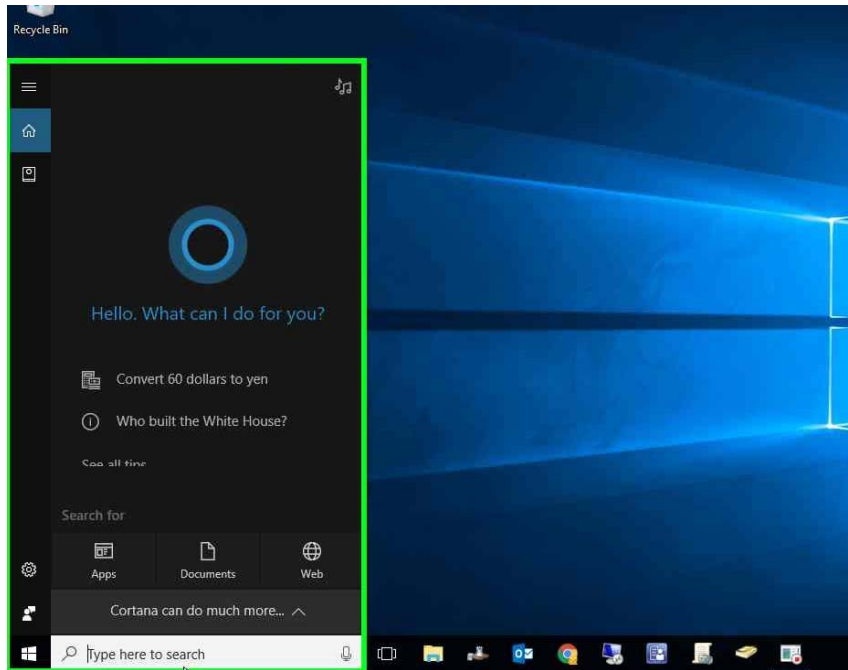
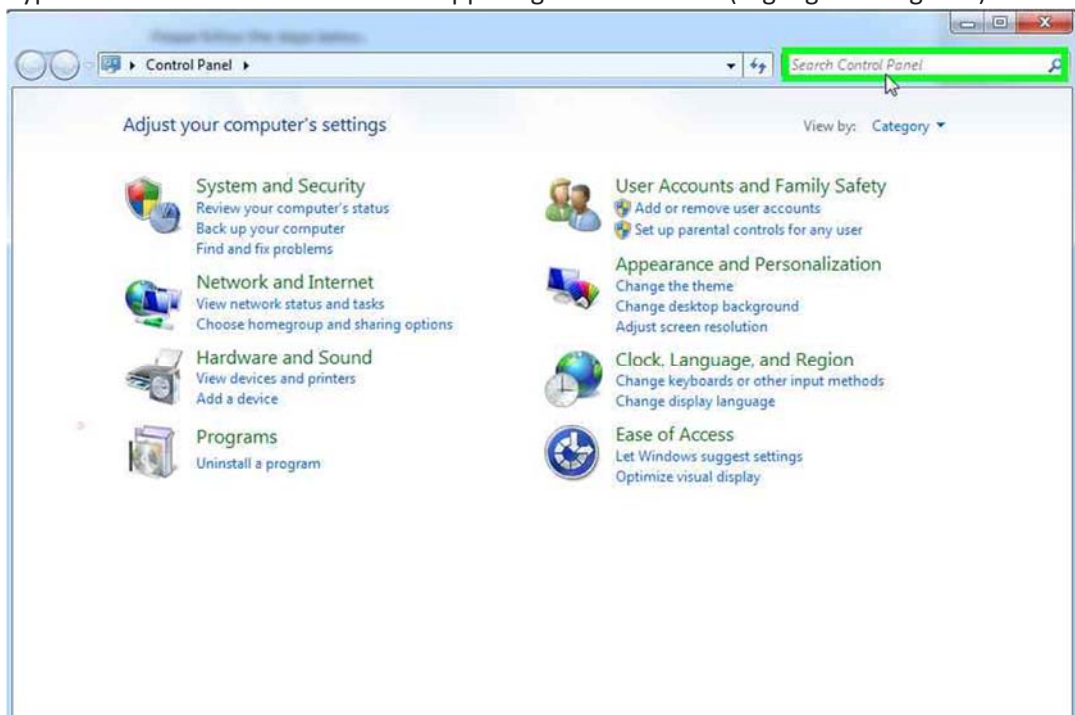


Please follow the steps below.

