

How to modify Outlook for use with the new GCCS Email server

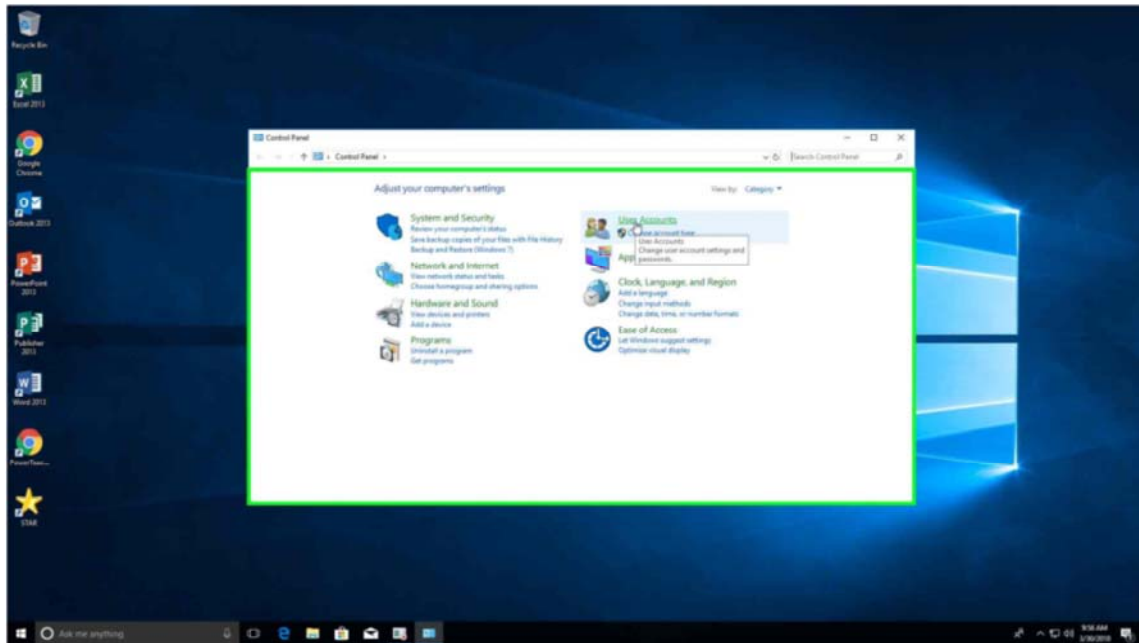
Step 1: Click on Start (Button).



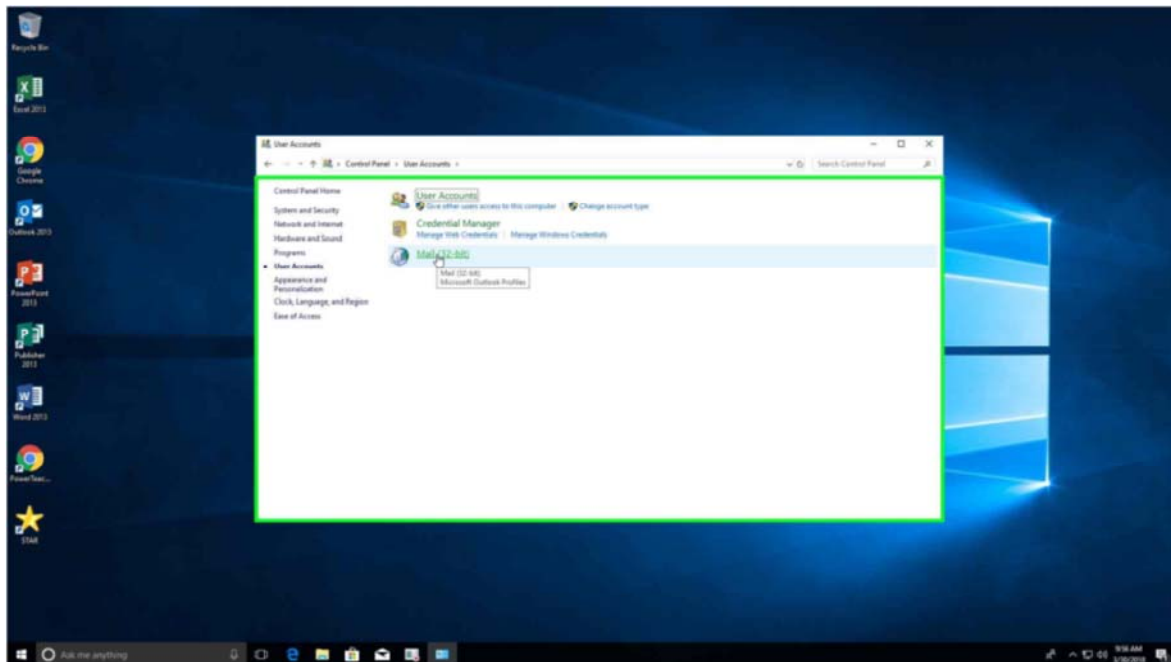
Step 2: Type "Control Panel" and hit Enter on the keyboard.



