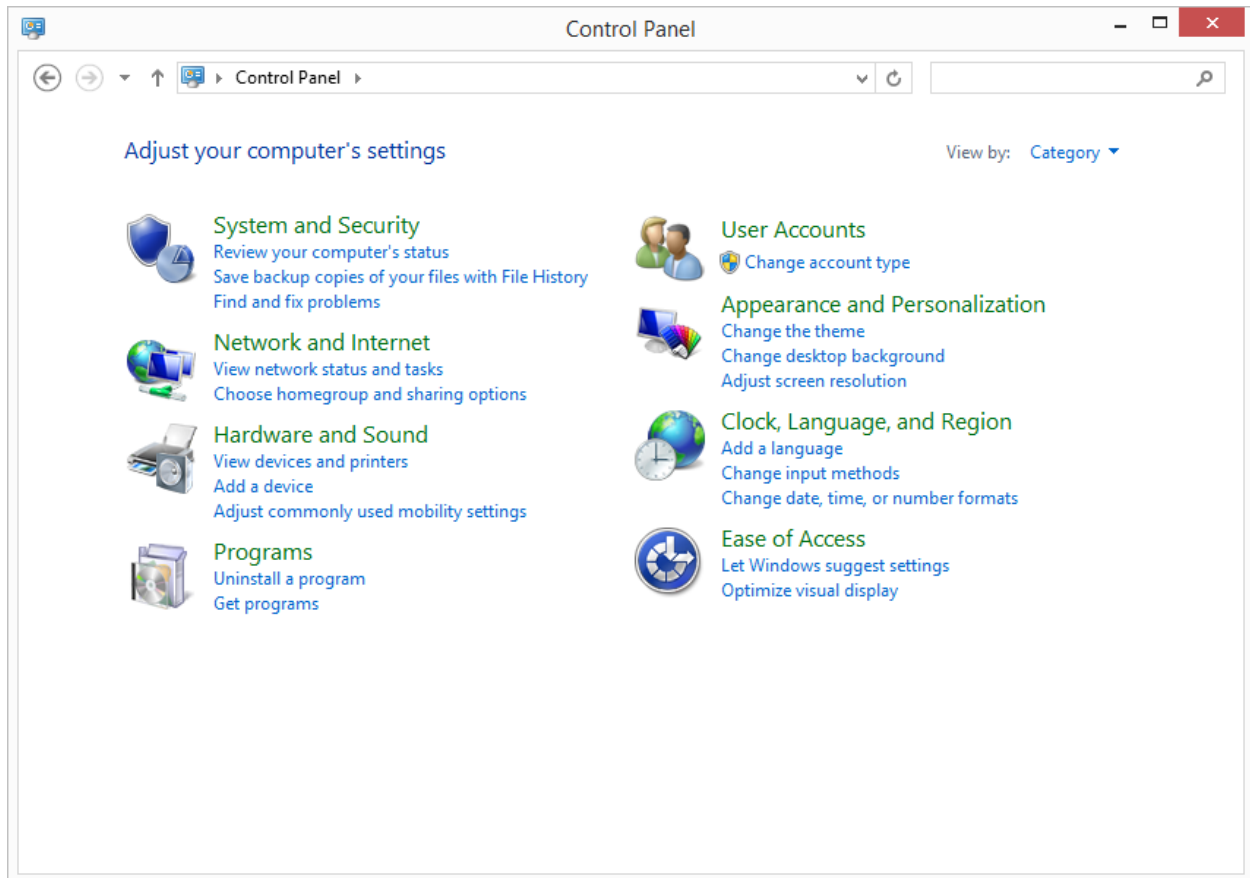


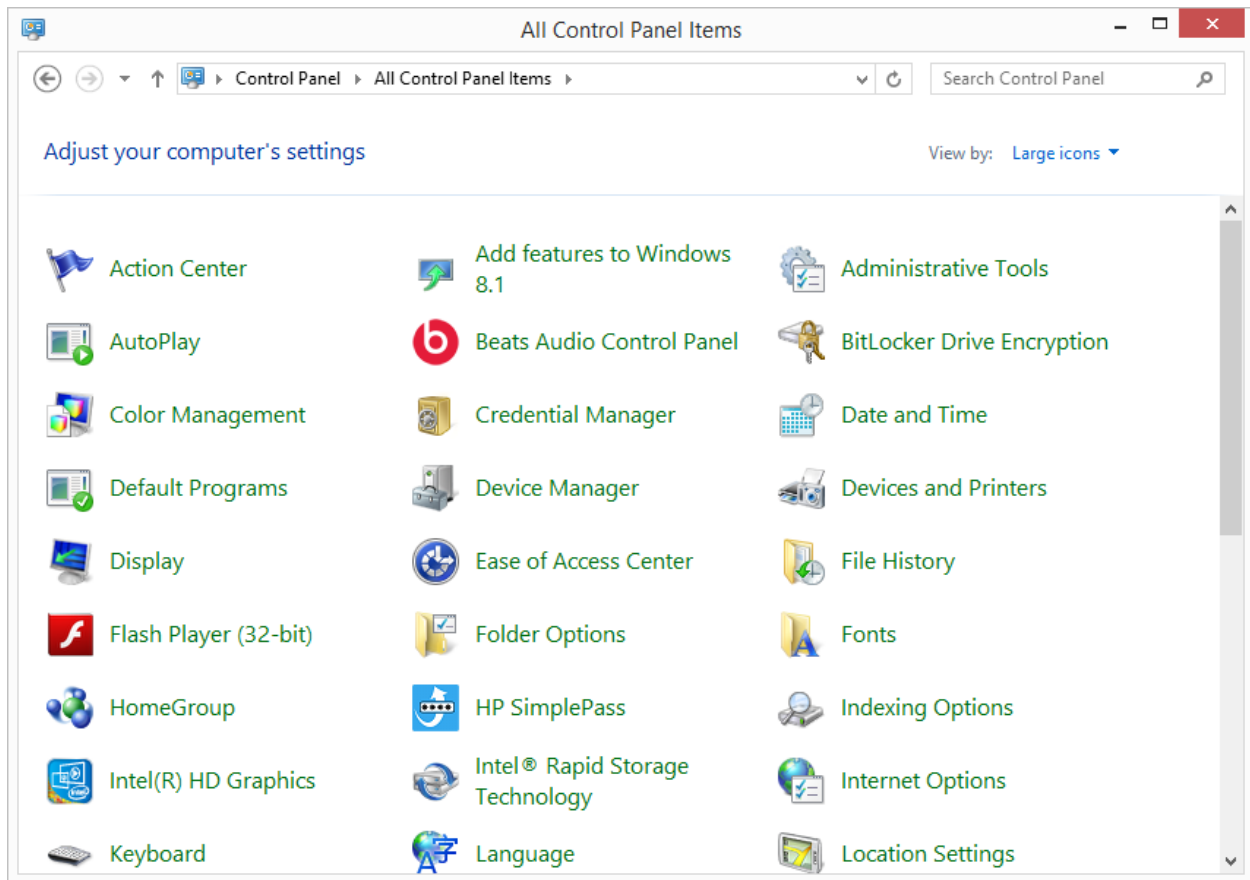
Instructions on how to setup Outlook 2010 to access out new exchange 2013 server

