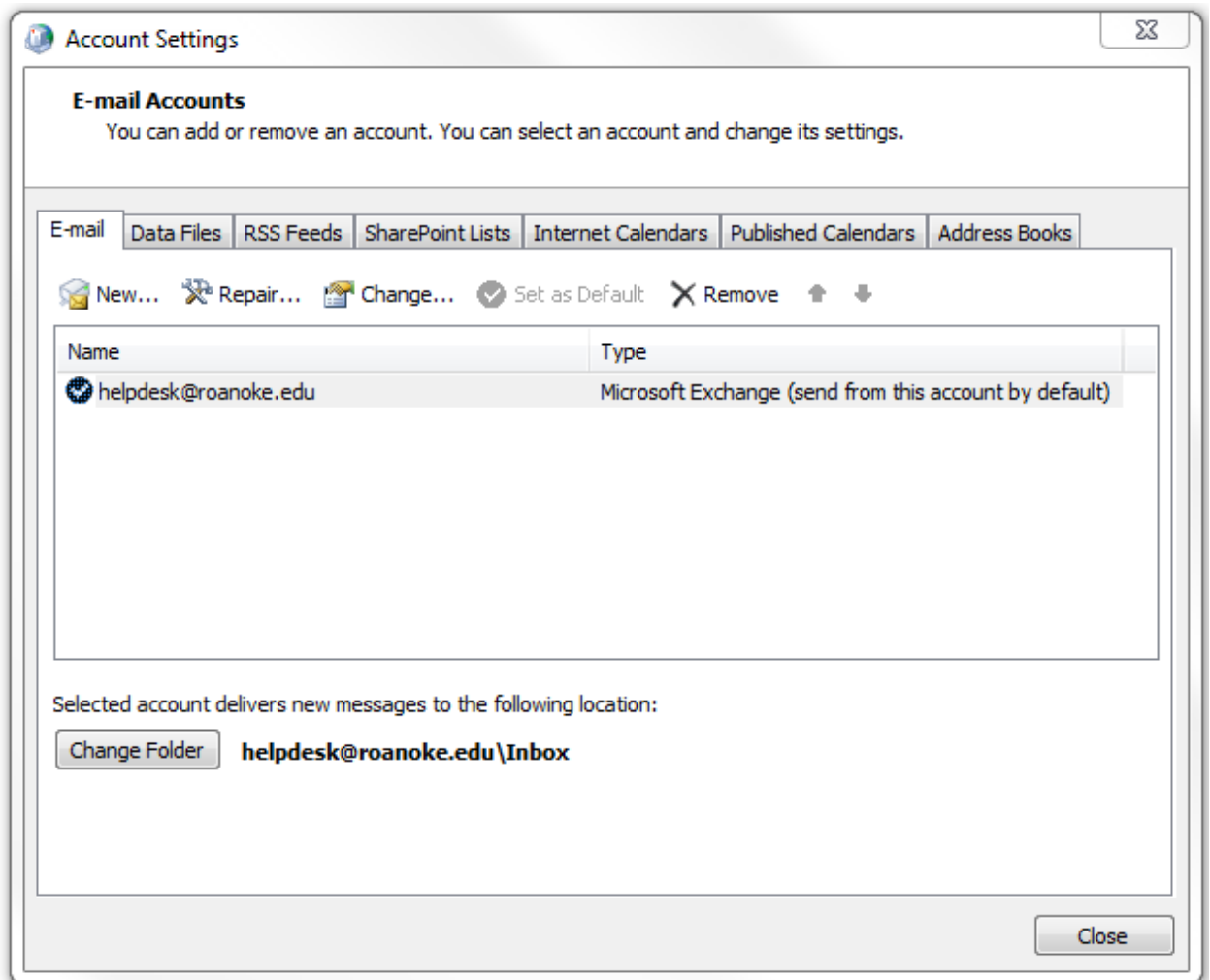


Instructions for Adding your @mail.roanoke.edu Account in Outlook 2010/2011

1. Install Microsoft Office if you have not already. Microsoft office is available for download on the IT website: <http://www.roanoke.edu/IT>
2. Click on the start menu and open the control panel
3. Select the Mail option. This menu should open:



4. Select the "new" button

5. The auto account setup menu should appear. Enter your username and email password then select next

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

6. It will start to process which can take several minutes. Once it says it has connected successfully you'll need to restart outlook to make the changes take effect.
7. When you reopen outlook it will ask for you to confirm your credentials. Enter your full email address as the username and your email password. Once you have entered them again it should be ready for use.

If you have any questions or require assistance contact the Helpdesk at 540-375-2225 or at helpdesk@roanoke.edu.