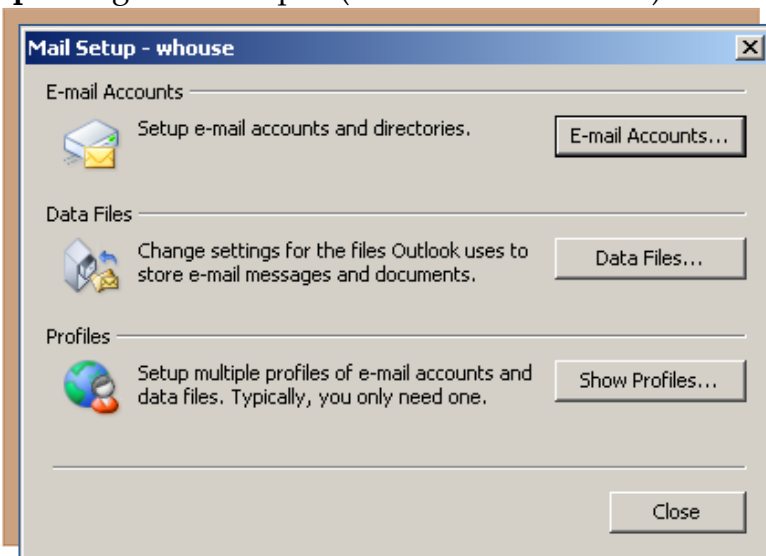


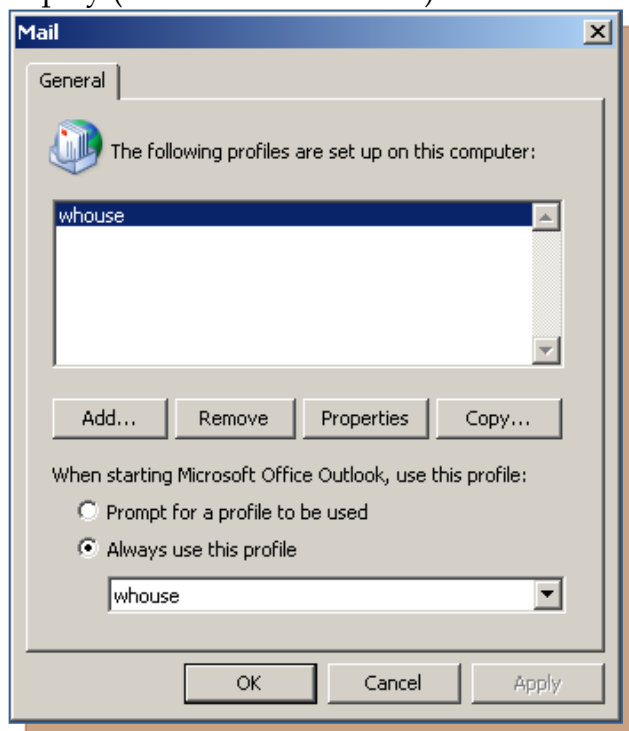
SETTING UP A PROFILE

Before Outlook can be used, a User Profile has to be set up. At Siena and other institutions, this is usually done by the people in charge of technology. However, if you are using a computer at home and have Outlook installed, the information below explains how to set up a profile. To set up an account in Outlook, complete the steps below.

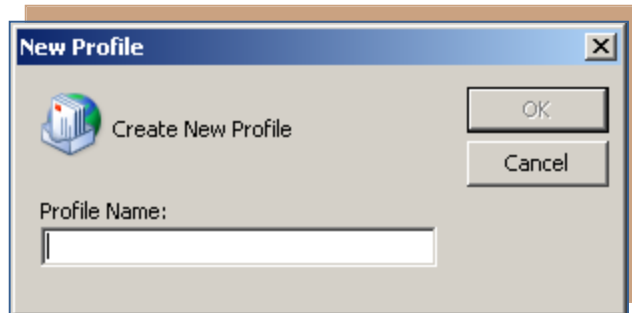
- + Click **Start** on the **Taskbar**.
- + Choose **Control Panel** from the list of options.
- + Double-click the **Mail** icon in the **Control Panel**.
- + The **Mail Setup** dialog box will open (see illustration below).