Click on run or the start or windows button go to the control panel

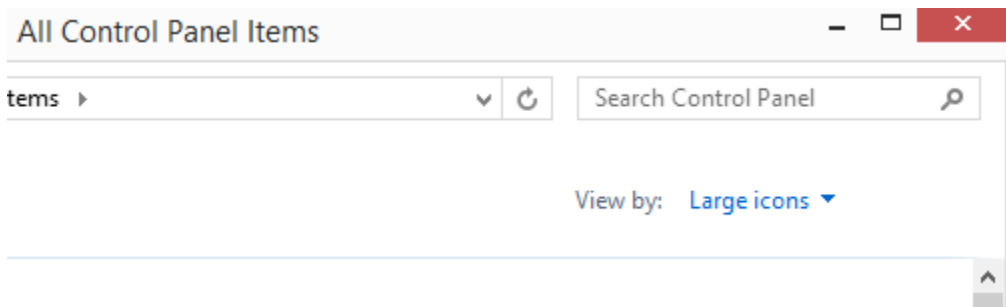
Your control panel once open may look like this



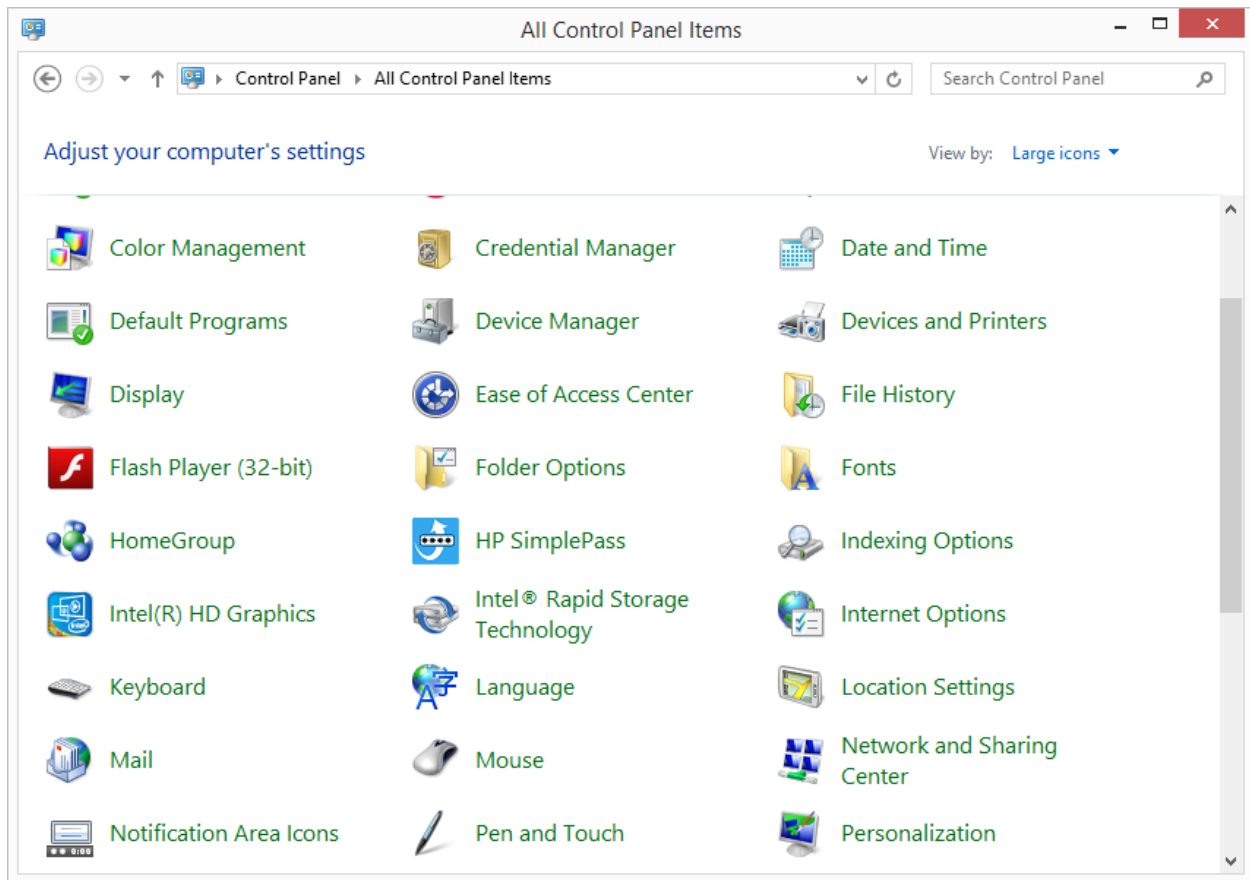
Or like this



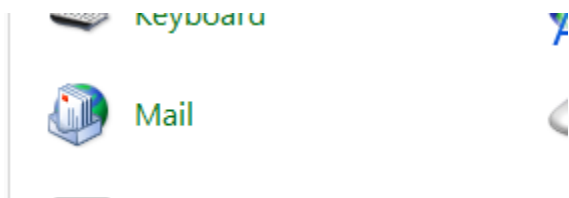
You can switch the view by selecting a different option here