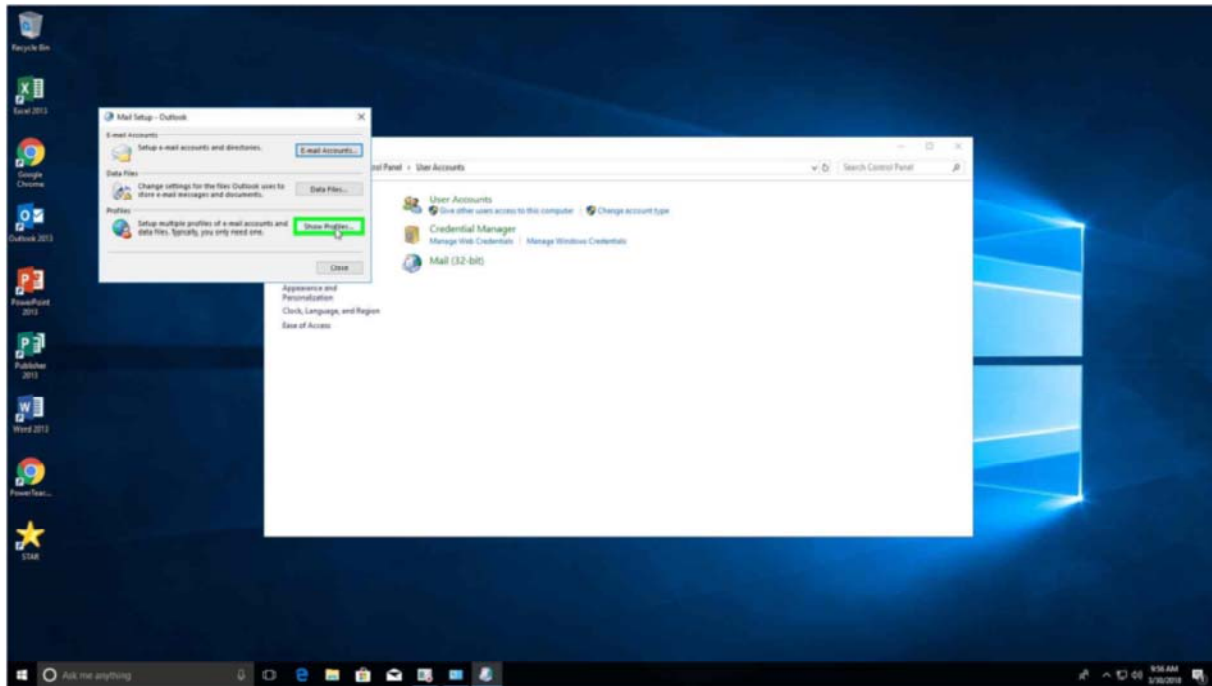
Step 3: Click on "User Accounts (link)".



