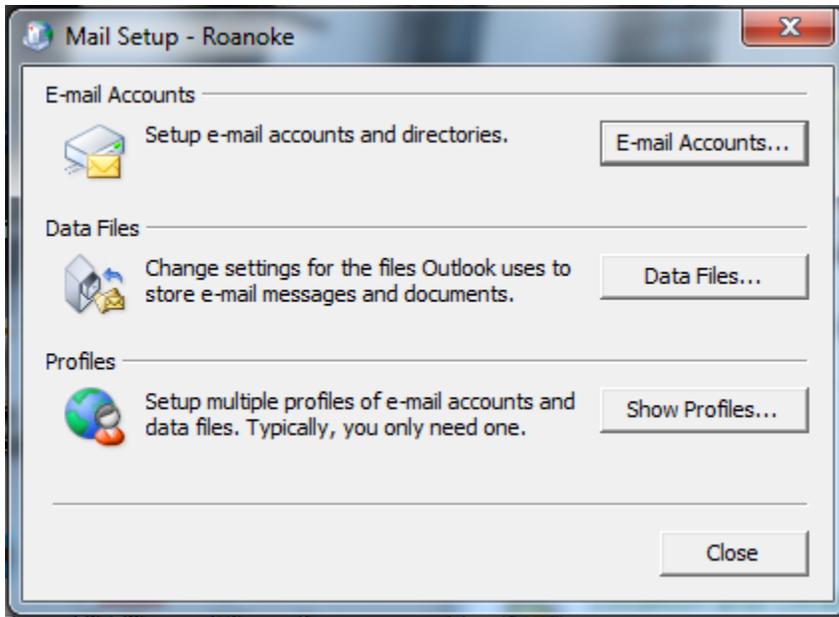
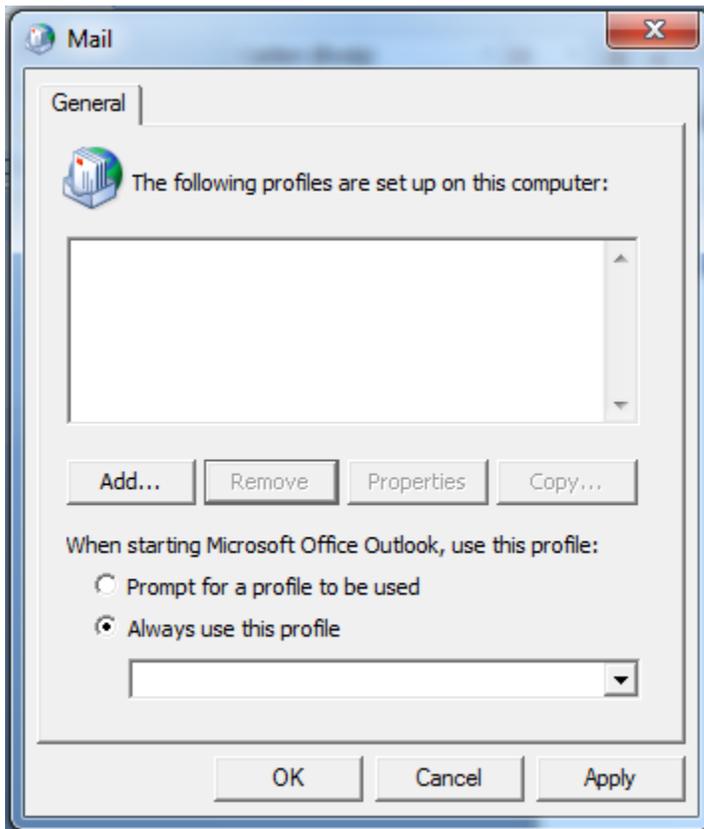