The easiest view to work with is LARGE ICONS

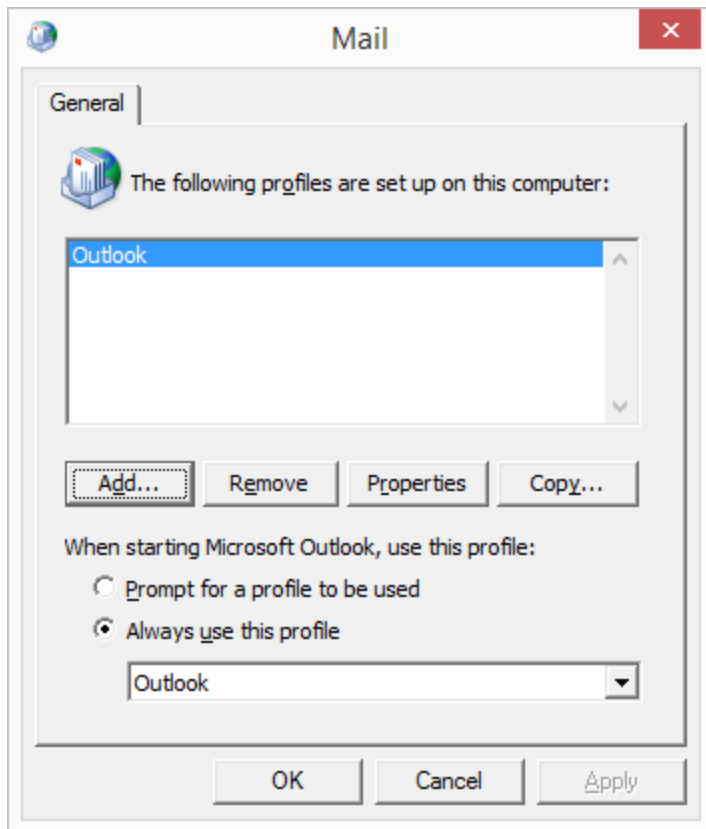


Scroll down until you see icon for MAIL



Click on it

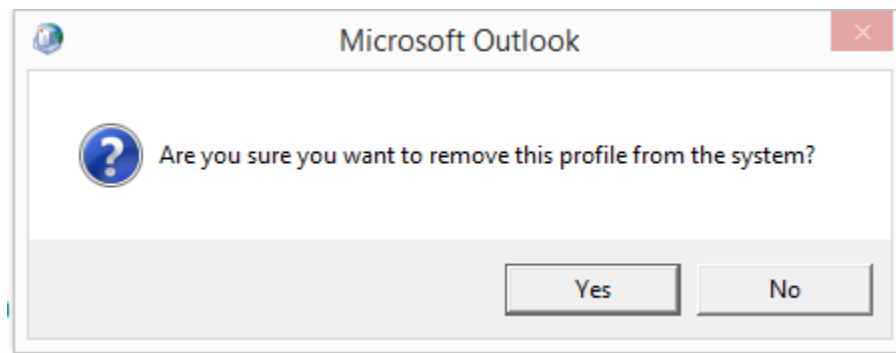
You see a window like this



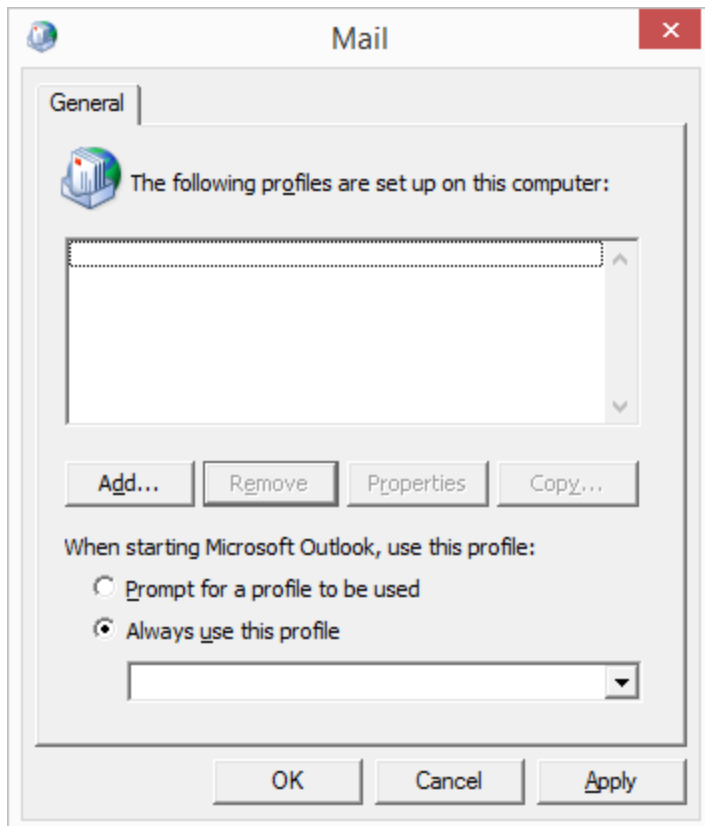
Yours may show several profiles or a profile with a different name

