

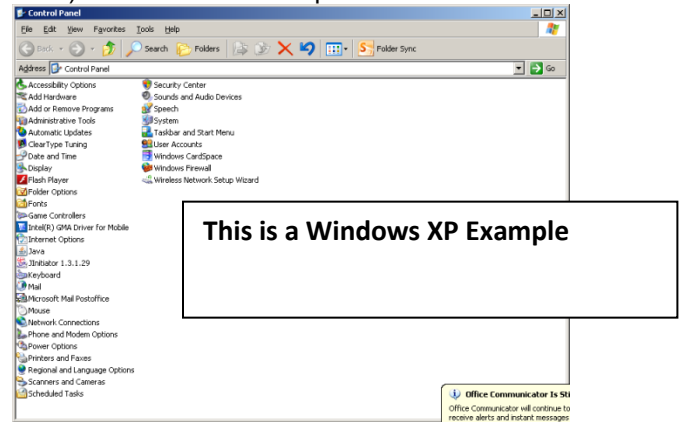
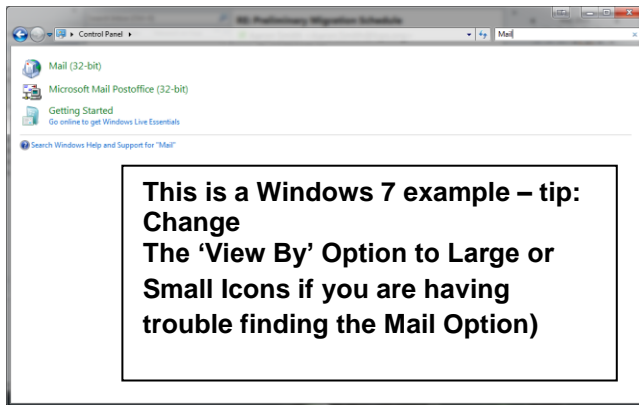


Outlook Profile Controls Setting Default Mail Profile

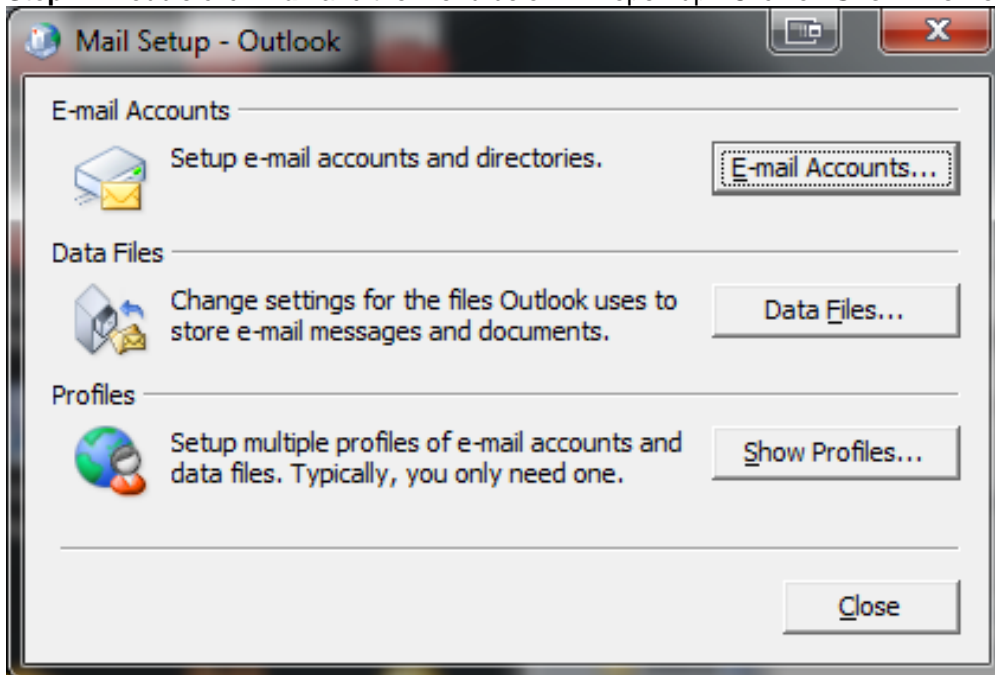
Note – This setup must be completed prior to launching Outlook Client from your computer. Please note that none of your GroupWise information will be removed during this process

After you have been migrated and Outlook has been installed on your machine, please complete the following steps. Some screen shots may be different depending if you are on Windows7 or Windows XP.

Step 1: Open the Control Panel (Start Button→Control Panel) and Find the **Mail** option:



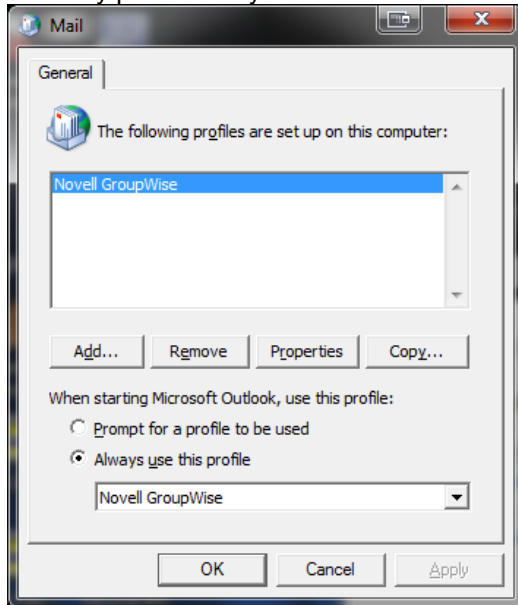
Step 2: Double click **Mail** and the menu below will open up. Click on **Show Profiles**.