Instructions for Outlook 2007 for Your @mail.roanoke.edu Account

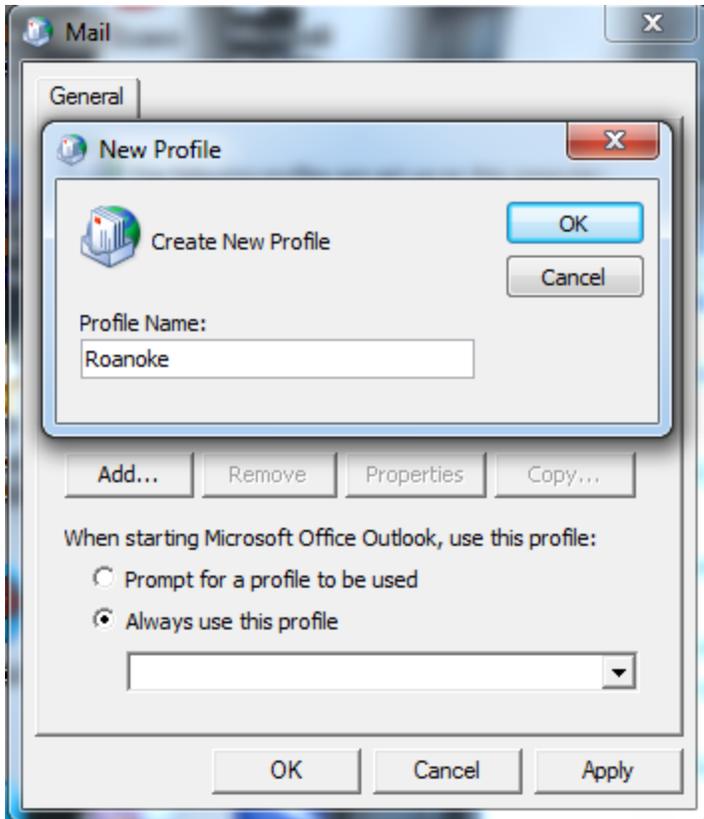
1. Install Microsoft Office, including Microsoft Outlook. If Office is not installed with Outlook, you cannot move your e-mail. A free copy of Office is available for students in Information Technology (Trexler 369).
2. Click on the Start button (Windows XP) or the Windows Pearl (Vista and 7) and click on Control Panel.
3. Click on "Mail."



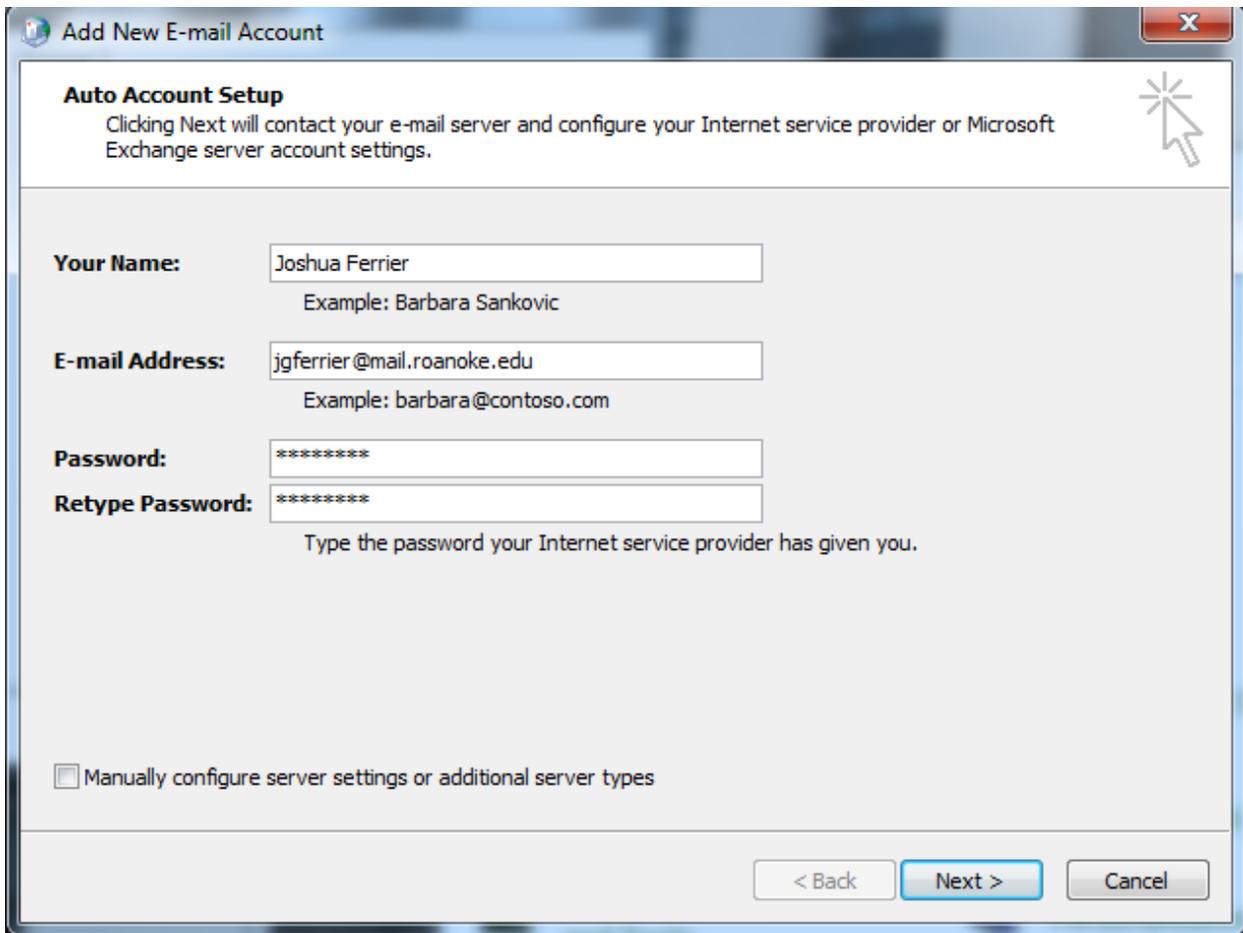
4. Click on "Show Profiles...".