Navigate to Control Panel by searching "Control Panel" In the bottom left search field on your computer



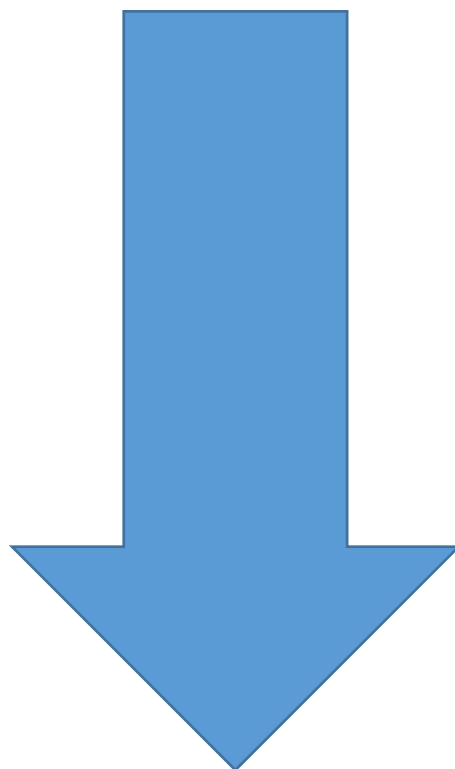
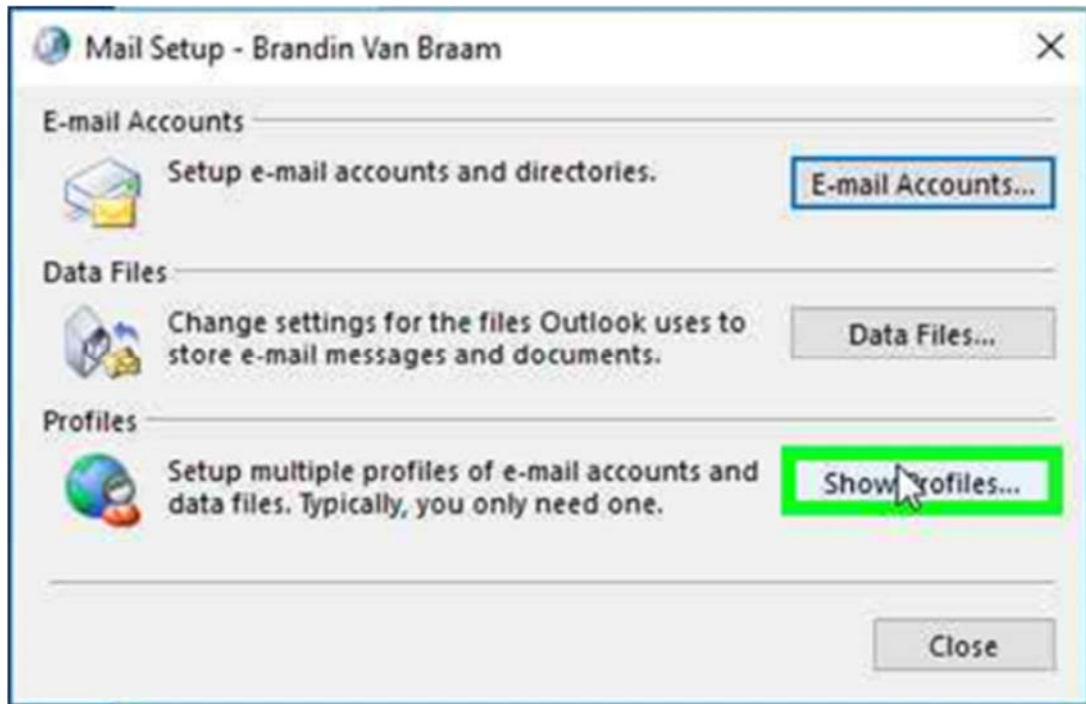
Type "Mail" in the search bar in the upper right hand corner (Highlighted in green)



