Bureau of Land Management

Set-up Your Outlook 2010 For Training

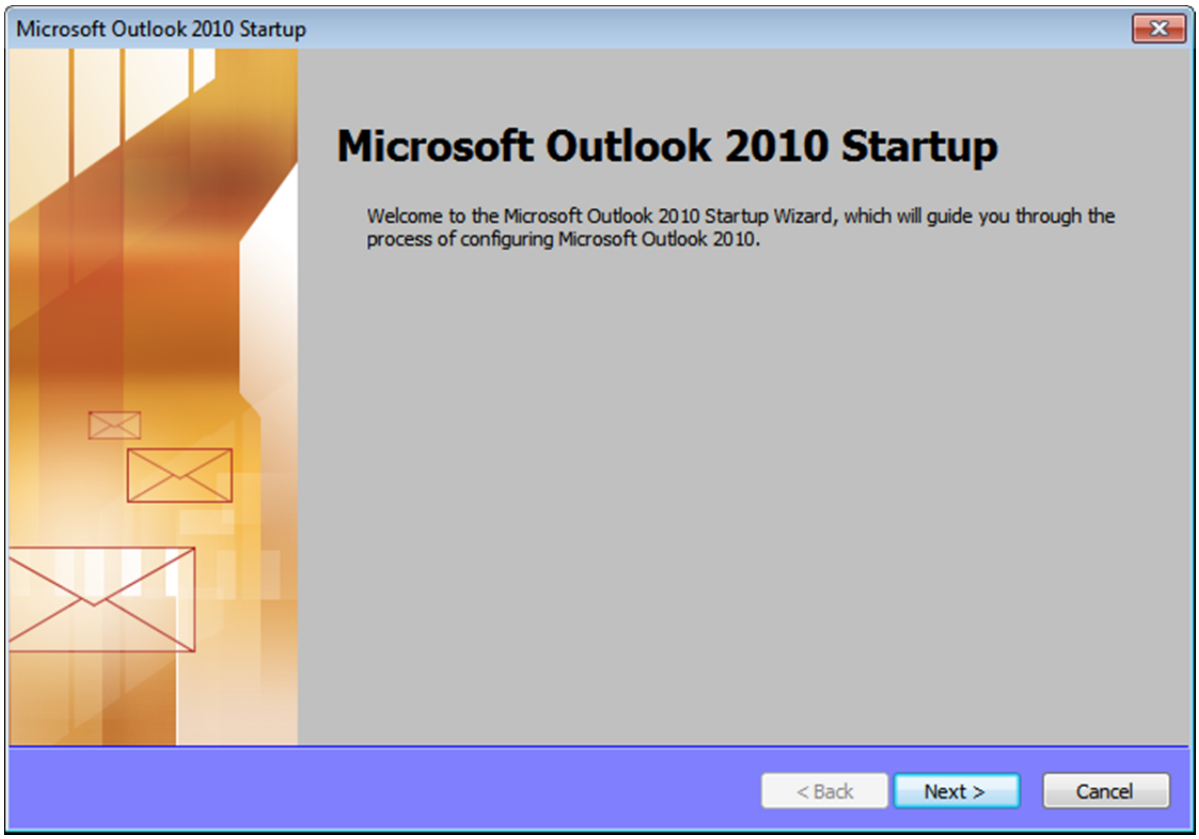
Revision 2.1 - 07/27/2011

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

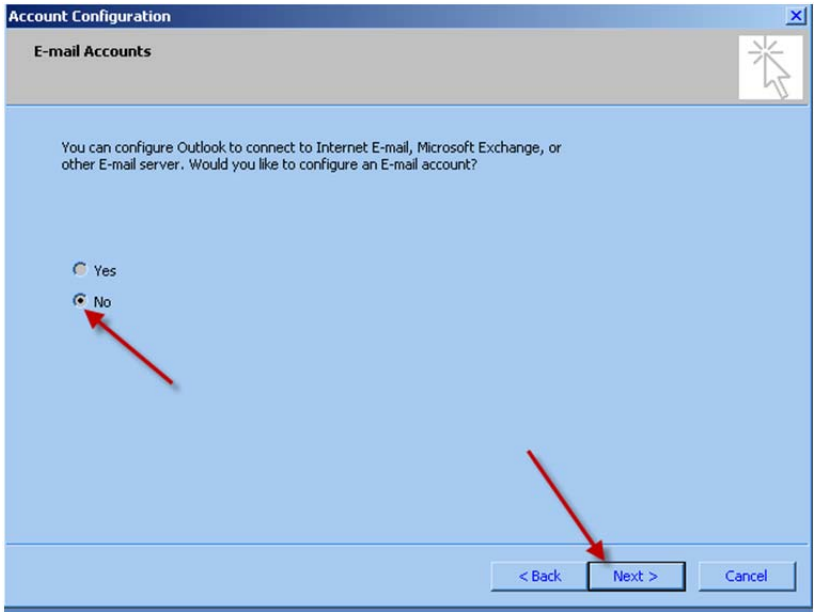
When to Use these Instructions: Use these instructions *before* you have started the "Make the Switch to Outlook 2010" training.

1) Click on the Microsoft Office Outlook 2010 shortcut located on your desktop.

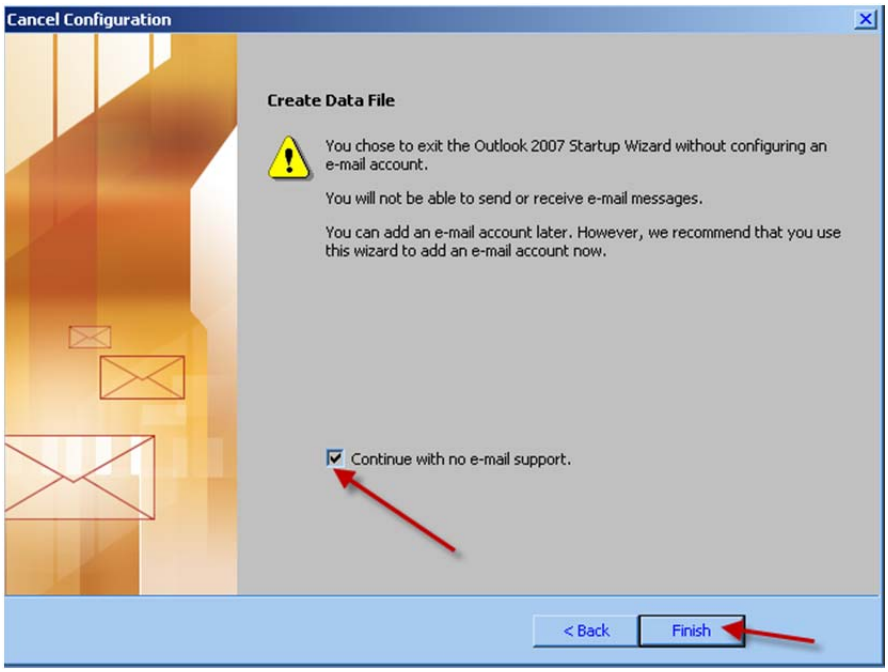
2) When Microsoft Outlook 2010 Startup Wizard opens, click **NEXT.**



3) At the E-mail Accounts window, select **NO** then click **Next**.



4) At the Create Data File window, make sure the **Continue with no e-mail support** box is checked then click **Finish**.



You have now completed the setup for creating a stand-alone MS Outlook account which enables you to complete the "Make the Switch to Outlook 2010" training.