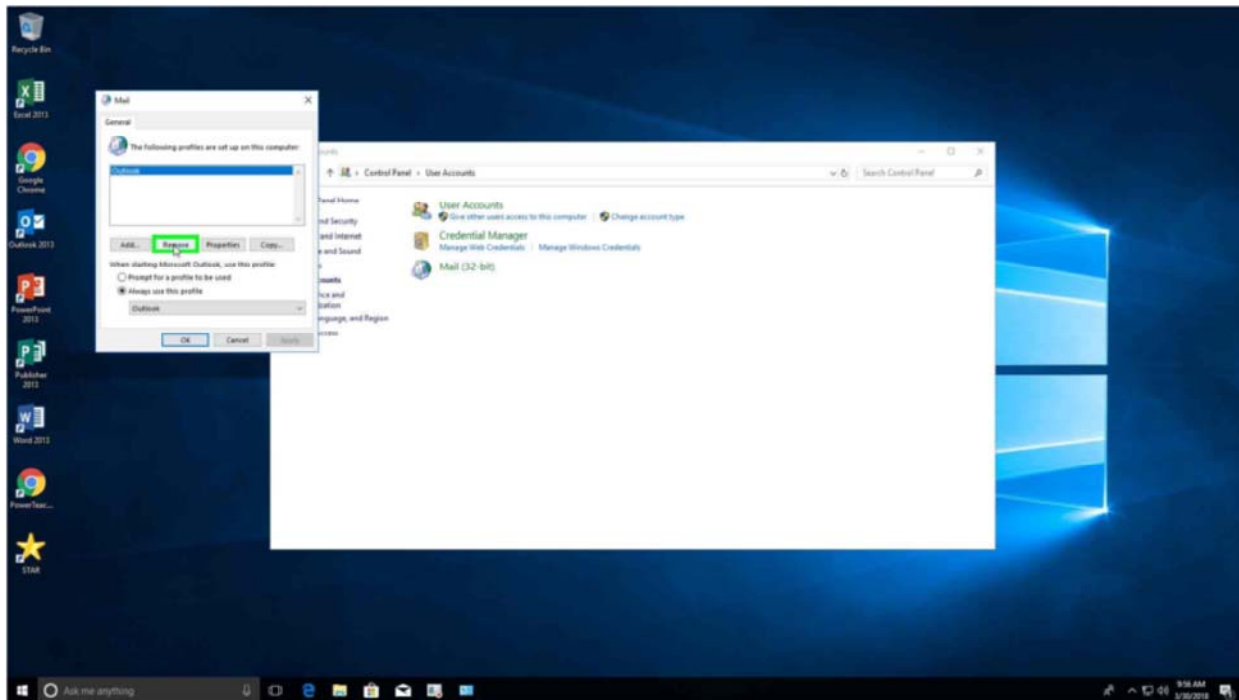
Step 4: Click on "Mail (32-bit)".