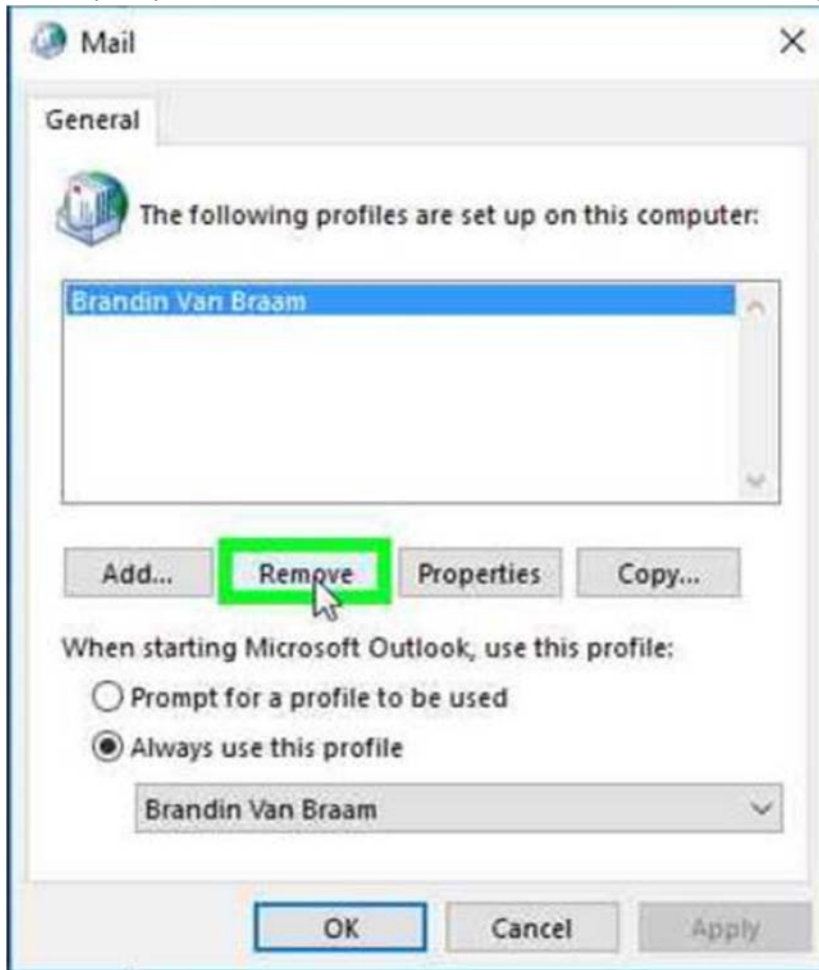
Select Mail (32-bit)



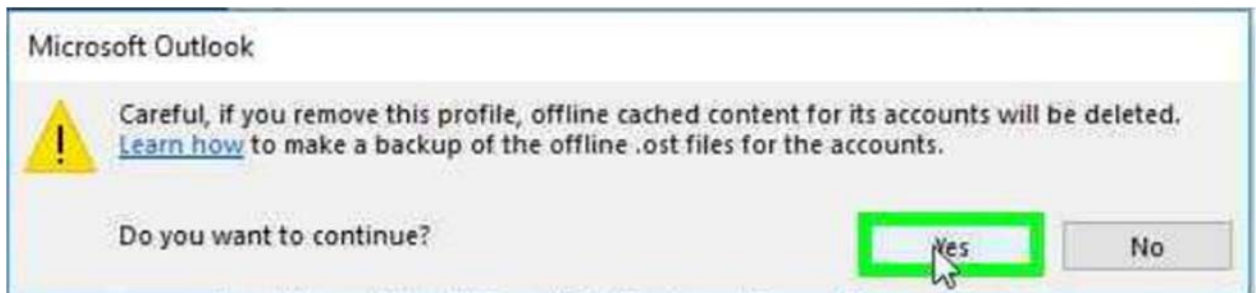
In the window that pops up click Show Profiles...



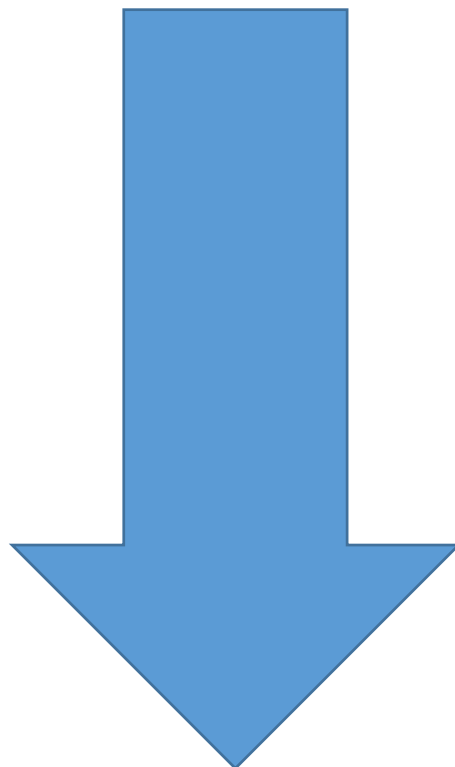
Select your profile and click remove (Yours will be named something different than mine)