Select ALL existing profiles one by one and click REMOVE

You will be asked to confirm each time



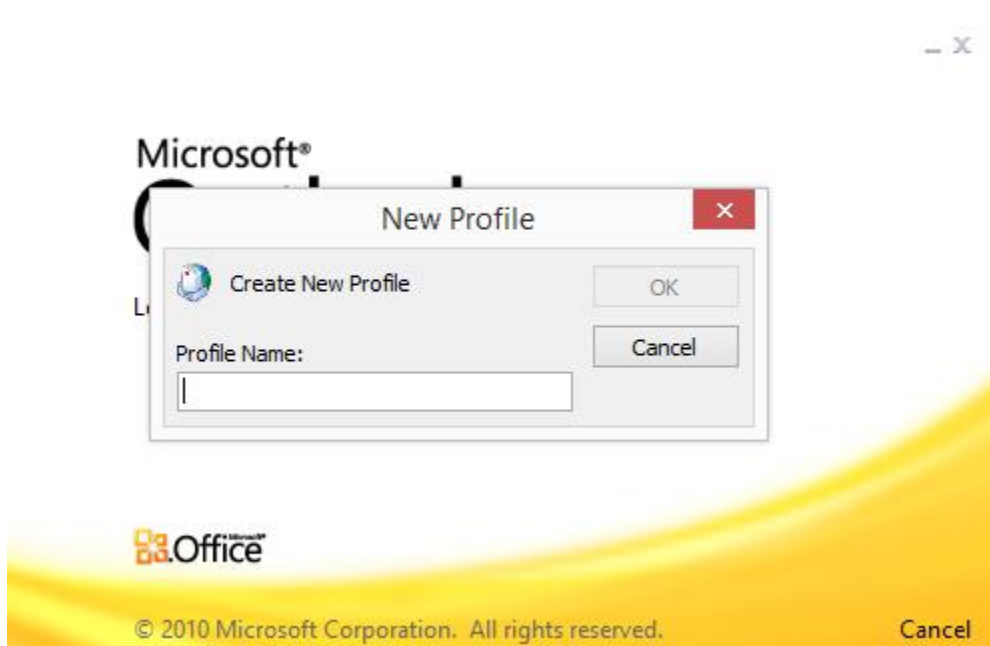
Click Yes, repeat this process until the window looks empty

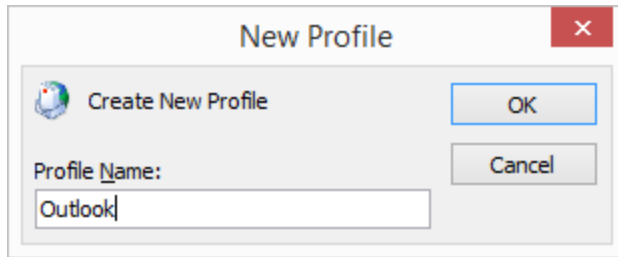


Click Apply and then OK to exit

Now open your outlook 2010

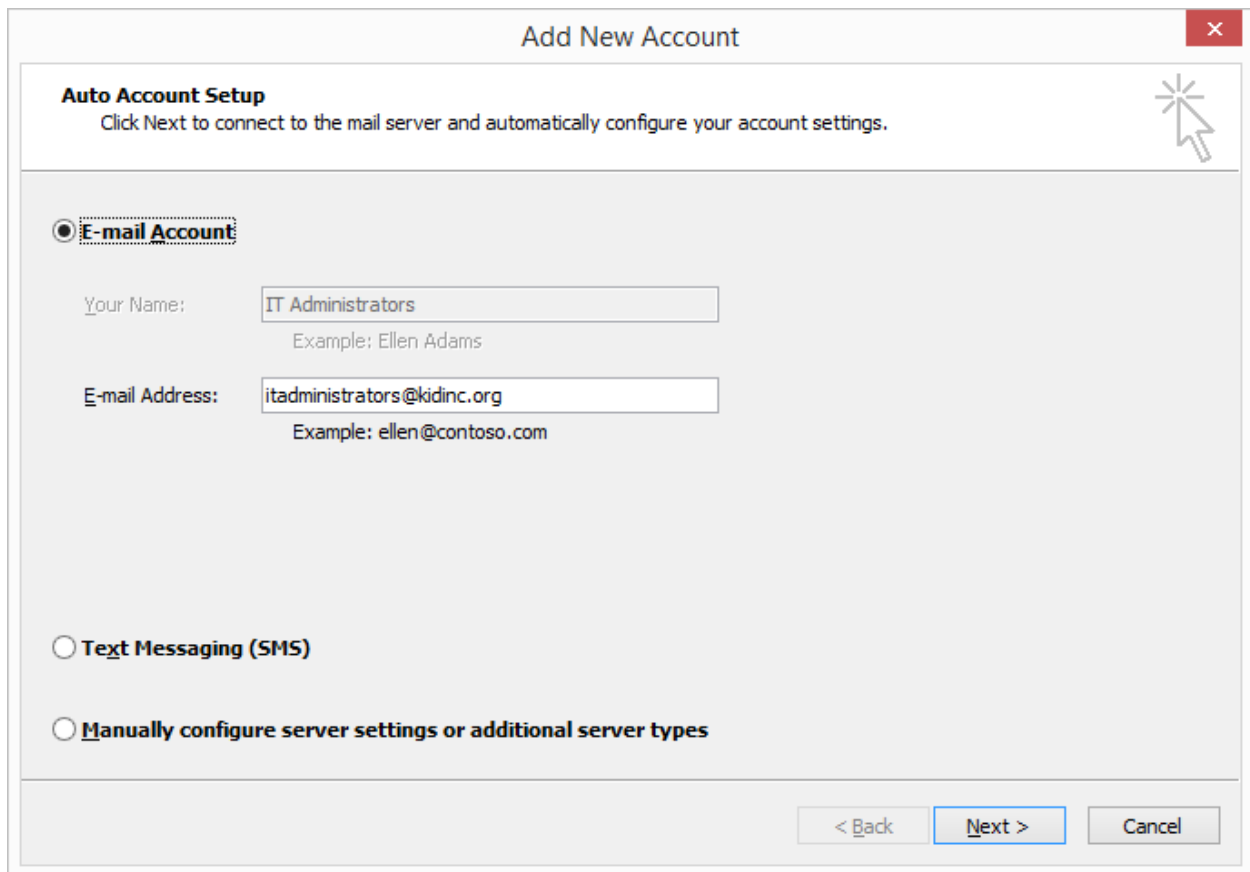
If you get a window like this, create a new profile, call it Outlook