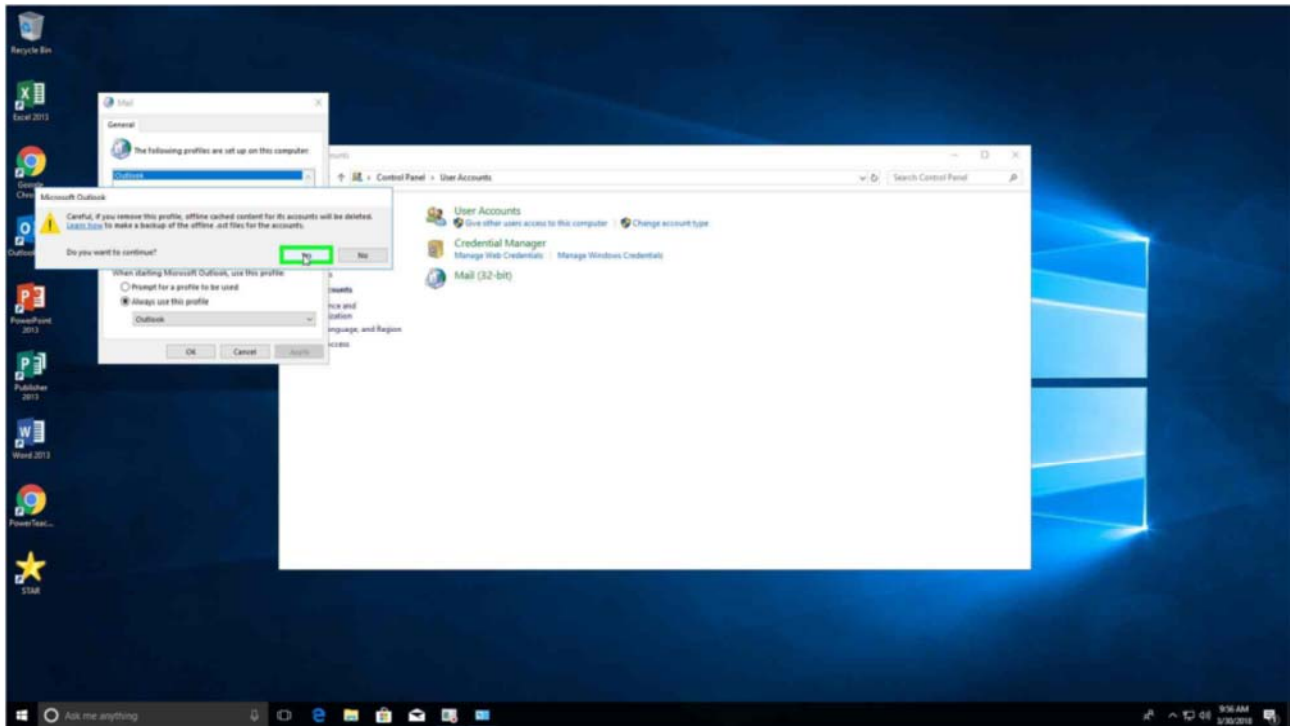
Step 5: Click on "Show Profiles..." (button)".



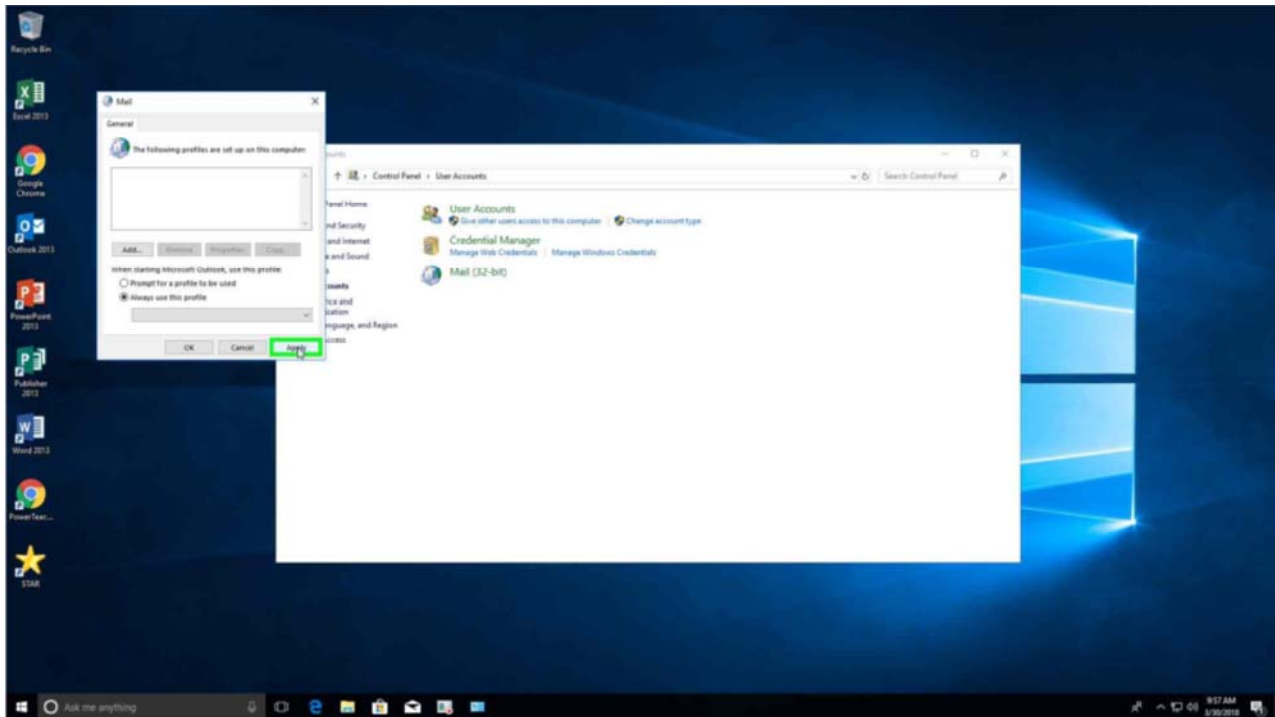
Step 6: Highlight the profile and click the "Remove (button)".



