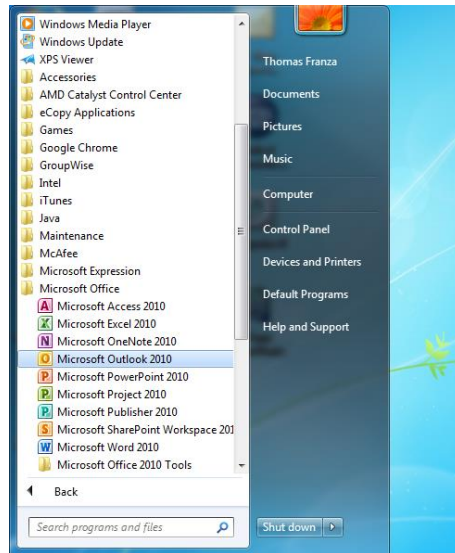
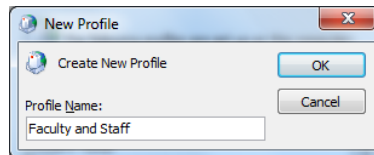


Initial Outlook Setup

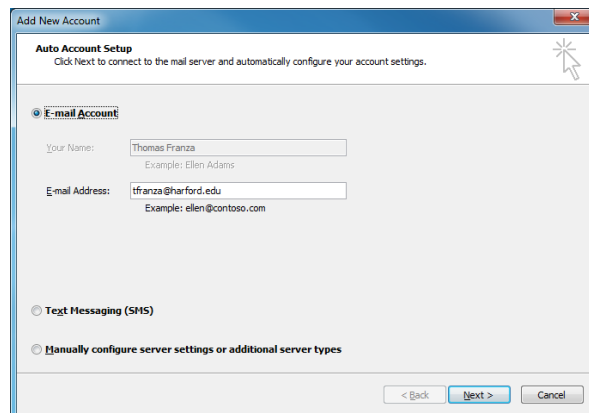
1. Start Microsoft Outlook.



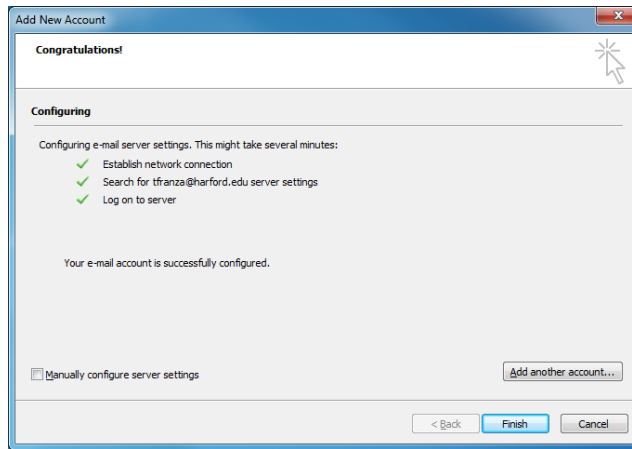
2. The New Profile window will open. Enter a name in the “**Profile Name**” field and then click on the “**OK**” button.



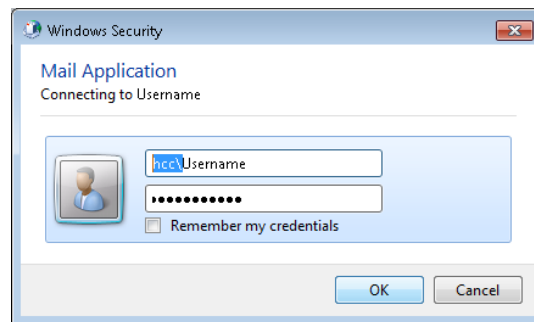
3. The Add New Account window will open. Enter your email address in the Email Address field.



4. Click on the “**Next**” button. You may be prompted to restart Outlook. If you do, click on the “**OK**” button.



5. You will be prompted to enter your password.
6. Click on the " **Finish** " button.
7. When Outlook starts for the first time, you will be asked to enter your username and password again.
8. Login using your username in the format hcc\Username or username@harford.edu



9. The first time Outlook starts it may take a few minutes for all of your email to populate. Look at the bottom of the Outlook window for it to read "All folders are up to date."

