Configuring Outlook 2010

If you are using Outlook 2010 for the first time or using Outlook on a different computer you will need to configure Outlook 2010. This task is made simple with auto-discovery, which will put in the information for you. If manual configuration is necessary, please navigate to page 5 and refer to the instructions for full, manual configuration.

1. Launch Outlook, and the first screen you will see is shown in Figure 1, you can click **Next**.
2. Make sure Yes is selected, and then choose Next as shown in Figure 2.
3. You will see the **Add New Account** dialog box and the information under **E-mail Account** will automatically configure. Click **Next** as shown in **Figure 3**.

![Figure 3](image-url)
4. Click **Finish** as seen in *Figure 4*. 

*Figure 4*
For manual configuration, use the following instructions:

1. The first screen you will see is shown in Figure 5, you can click Next.
2. Make sure Yes is selected and choose Next as shown in Figure 6.
3. You will see the Add New Account dialog box and will select Manually configure server settings or additional server types and choose Next as shown in Figure 7.

![Figure 7](image-url)
4. Select **Microsoft Exchange or compatible service** and choose **Next** as shown in **Figure 8**.
5. In the **Server** field, type the server name for your account:

    mail.aims.wisc.edu

Note: Check the box labeled **Use Cached Exchange Mode**

**User Name**: enter either your name last name first or 3 character login id and then choose **Check Name** as shown in **Figure 9**.
6. Your name or E-mail address should now be underlined as shown in **Figure 10**. If your name is not underlined enter it again and choose **Check Name**. Once underlined choose **Next**.

![Figure 10](image-url)
7. Select **Finish** as shown in **Figure 11**, and your Outlook mail should then load.

![Figure 11](image-url)