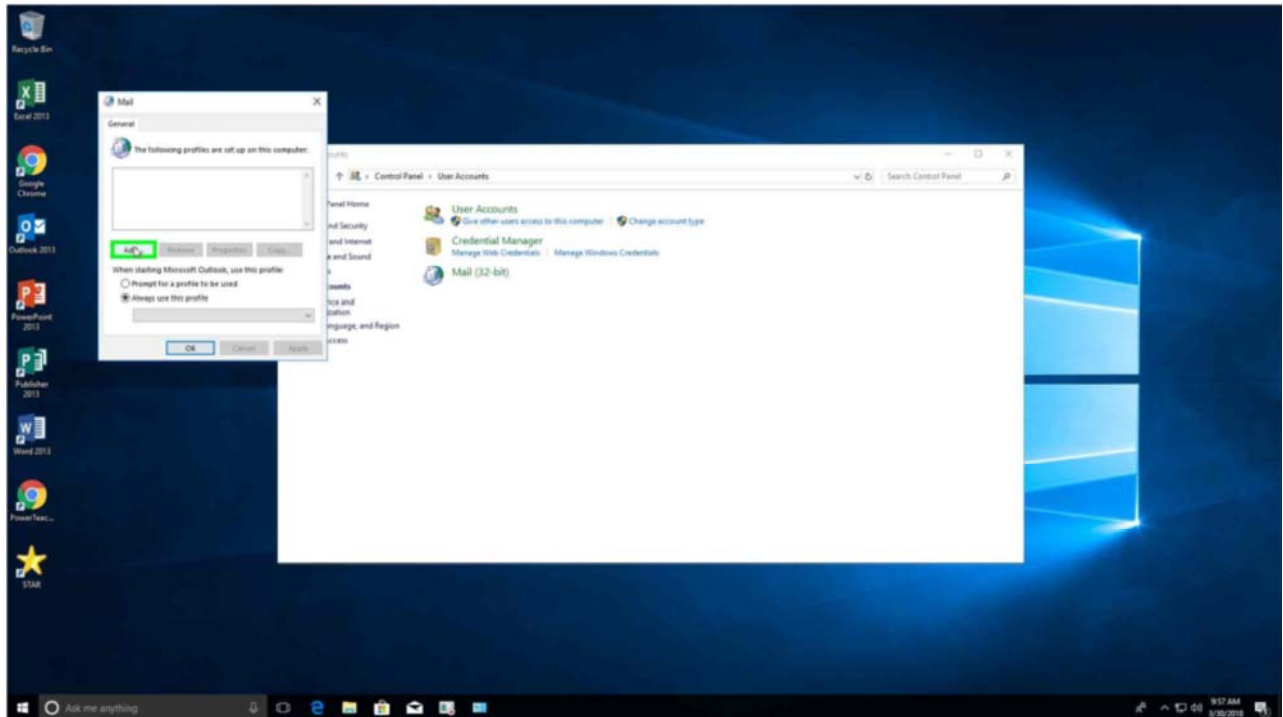
Step 7: Click the "Yes (button)" to confirm. If you have multiple profiles, follow steps 6-7 until they are all removed.