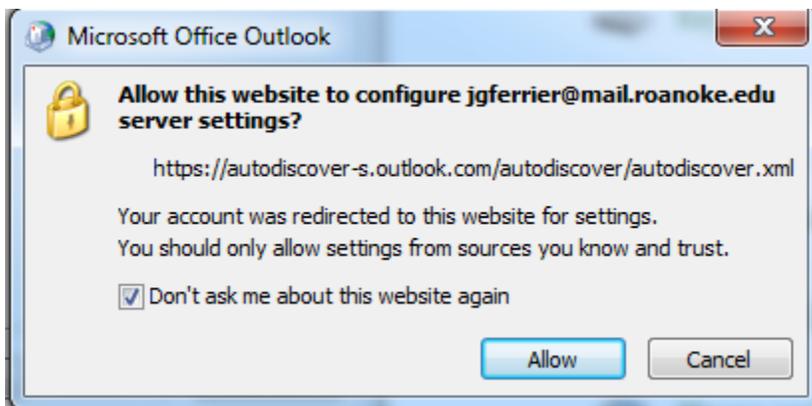
5. Click on "Add..."



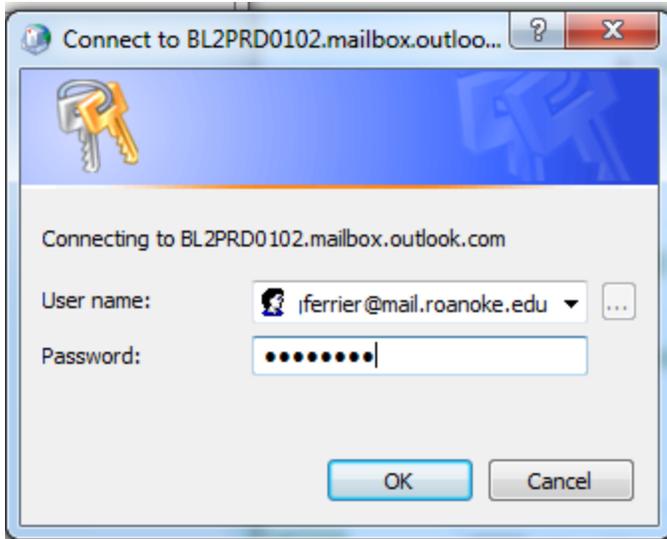
6. Enter a name for the profile, for example, "Roanoke" or "My Roanoke E-mail," then click "OK".



