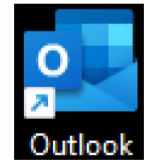


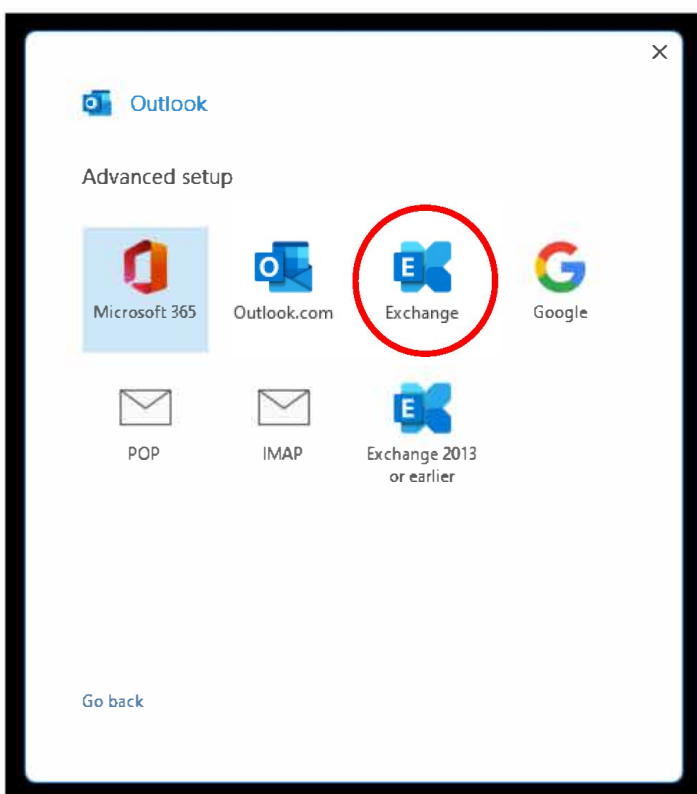
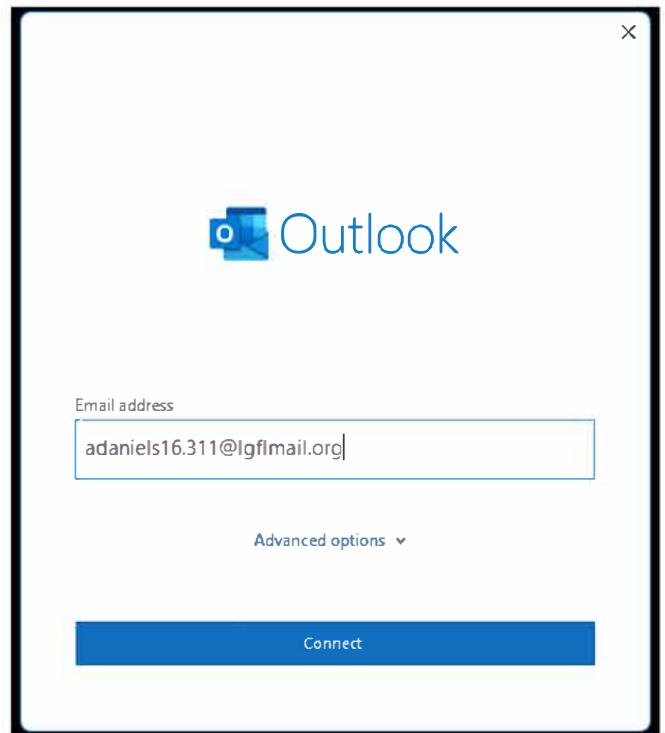


Setting up Outlook on your computer

Firstly locate the icon for Microsoft Outlook (most likely this will be found on your desktop) which looks as such:



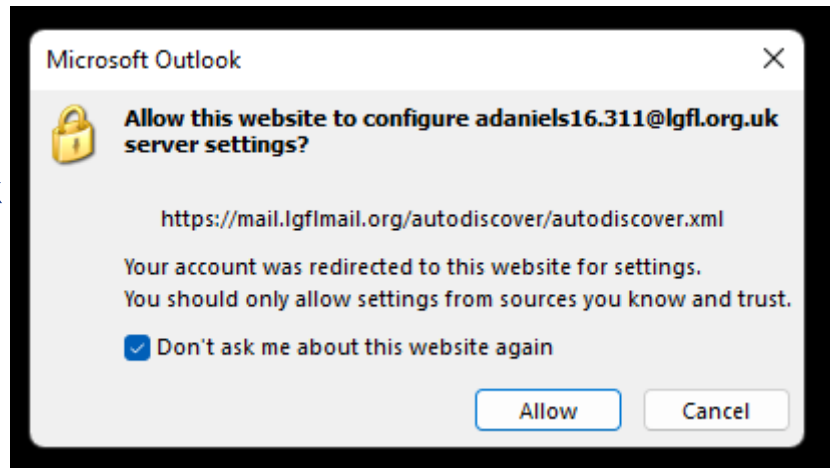
Shortly after clicking the icon, a pop up will appear on screen prompting you to input the email you'd like to set up. At this stage enter your **USO username (username.311)** followed by **@lgflmail.org**. You can see an example of this shown here on the right. Once you have inputted this, press connect.



On the next screen, when presented with the following options, select the **'Exchange'** icon and proceed to the next step.



At this stage, a pop up box looking as such may appear. Select the “**Don’t ask me about this website again**” checkbox and then click ‘**Allow**’.



A Windows security prompt will ask you to input login details at this stage. Firstly select ‘**More choices**’ and then ‘**Use a different account**’. From here input **USO username (username.311)** followed by **@lgflmail.org** and then input your normal **USO Password** (the one you use to log in to the network). Also remember to select the ‘**Remember my credentials**’ checkbox, so that you do not have to enter your log in every time you start Outlook.

When you have entered these details, click ‘**OK**’.

Once you have done this, the ‘Account added successfully’ message shown on the right should display. At this stage you can repeat and add another email, or select done and you are ready to start using Microsoft Outlook.

