



# Bureau of Land Management

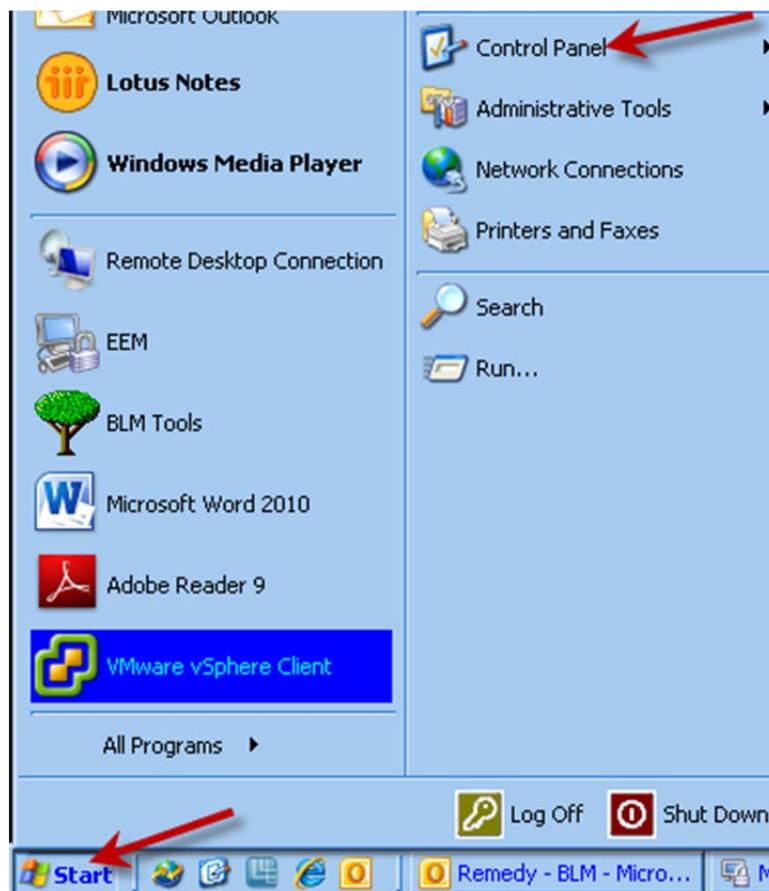
## Outlook 2010 Client Re-Configuration



**Purpose:** To provide instructions for the setup and configuration of the Microsoft Outlook 2010 application after completing the mandatory Outlook training.

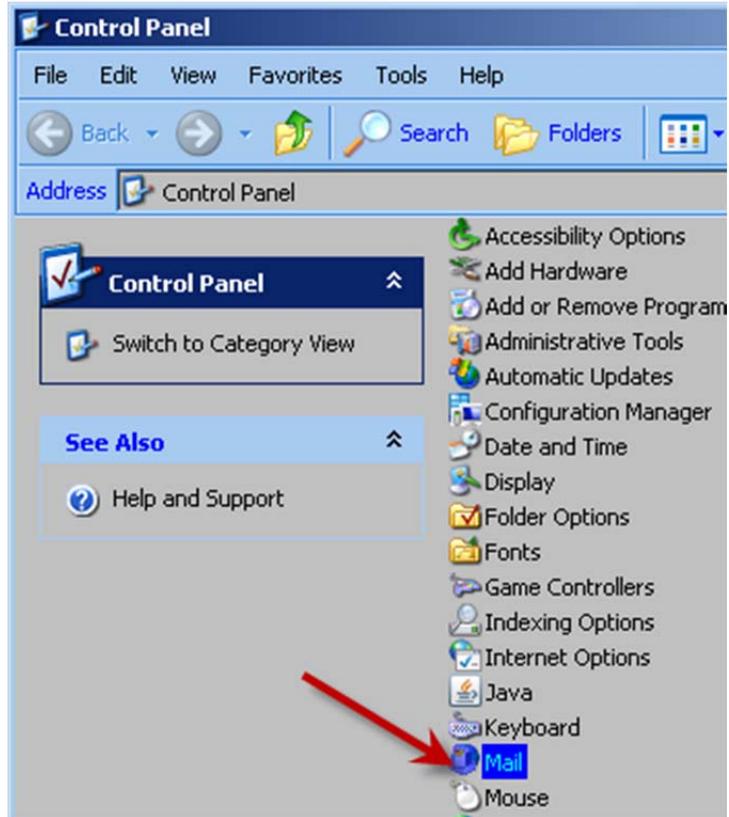
**When to Use these Instructions:** Use these instructions *after* you have completed the “Make the Switch to Outlook 2010” training.