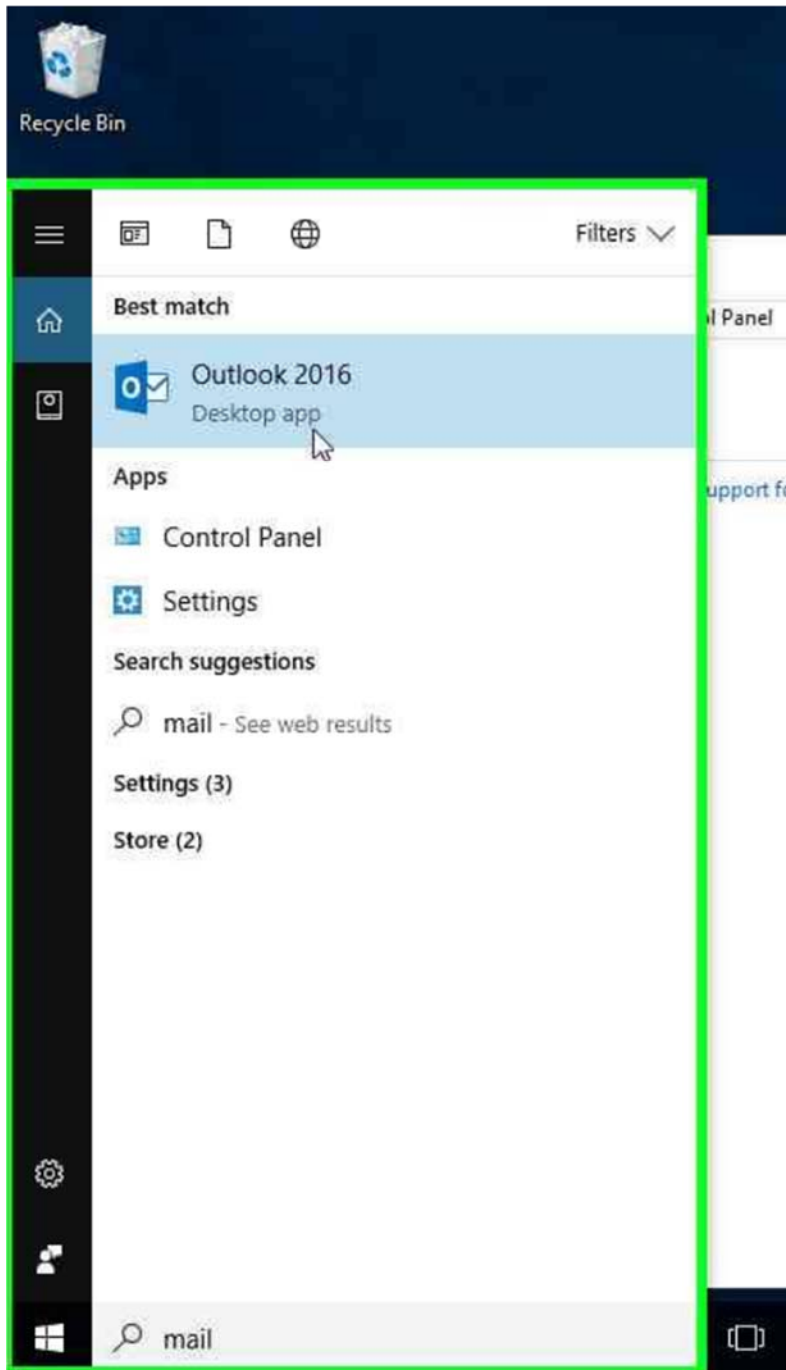
In the dialog box that appears select Yes