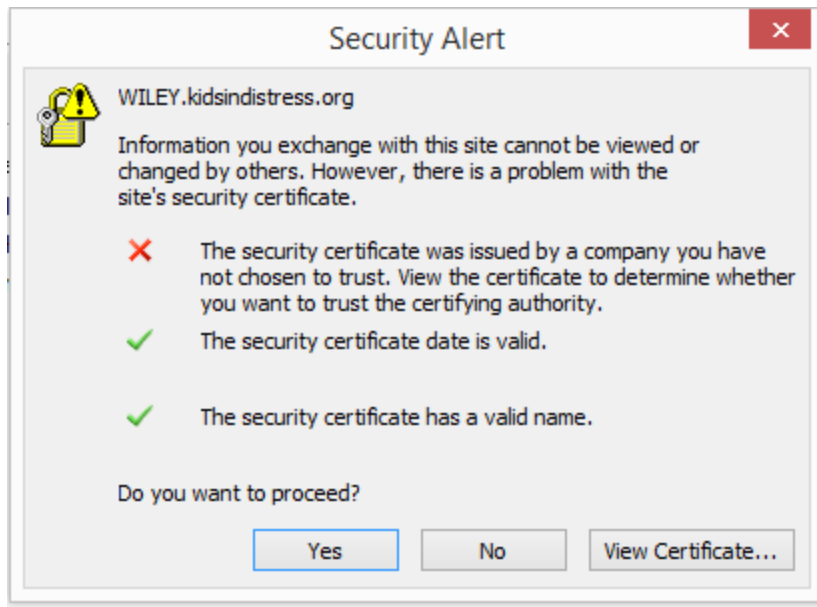
Click OK

After a few seconds your computer should display



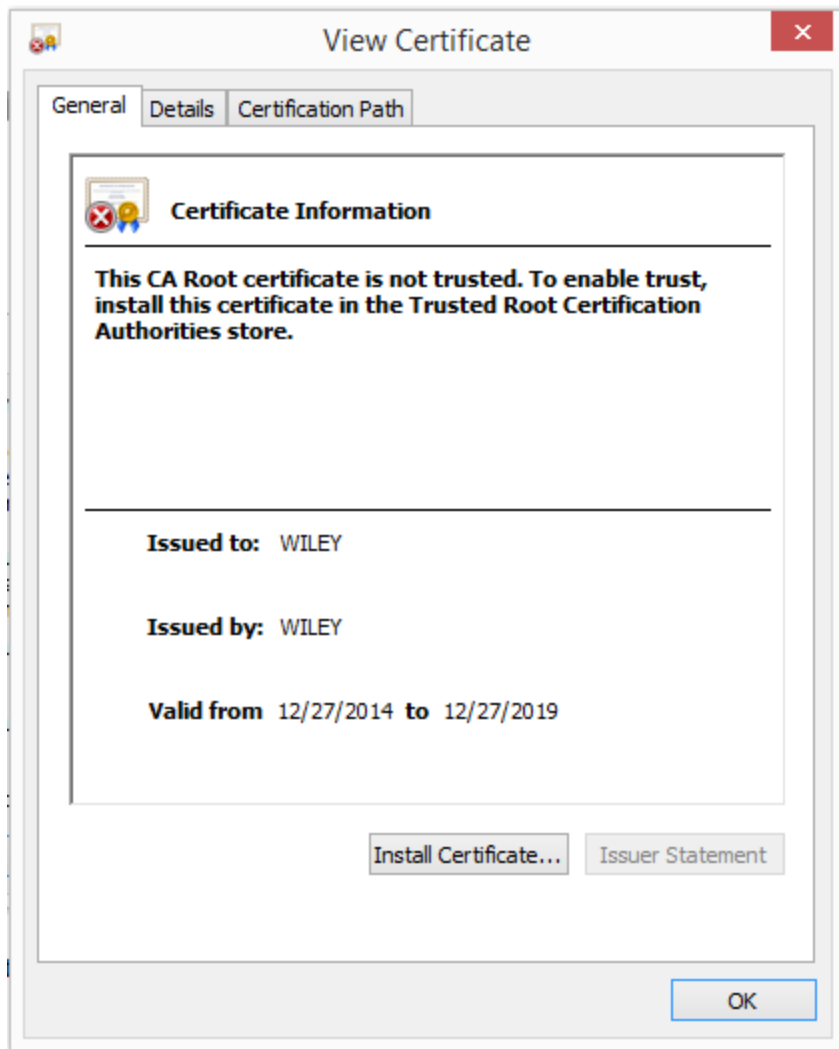
Showing YOUR e-mail address, click next

A window will open up with this



Click on View Certificate

Now you should see this



Click on Install Certificate

← Certificate Import Wizard

Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

Store Location

Current User

Local Machine

To continue, click Next.

