

Outlook 2010 Configuration

Scope: Configure Outlook 2010 during first use

Audience: TJUH domain users with "@Jefferson.edu" email

Pre-requirements: TJUH domain Campus Key, Windows OS, Microsoft Office Outlook 2010

Description: When a TJUH end-user logs onto a TJUH domain computer (Windows OS) with Outlook 2010 installed, follow these instructions to configure Outlook 2010 with the personal @Jefferson.edu email account.

Date: 1/8/14

Doc Version: 3

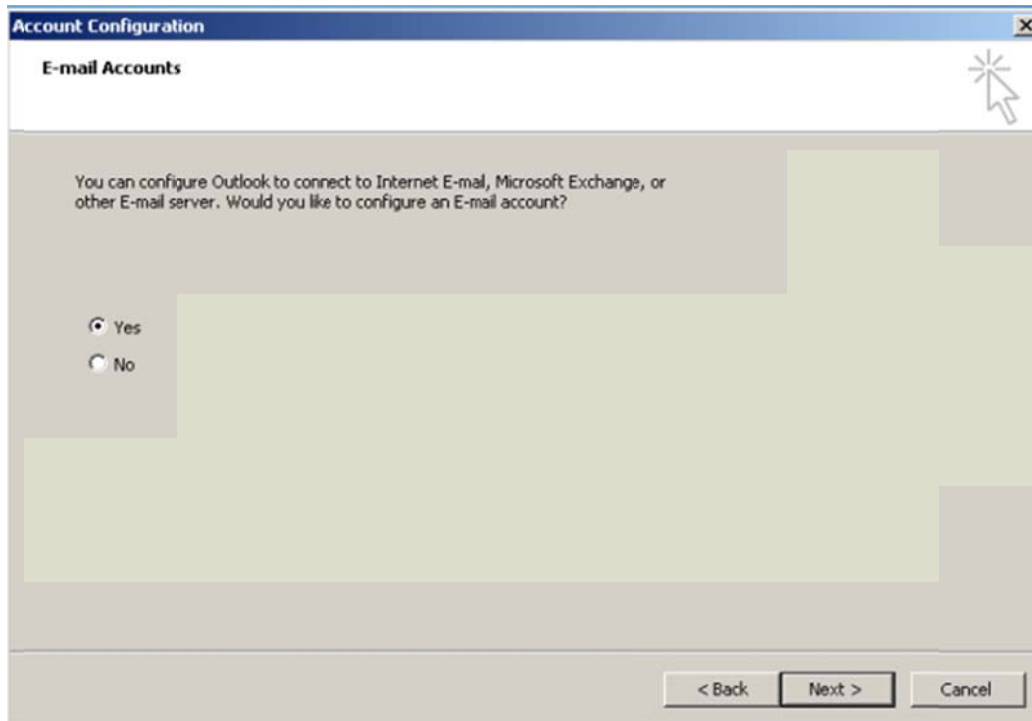
Revision Date: 1/10/14

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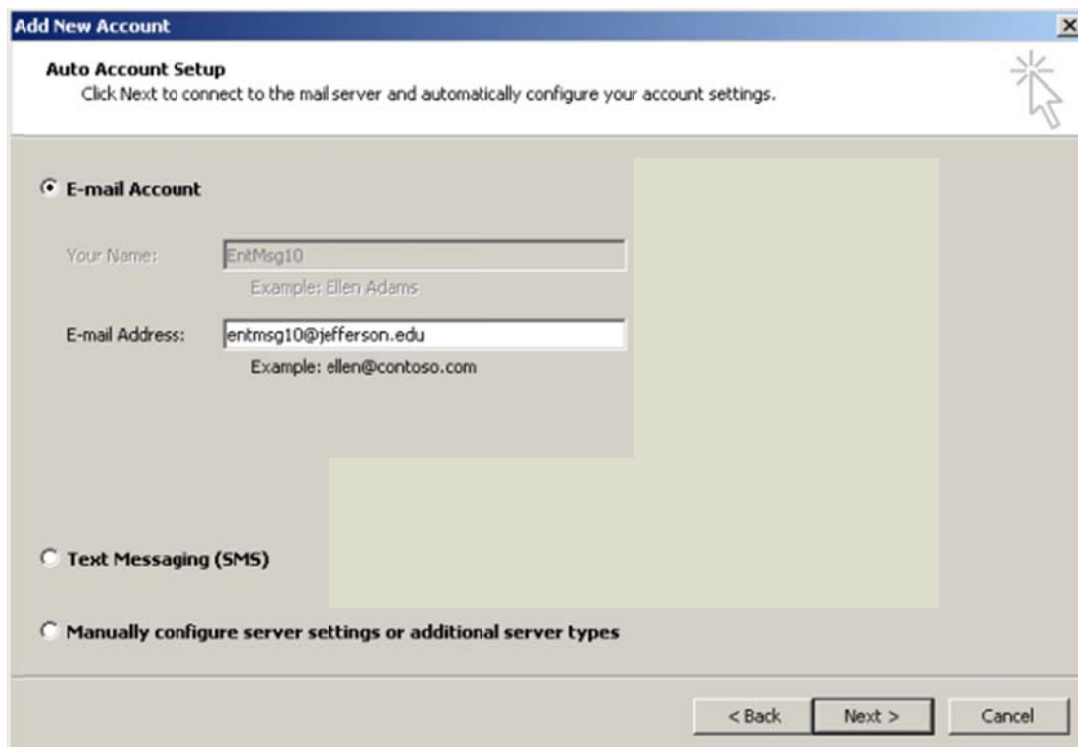
1. Open Microsoft Office Outlook 2010
2. On the following screen click "Next"