- 1) Click on the **Start** button then click on **Control Panel**.

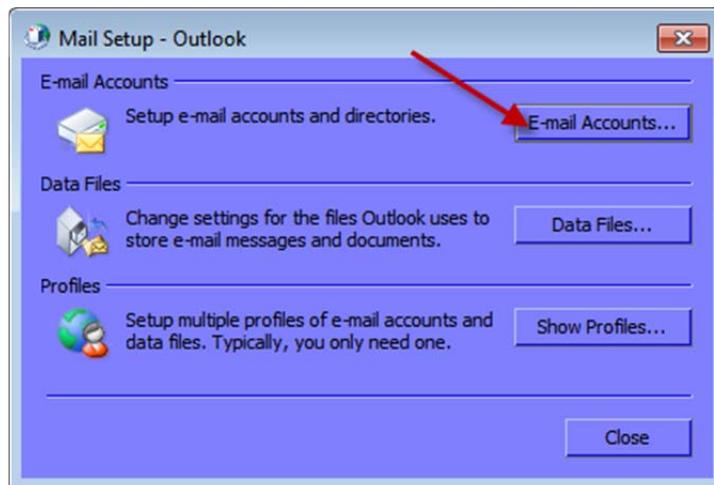




2) Click on the **Mail** icon.

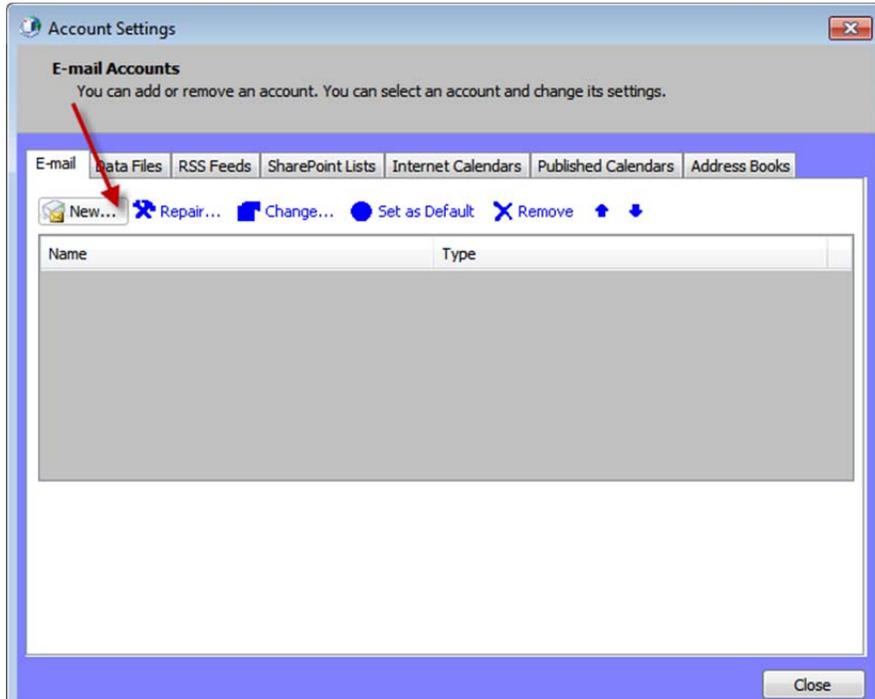


3) Click on the **E-Mail Accounts...** button.