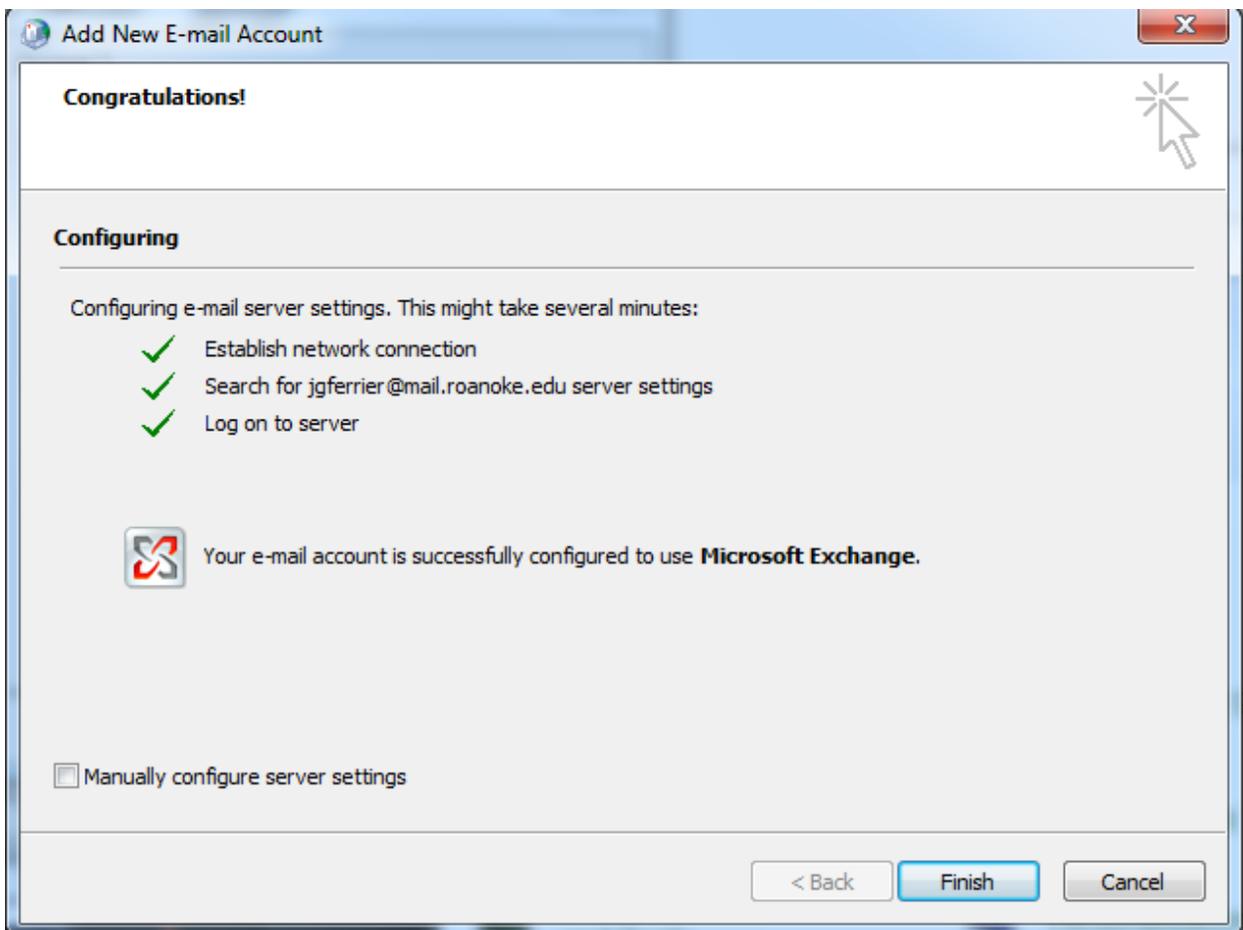
7. Enter in your name, e-mail address, and password into the corresponding text areas as shown above. Then click "Next".



8. Check the box "Don't ask me..." and then click "Allow".



9. Fill in the User name box with your FULL e-mail address (yourname@mail.roanoke.edu), then click "OK".



10. Click "Finish". Open Outlook, enter your password if prompted, and begin using Outlook.