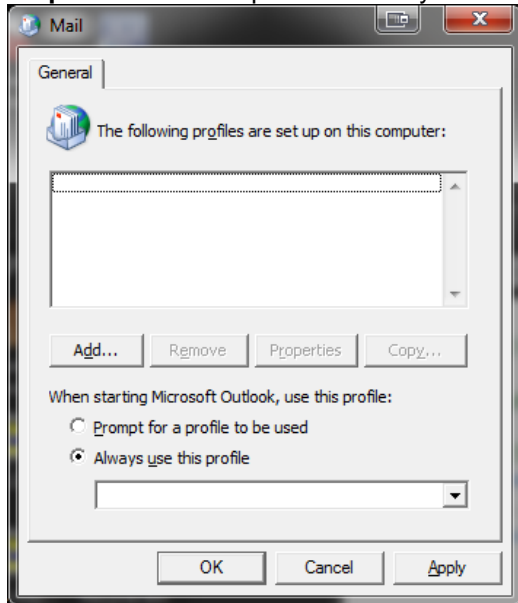
Outlook Profile Controls Setting Default Mail Profile

The only profile that you should see is the Novell GroupWise profile, as seen below:



Step 3: Click on **Remove**. Then click **Yes**.

Step 4: Back at the profile screen you should see the following. Close this Mail screen.





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Step 4: Double click on Outlook. It will bring up the following prompt:
Type **Outlook** in the Profile Name field, and then click on **OK**.

New Profile

Create New Profile OK

Profile Name: Cancel

Step 5: On the Add New Account screen, change the Email Address to be your user ID@lcps.org (For example: cwillia2@lcps.org). After changing the E-mail Address, type in your Network password in the Password and Retype Password fields and click **Next**.
See the below example:

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: Chris Williamson
Example: Ellen Adams

E-mail Address: cwillia2@lcps.org
Example: ellen@contoso.com

Password: *****

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

Text Messaging (SMS)

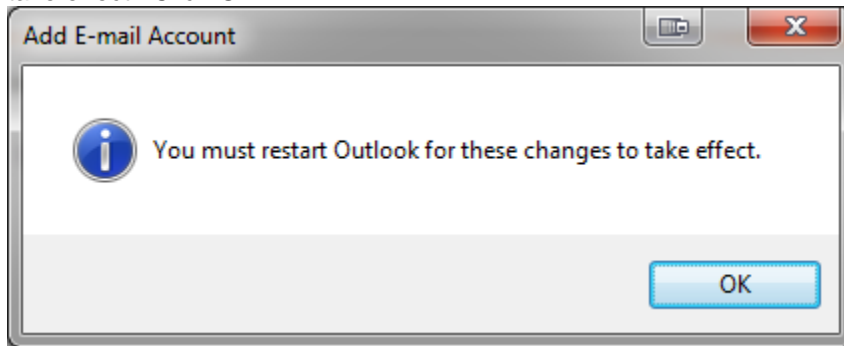
Manually configure server settings or additional server types