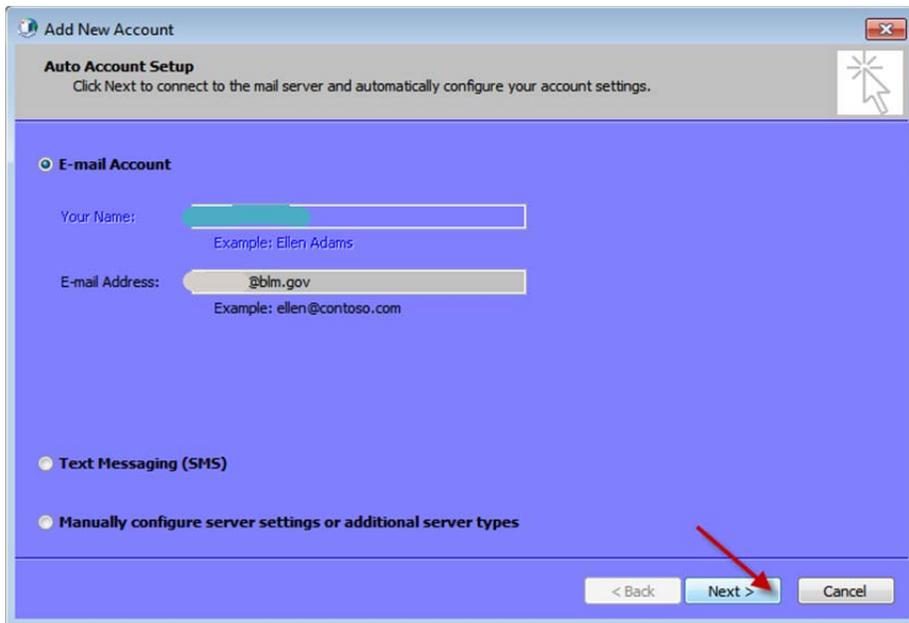




4) Click on the **New...** button.