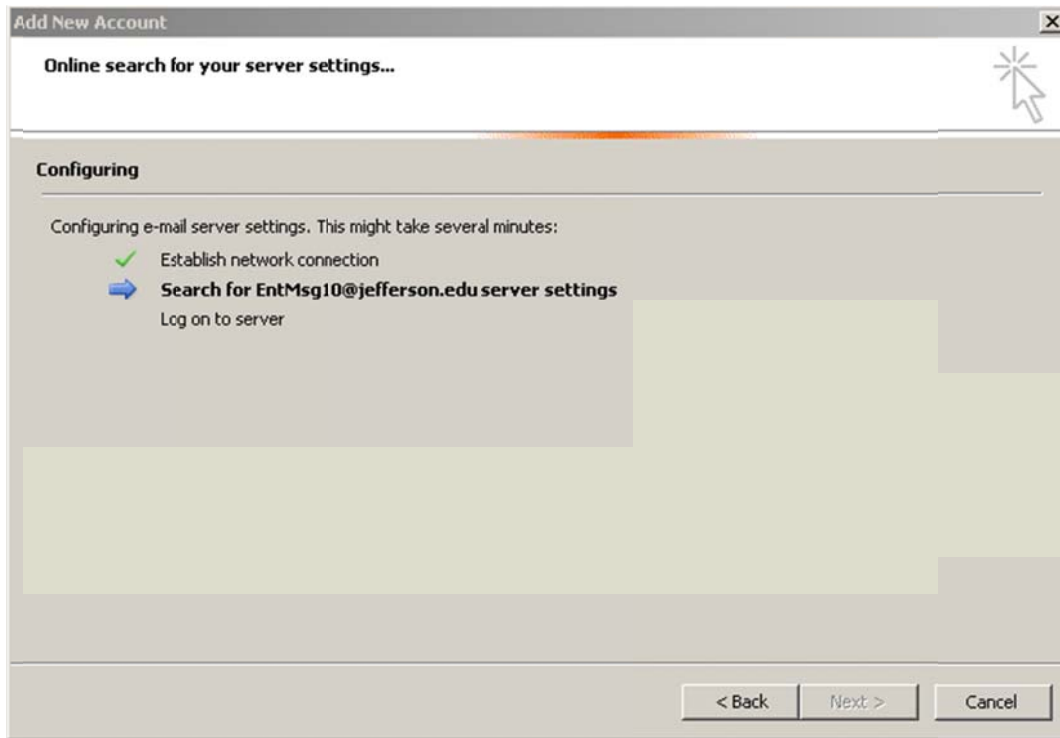
3. On the following screen select “Yes” and then click “Next”



4. On the next screen the “E-mail Account” option should already be selected and the end-user’s name and E-mail Address should be populated (Pulled from Active Directory). (For the purpose of this example a generic account is used).
Click “Next”