< Back Next > Cancel

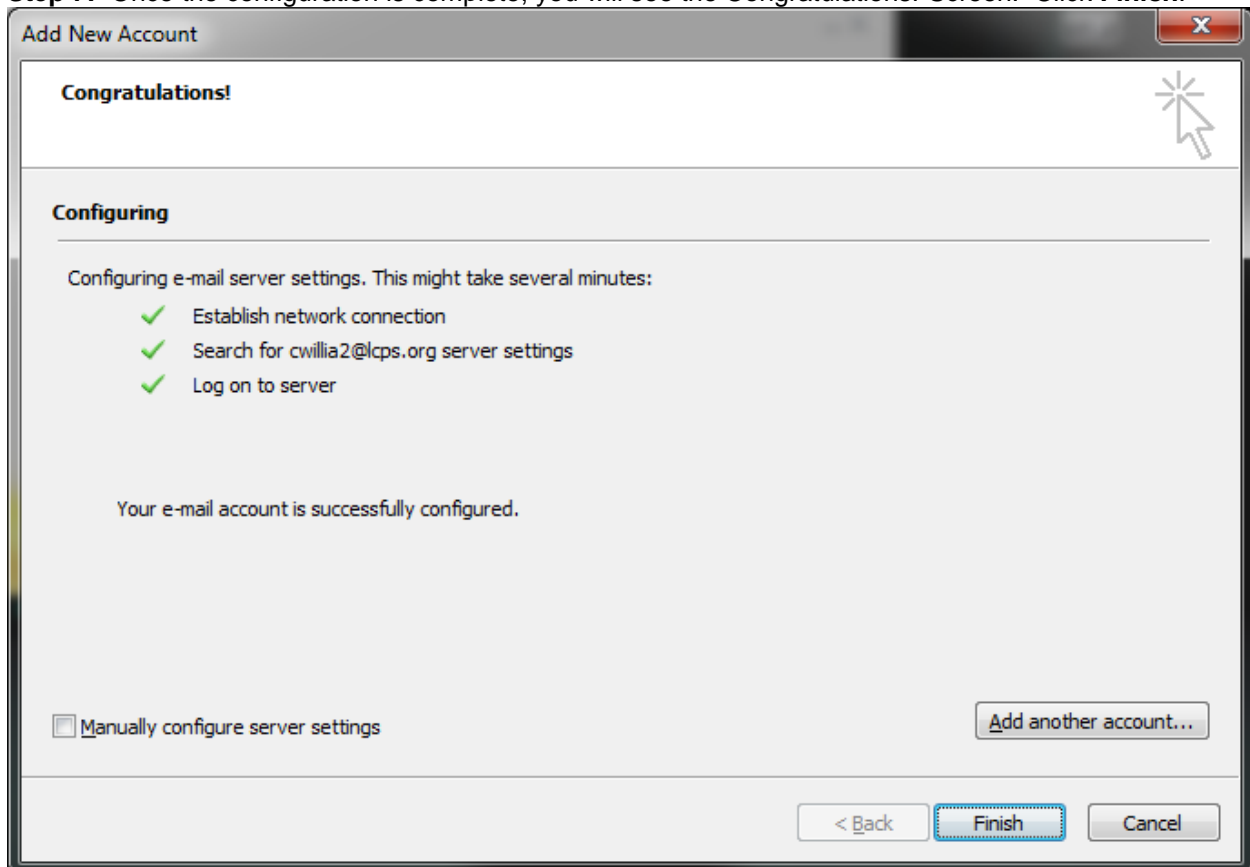


Outlook Profile Controls Setting Default Mail Profile

Step 6: When everything is complete, you will see the prompt to restart Outlook for these changes to take effect. Click **Ok**.



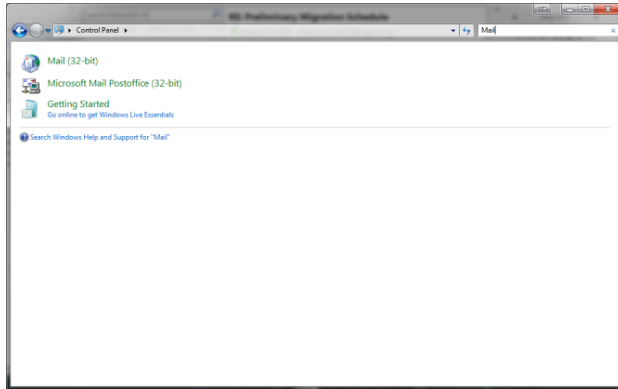
Step 7: Once the configuration is complete, you will see the Congratulations! Screen. Click **Finish**.



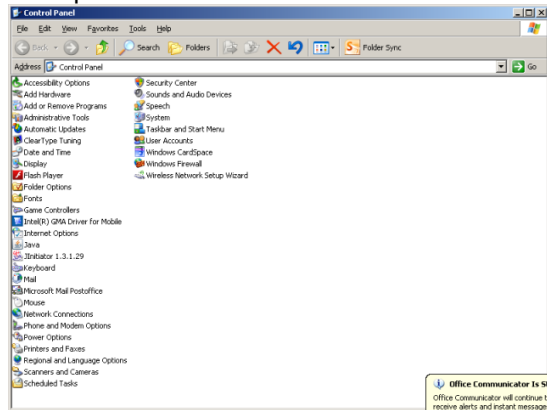


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Step 8: Go back to the Control Panel and reopen the **Mail** option.

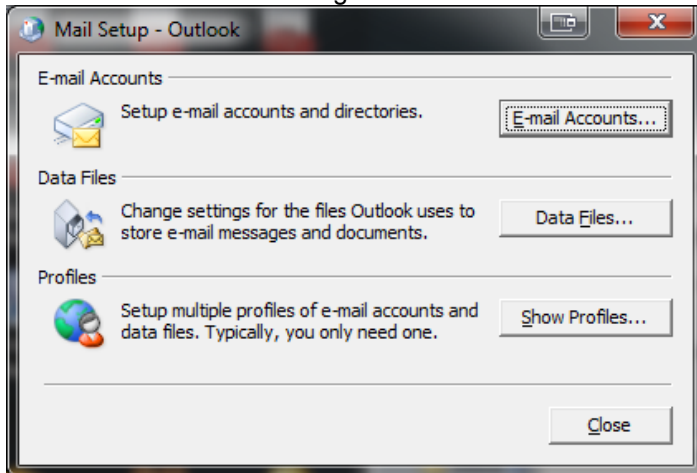


(This is a Windows 7 example)



(This is a Windows XP example)

Click on **Show Profiles...** again.



The screen should look like this: **Click OK**