Select LOCAL MACHINE and click NEXT

Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

Store Location

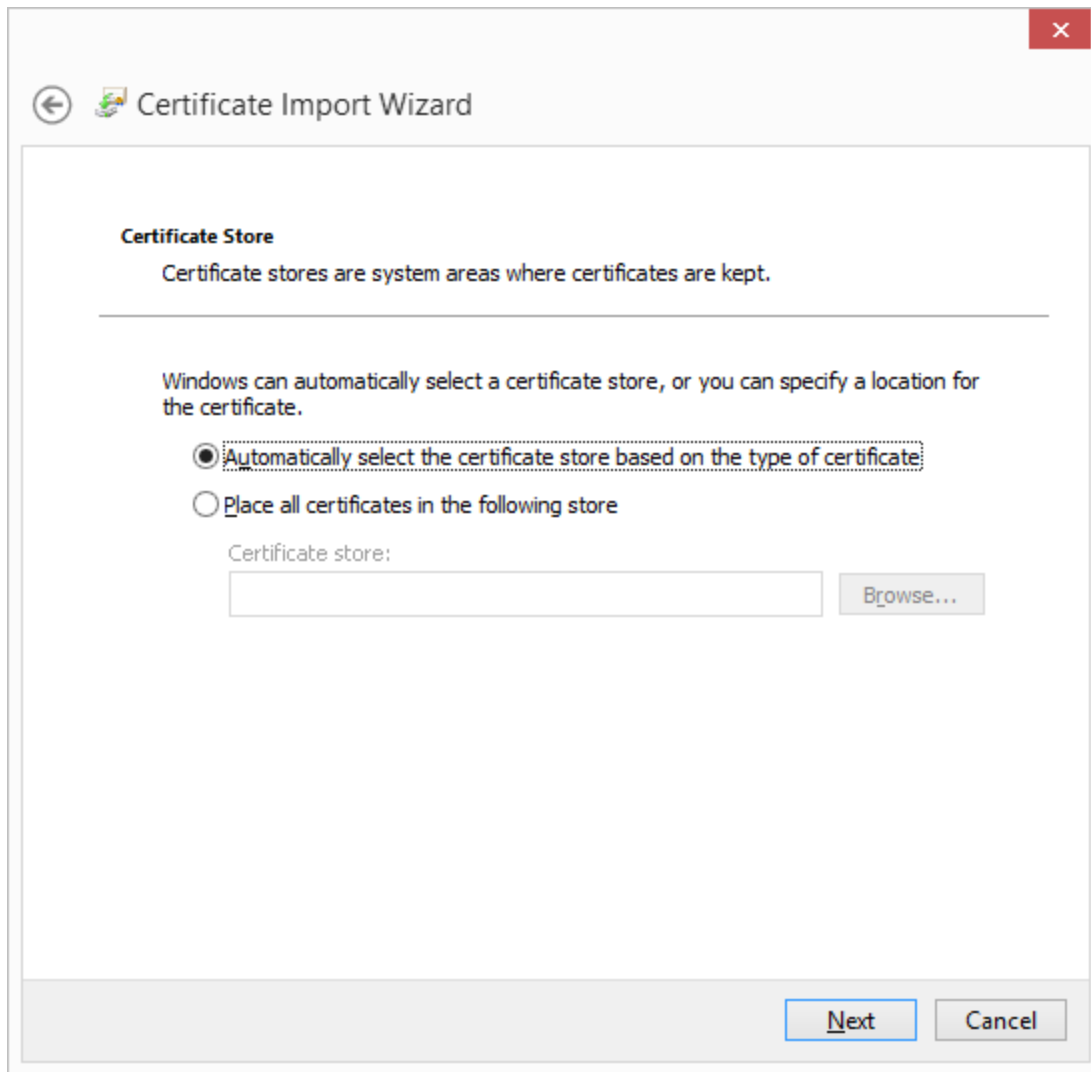
- Current User
- Local Machine

To continue, click Next.