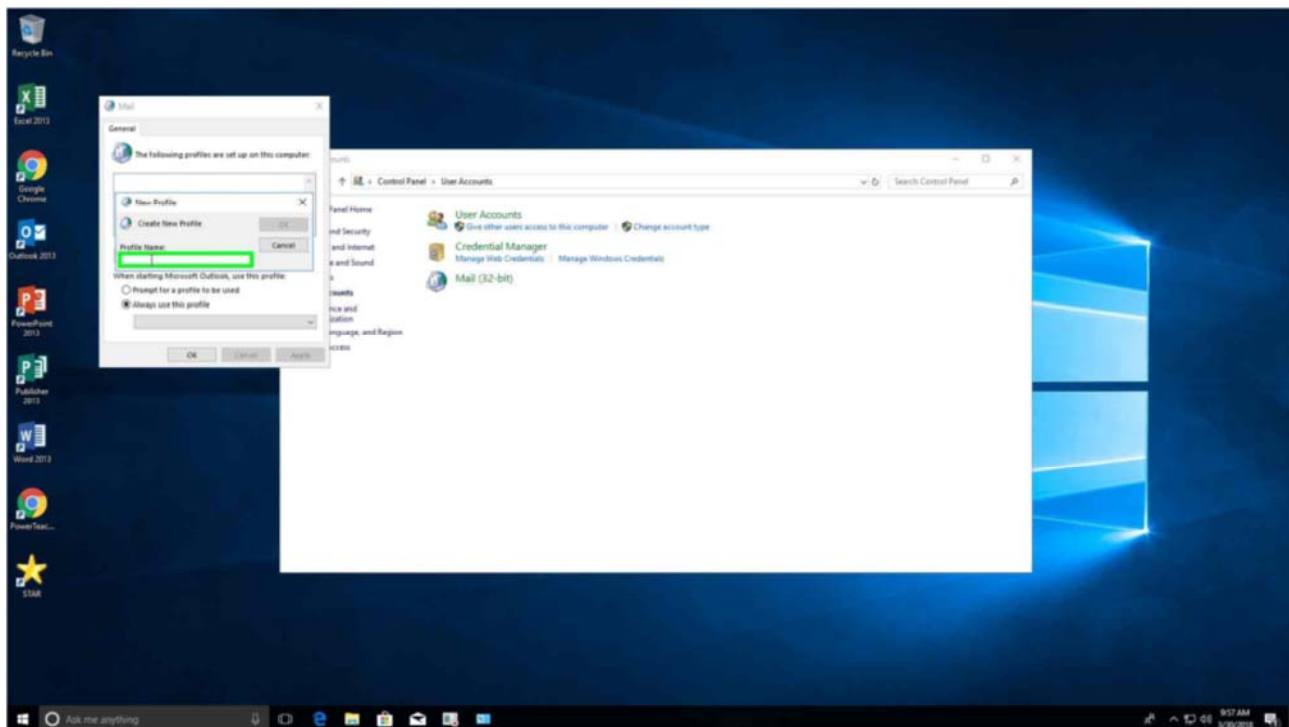
Step 8: Click on "Apply (button)" to save changes.



