

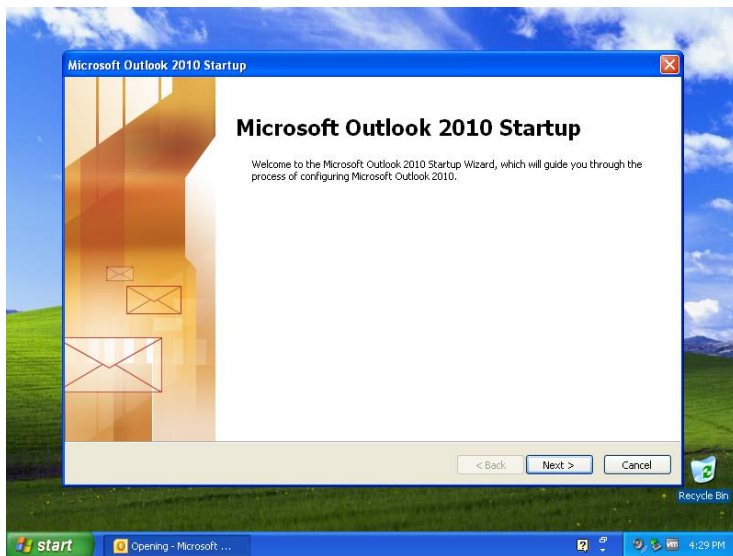
## Outlook Desktop Client Login Instructions:

Welcome,

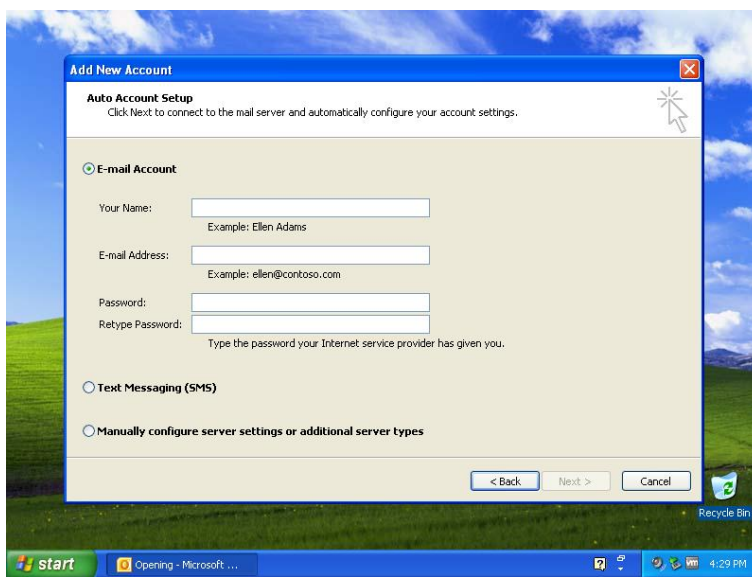
This instruction sheet will get you started in your new Outlook account. Just a few settings and you will be on your way.