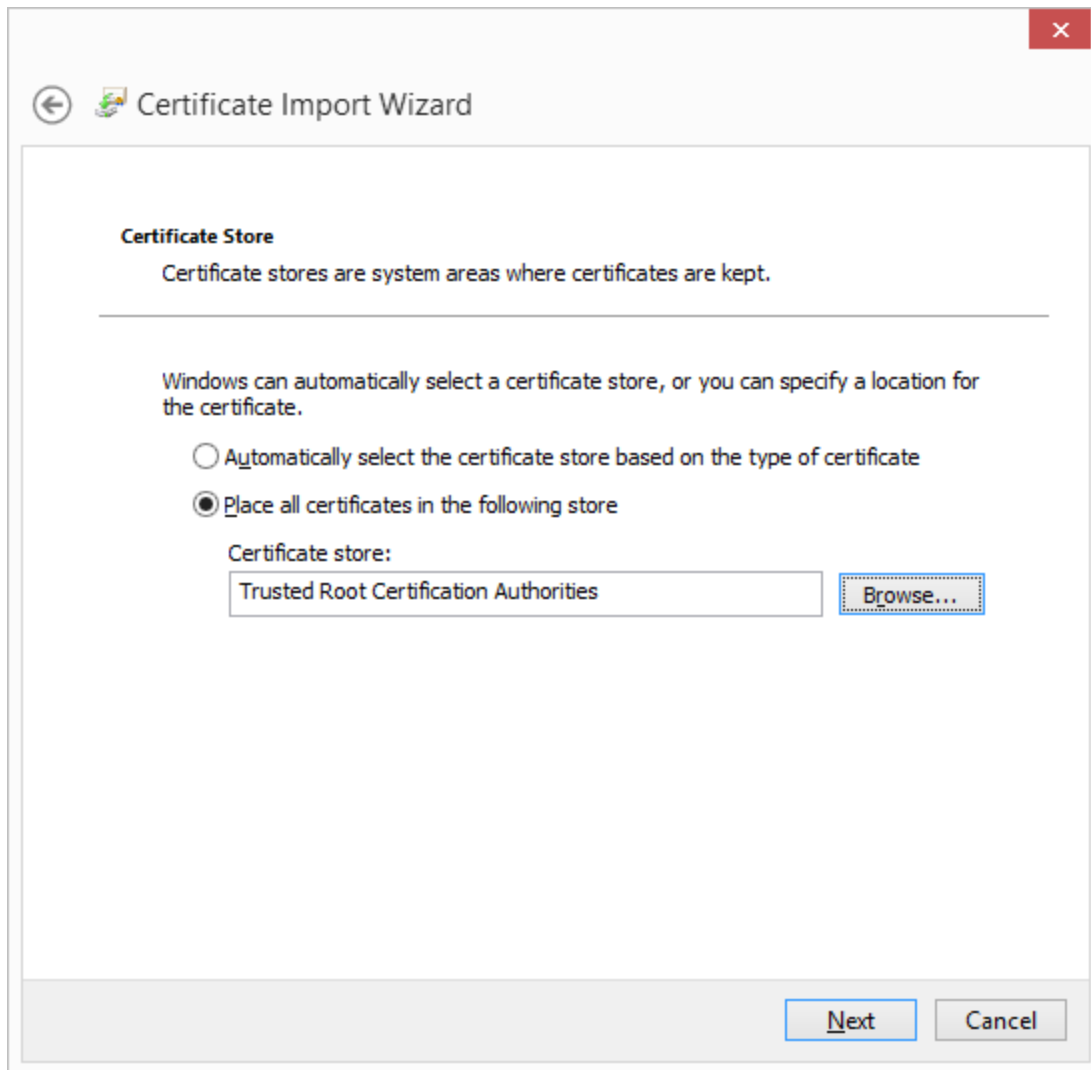
 Next

Cancel

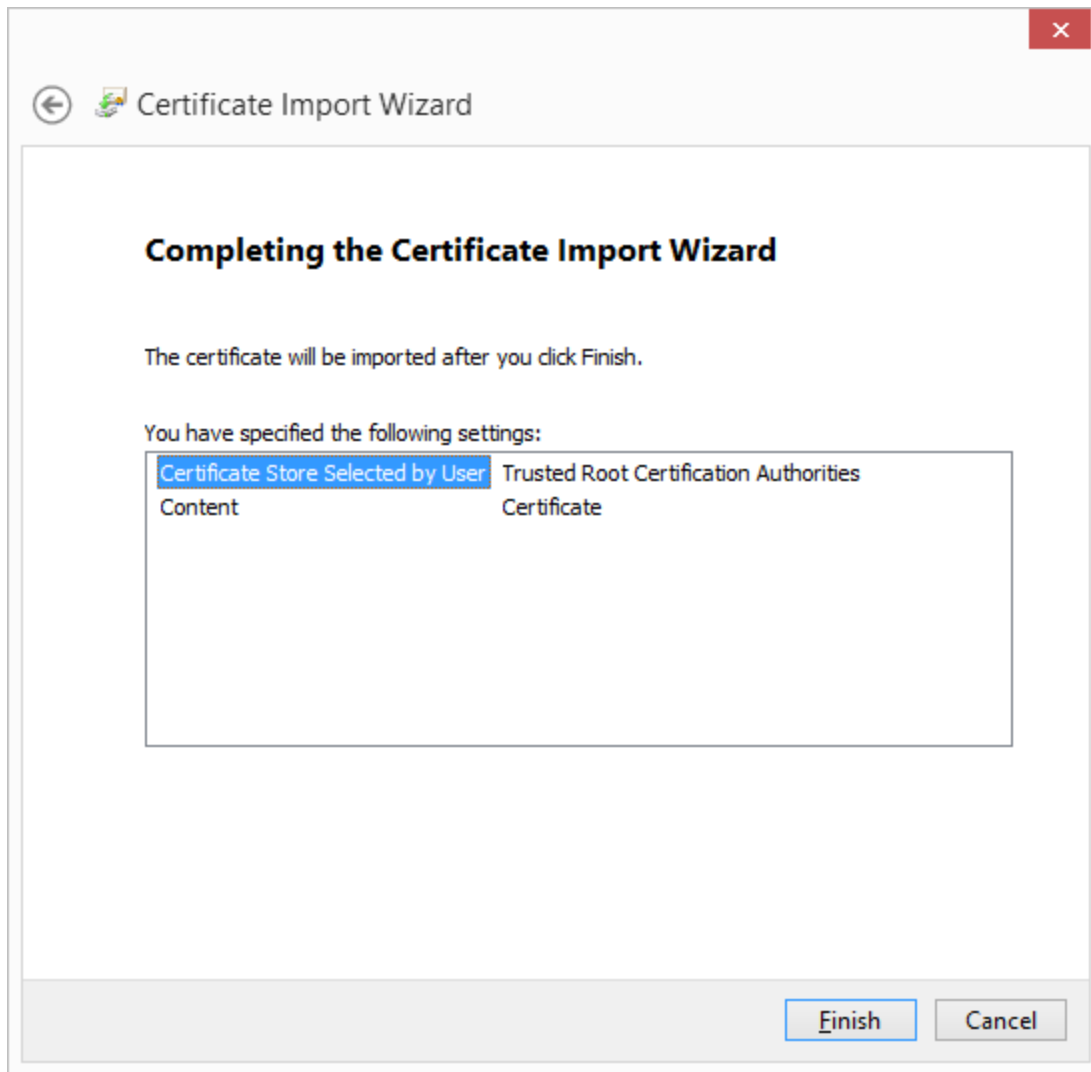
You should now see this



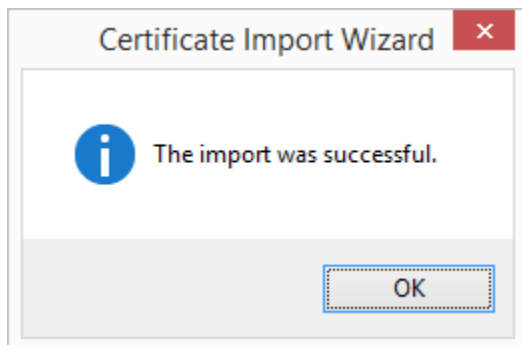
Select Place all certificates in the following store and browse to Trusted Root Certification Authorities