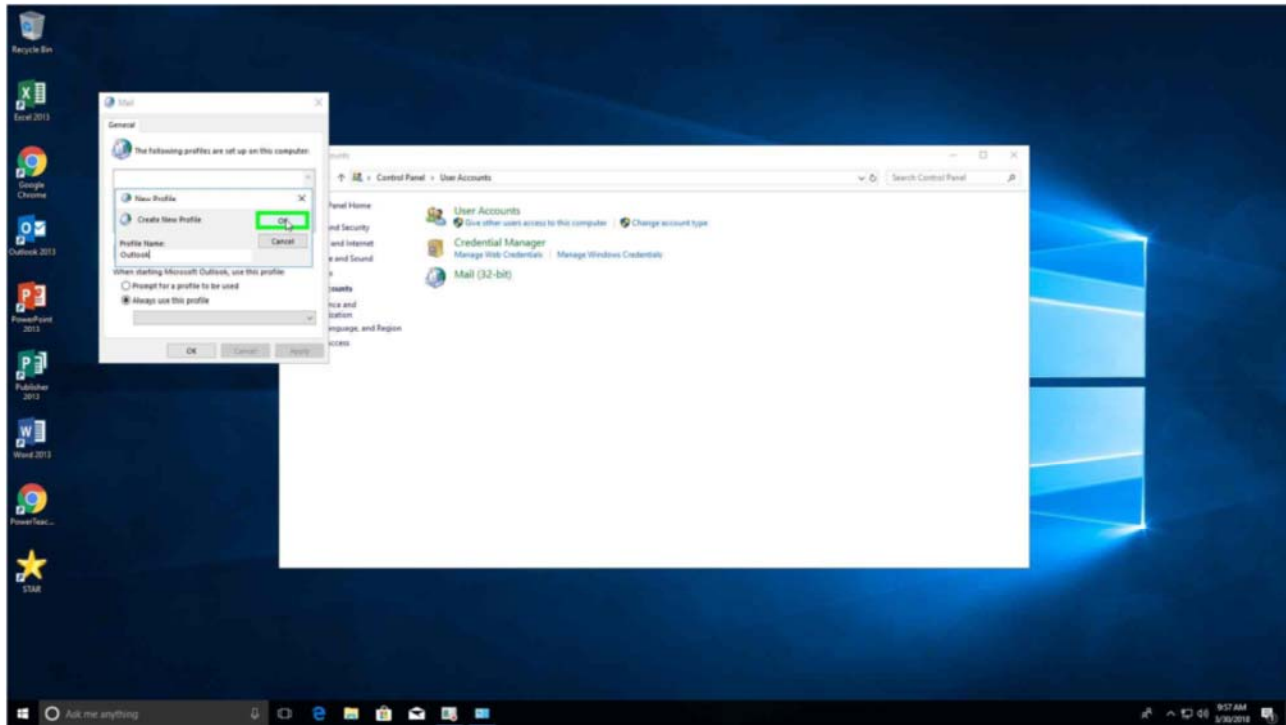
Step 9: Click on "Add... (button)" to create a new profile.



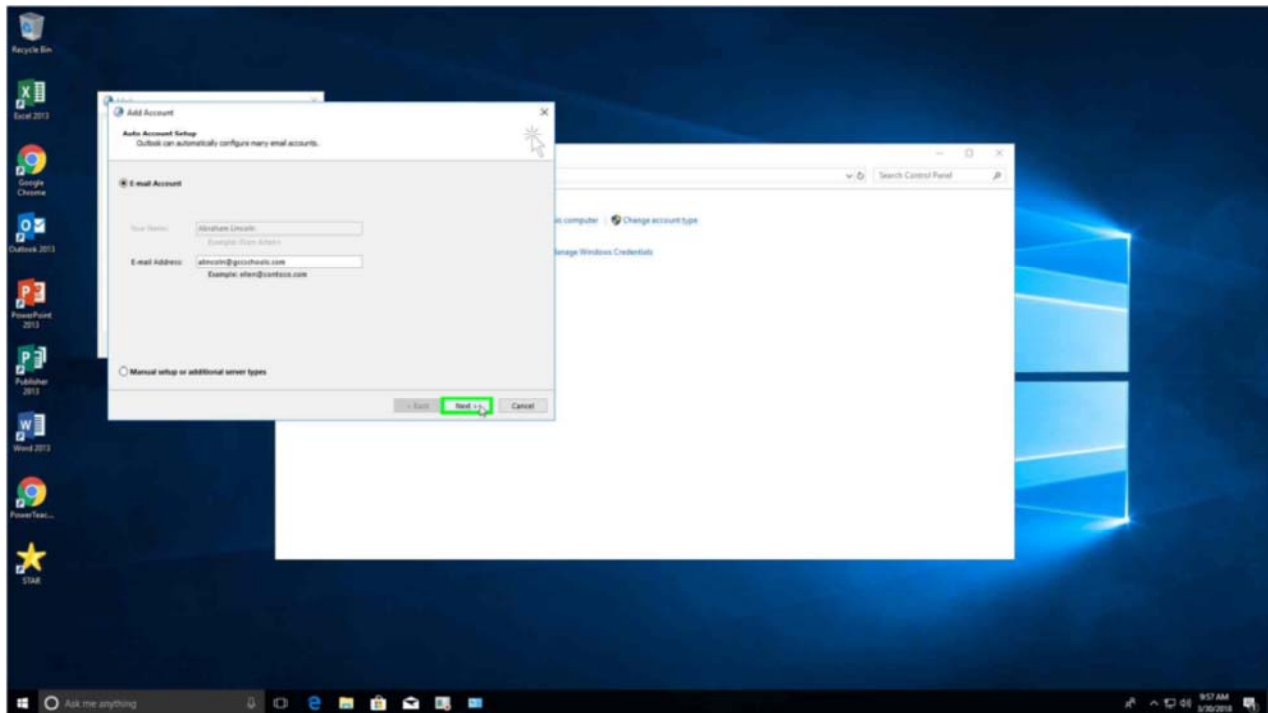
Step 10: Give the new profile a name, such as "Outlook" or "GCCS".



