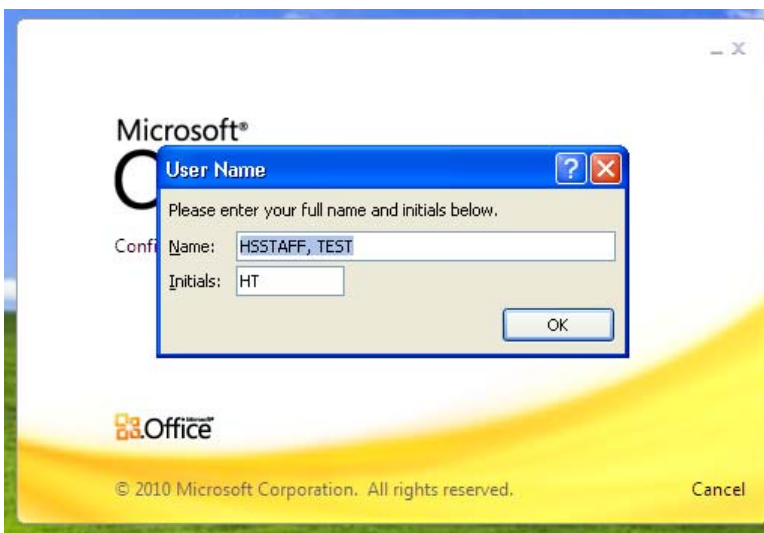
Select "Yes" to configure a new email account. Click "Next."



**Step 4:**  
Leave the “Email Account” button selected. Click “Next.”



**Step 5:**  
Let the Configuring screen finish. Click “Finish”



**Step 6:**  
Click “OK” and let Outlook 2010 open your mailbox.