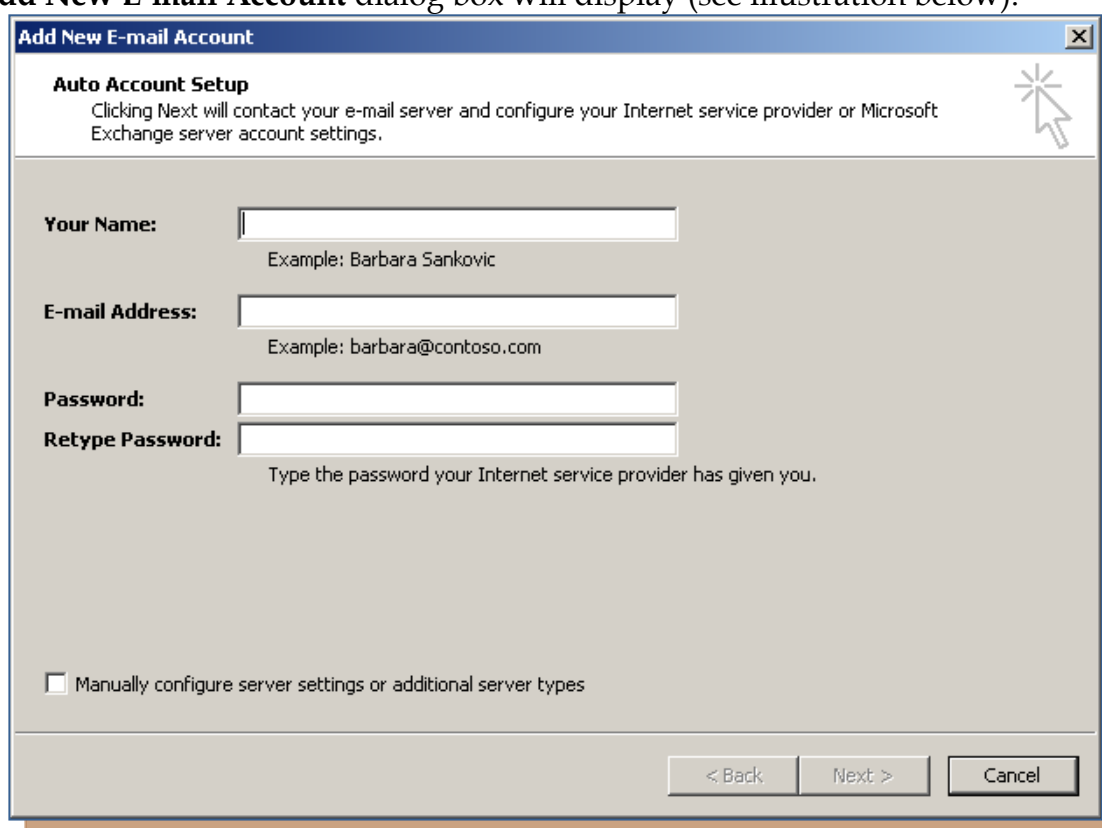
- + Click the **Show Profiles** button.
- + The **Mail** window will display (see illustration below).



- + Make sure that the **Always use this profile** option button is selected.



- ✚ Click **Add** to open the **New Profile** dialog box (see illustration top of next page).
- ✚ In the **Profile Name** box, input the name for the profile.
 - ✦ This could be the username of the person for whom the account is being created.
 - ✦ The name could be something else besides the user's name.
- ✚ Click **OK** to move to the next step in the process.
- ✚ The **Add New E-mail Account** dialog box will display (see illustration below).



- ✚ Fill in the information provided by your Internet Service Provider (ISP).
 - ✚ Click **Next** to move to the next step in the process.
 - ✚ Fill in the rest of the information as required.
 - ✚ Click **Finish** when the process is complete.
- or
- ✚ Click the **Manually configure server settings or additional server types**.
 - ✚ In the **Server Type** window, click the option button for the type of Internet Service Provider (ISP) you are using. The options are:
 - ✦ **Microsoft Exchange Server** – This is an e-mail based collaborative communications server for businesses. This is the ISP that is used for Siena accounts.

- ✦ **Post Office Protocol 3 (POP3)** – This is a type of e-mail account that is commonly provided by ISPs. With this type of account, it is possible to download e-mail messages to a local computer.
 - ✦ **Internet Message Access Protocol (IMAP)** – This type of account is similar to a POP3 account, except that messages are stored on an e-mail server. To read the messages, you have to connect to the server, read the message headers, and then select which one to download to the local computer.
 - ✦ **Hypertext Transfer Protocol (HTTP)** – This type of account is used whenever Web pages are accessed from the Internet. It is used as an e-mail protocol. Messages are stored, retrieved, and displayed as individual Web pages. Hotmail is an example of an HTTP e-mail account.
- ✦ Click **Next**.
 - ✦ Complete the wizard by entering the information provided by your **ISP**.
 - ✦ When all the options have been completed, click the **Finish** button to return to the **Outlook** window.