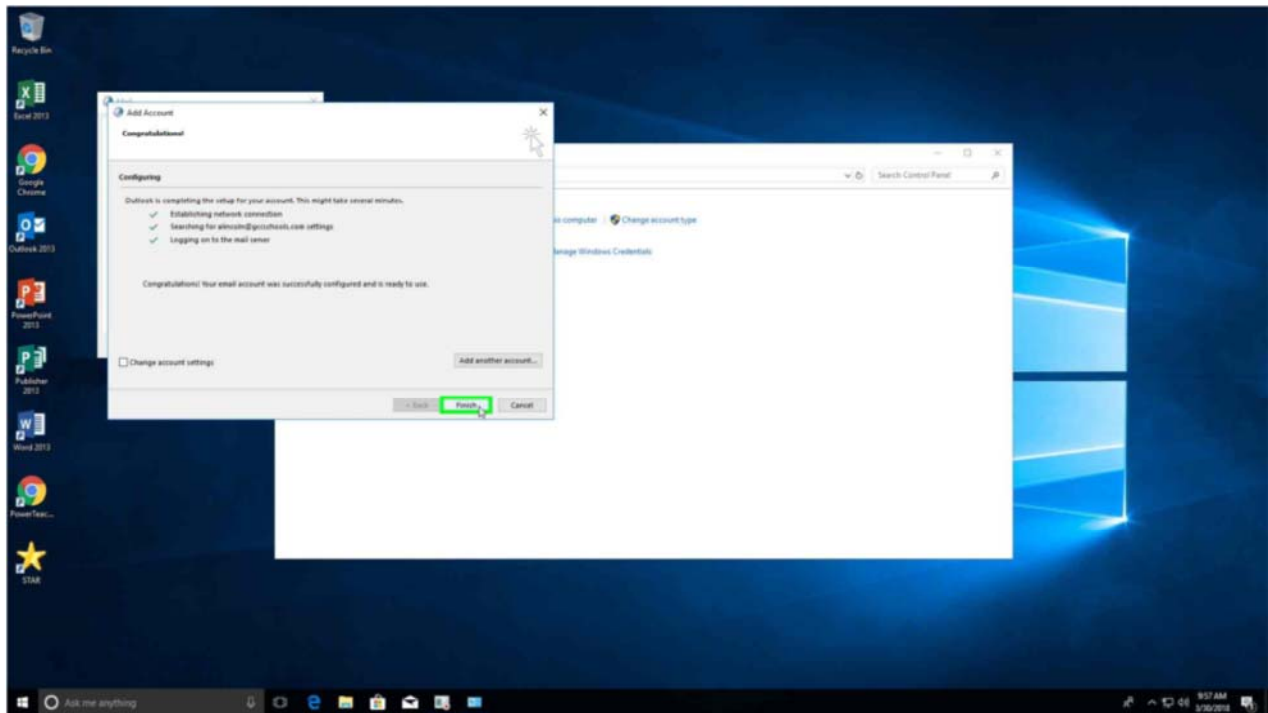
Step 11: Click on "OK (button)" to save the changes.



Step 12: The account settings should automatically populate with your credentials. Click on "Next > (button)" to continue.



Step 13: When configuration is complete, click on the "Finish (button)".



Step 14: Click on "OK (button)" to close the Mail Window, and you should now be able to launch Outlook with the updated settings.