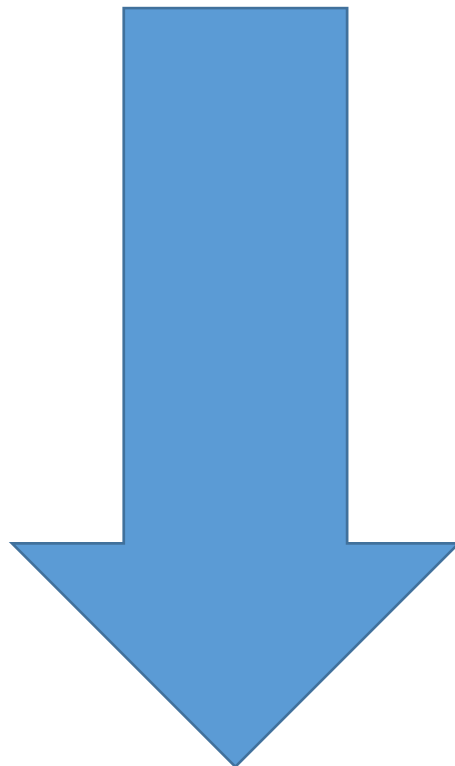
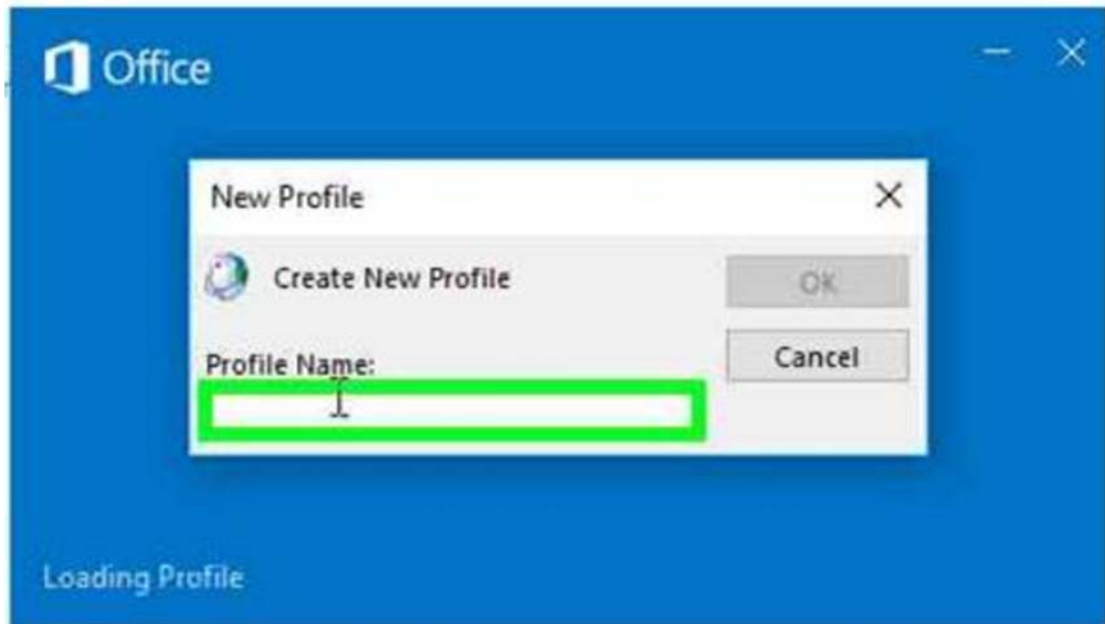
Apply your changes and click ok to proceed