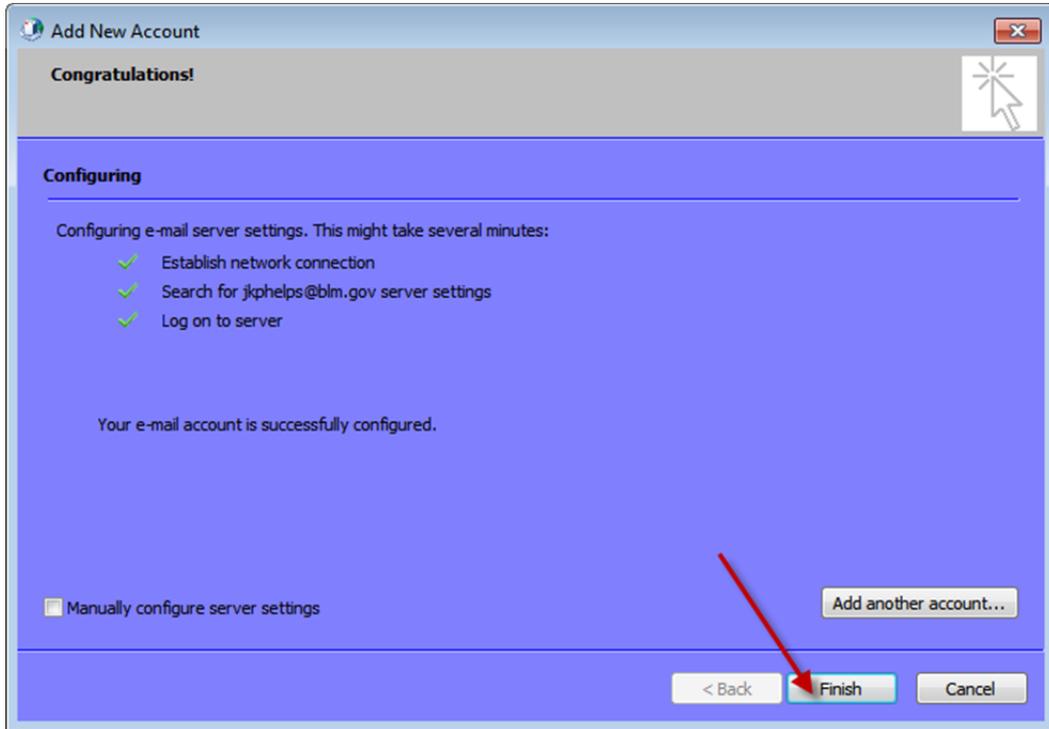


5) Click **Next**.





6) Click **Finish**.

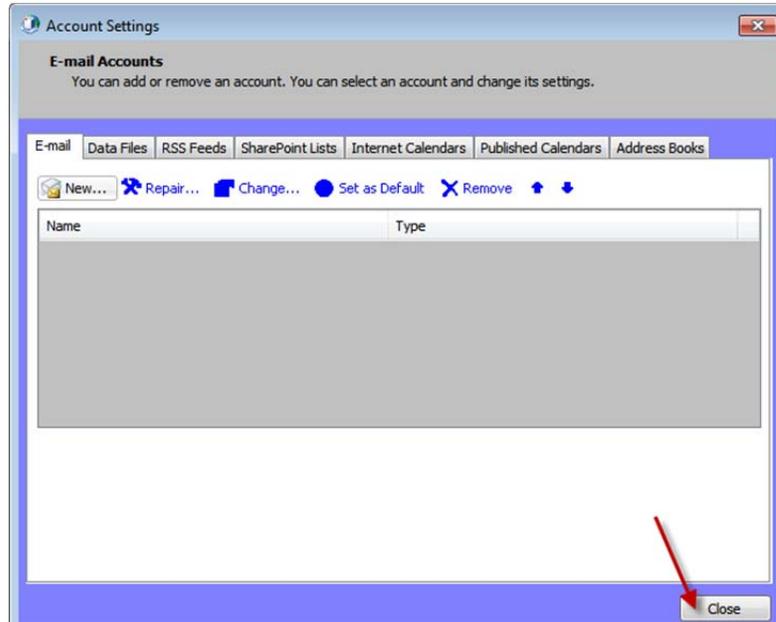


7) Click **OK** when the "Mail Delivery Location" window pops up.

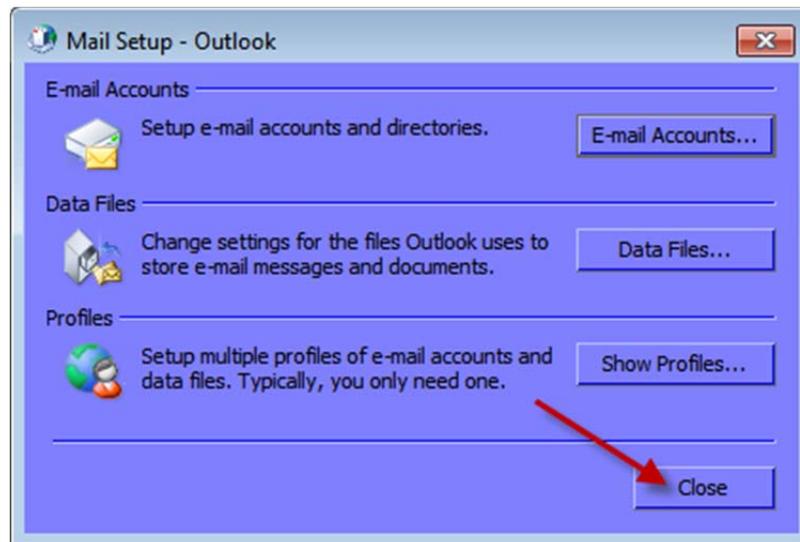




8) Click **Close**.



9) Click **Close**.



**Setup Completed. Your e-mail account is now setup for normal operation and you may now open the Outlook application using the desktop icon.**