### Lets Begin.....

1. Launch Outlook

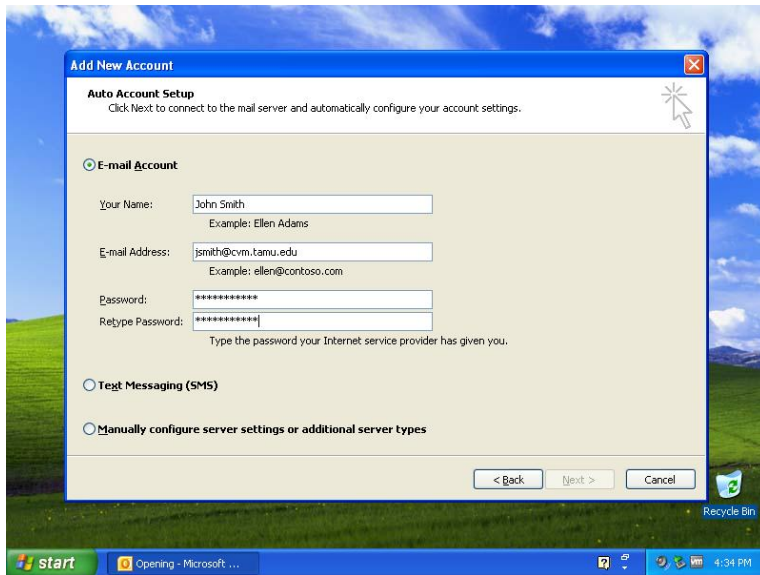


2. Client NEXT and the following screen will appear

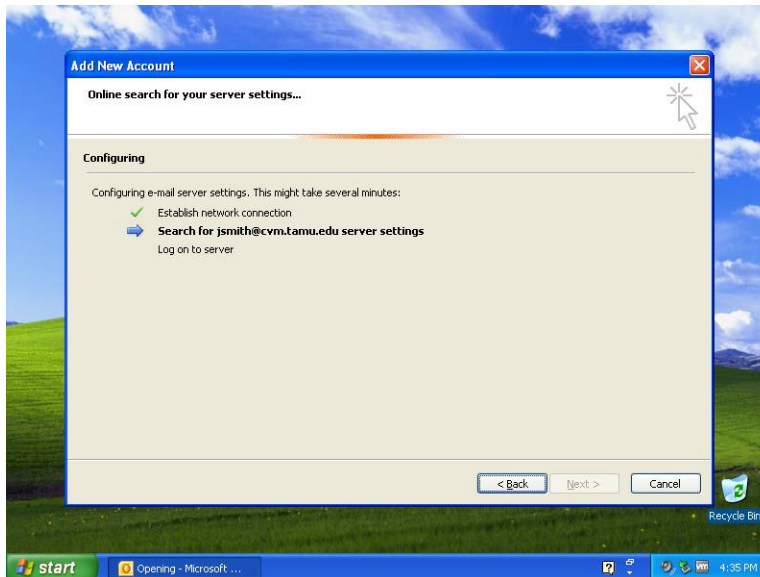


## Outlook Desktop Client Login Instructions:

3. Fill in the fields appropriately and click NEXT

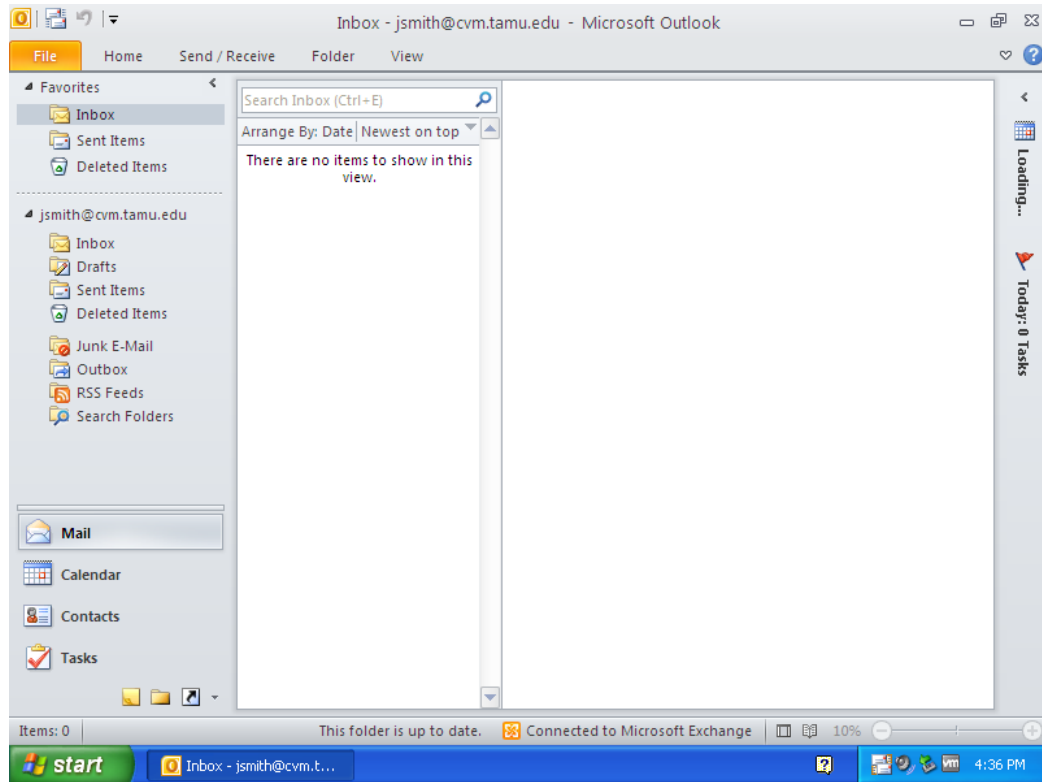


4. Outlook will begin searching for your server settings, this may take a minute or two



## Outlook Desktop Client Login Instructions:

5. Outlook will connect to the server. After you finish the setup, the Outlook client will appear. You may need to enter your username and password in again.



You are now ready to get to explore your new account in the Outlook desktop client. Make sure to look for the Outlook WebMail login instructions.

Remember: Contact the CVM IT Helpdesk at 862-4554 if you have any questions.