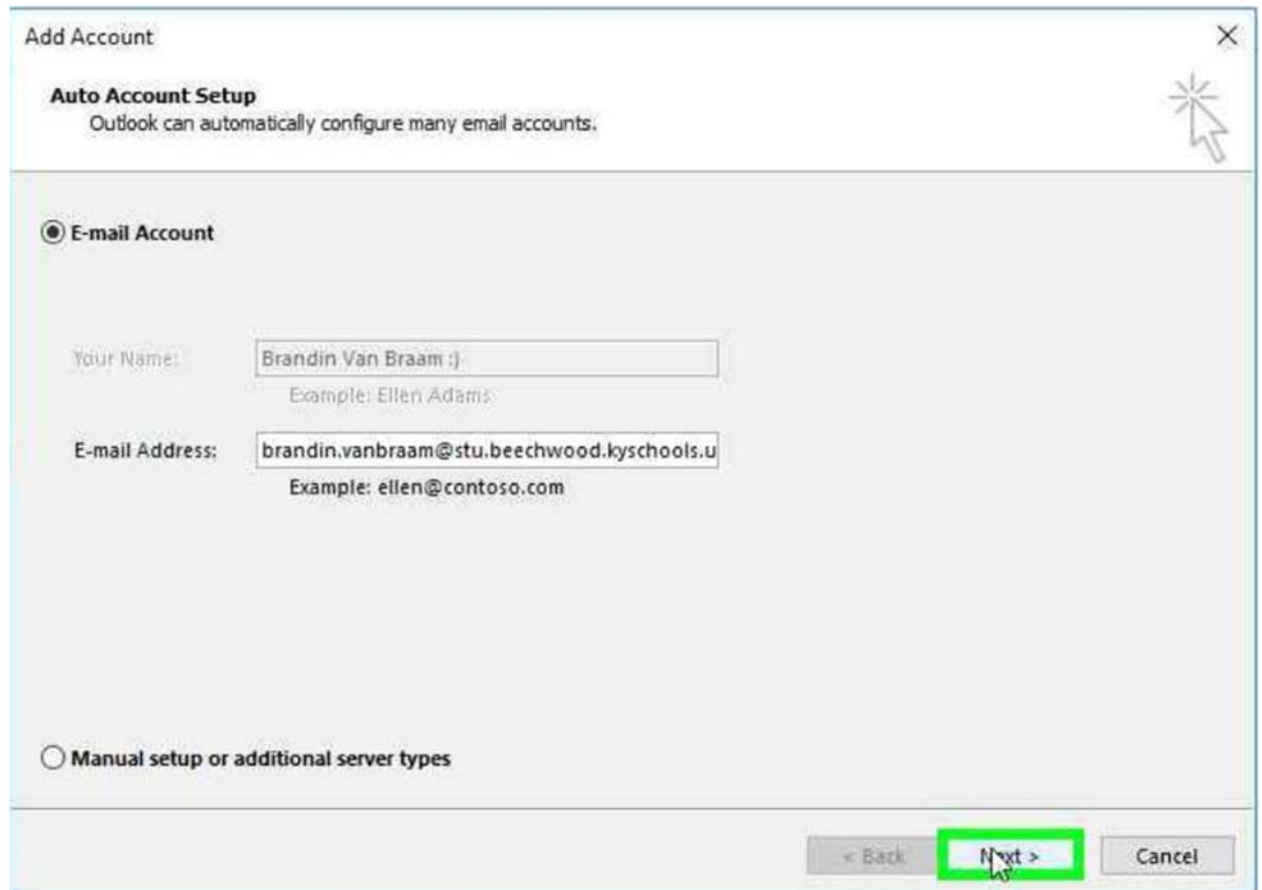
Open Outlook



Office will prompt you to create a new email profile, name your profile your name  
Once you have typed your name lick OK to proceed

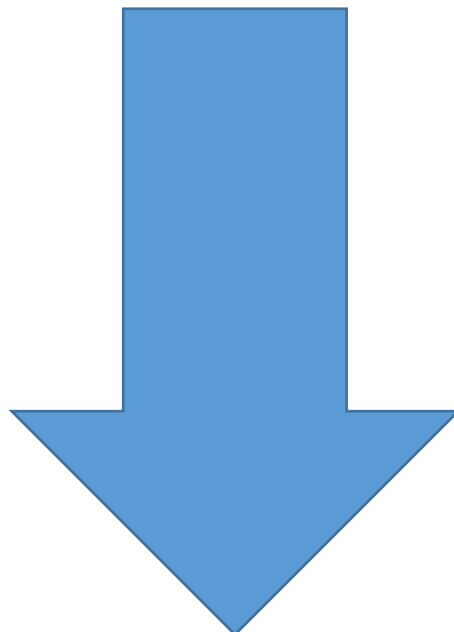


Office should autofill your email information, but if it does not simply enter your email address and any other prevalent information



The screenshot shows the 'Add Account' dialog box in Outlook. At the top, there is a close button (X) and a help icon. Below that, the 'Auto Account Setup' section is active, with the text 'Outlook can automatically configure many email accounts.' Underneath, the 'E-mail Account' option is selected with a radio button. There are two input fields: 'Your Name:' with the text 'Brandin Van Braam :)' and 'E-mail Address:' with the text 'brandin.vanbraam@stu.beechwood.kyschools.u'. Below these fields are examples: 'Example: Ellen Adams' and 'Example: ellen@contoso.com'. At the bottom, there is a 'Manual setup or additional server types' option with an unselected radio button. In the bottom right corner, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a green rectangular box.

Outlook will tell you it needs to restart for changes to take effect, click OK



Outlook will run through some simple tests to set up your mail, click finish and your mail will open.