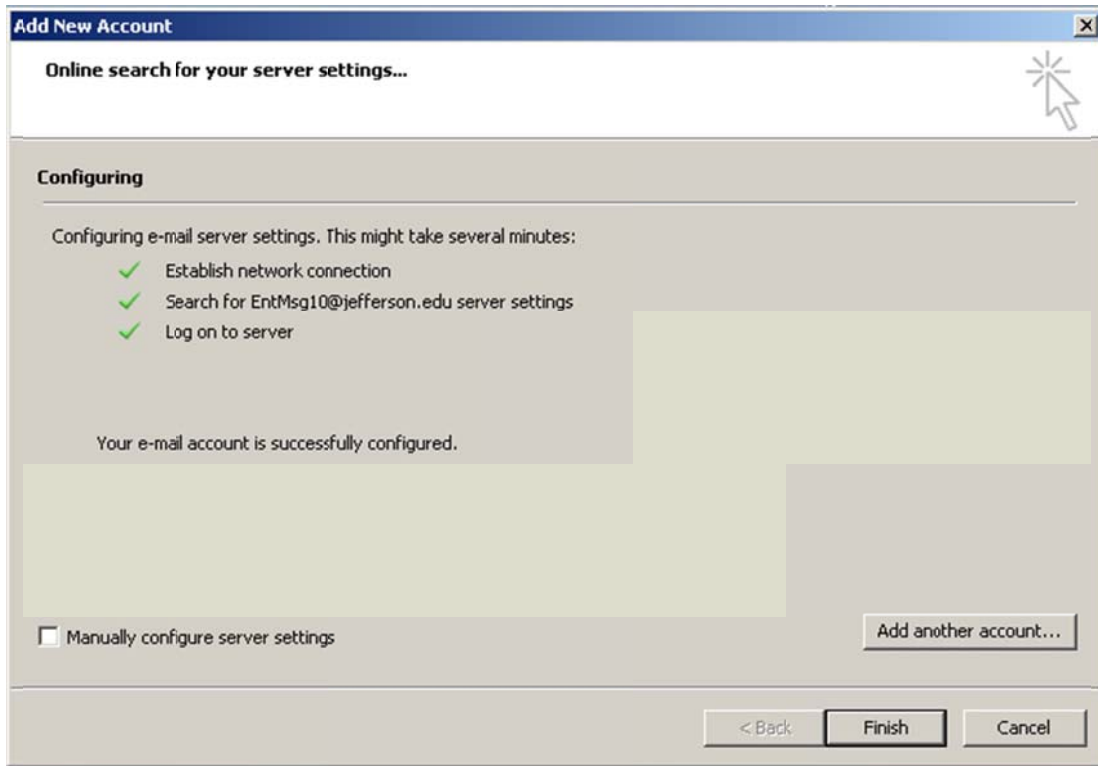
5. While the account is being configured you will see a screen similar to this one



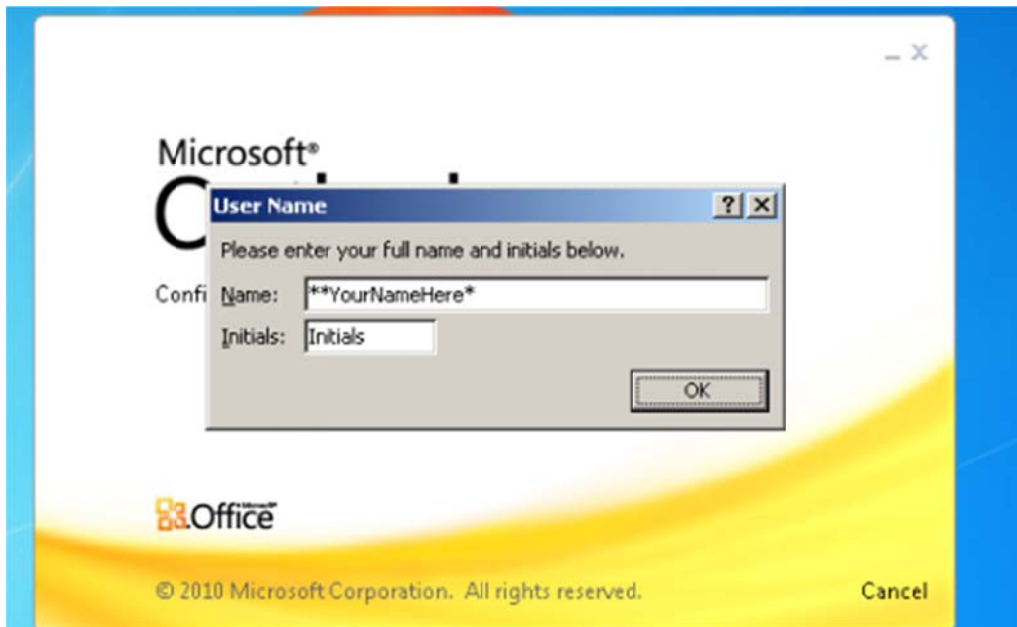
6. When the following screen appears if it's not already entered type in the account campuskey@jefferson.edu (Where "campuskey" is actually your personal campus key).
-Enter your password.
-Check the box to "Remember my credentials"



7. Click "Finish" on the following screen



8. If you see this dialog box enter your name and initials (This dialog box will not appear if you've run any MS Office 2010 application on this computer previously)



9. After setup completes MS Outlook will open and start to download Email and Calendar entries. This process may take some time, depending on the number of emails and calendar entries being downloaded.