Click NEXT

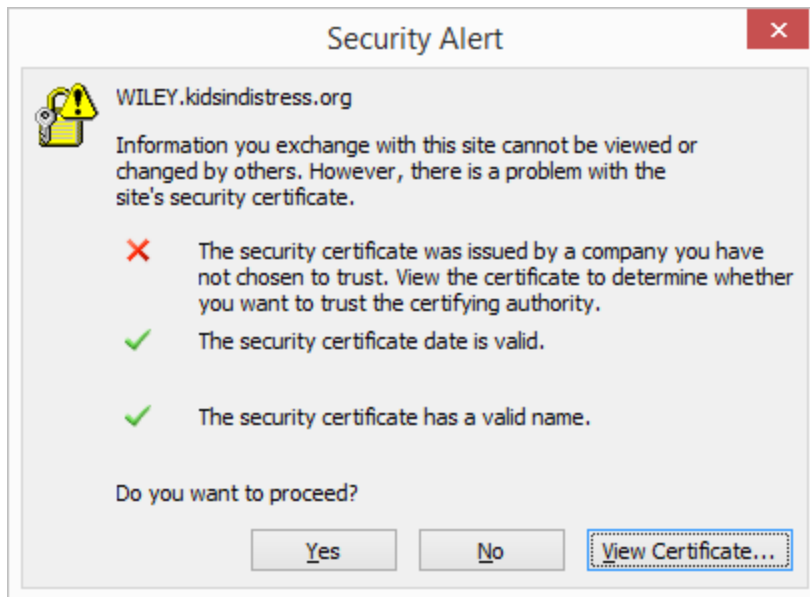


Click FINISH



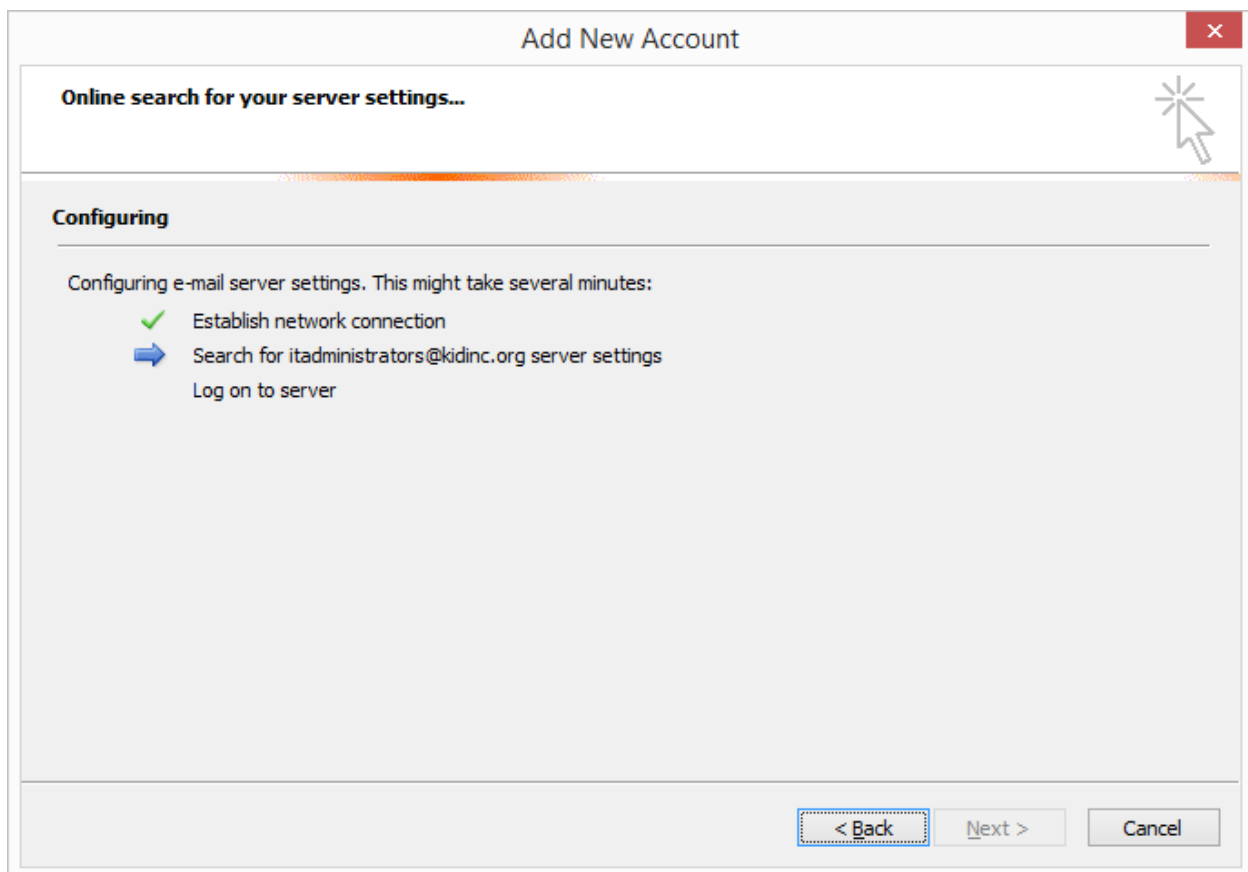
Now Click OK in all windows

Once you get back to this one

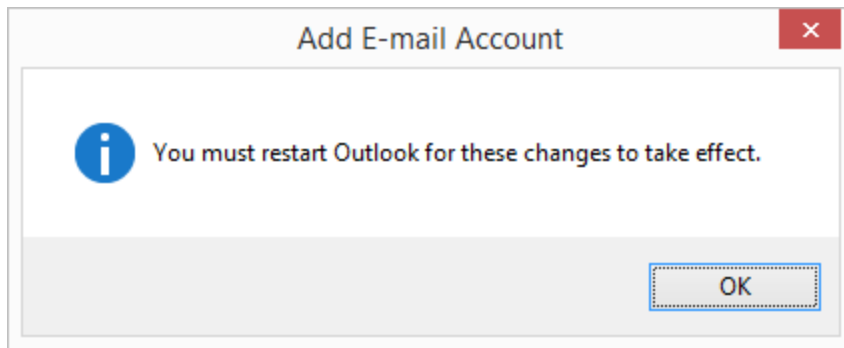


Click YES

Your outlook will spend a few secs or a minute likw this

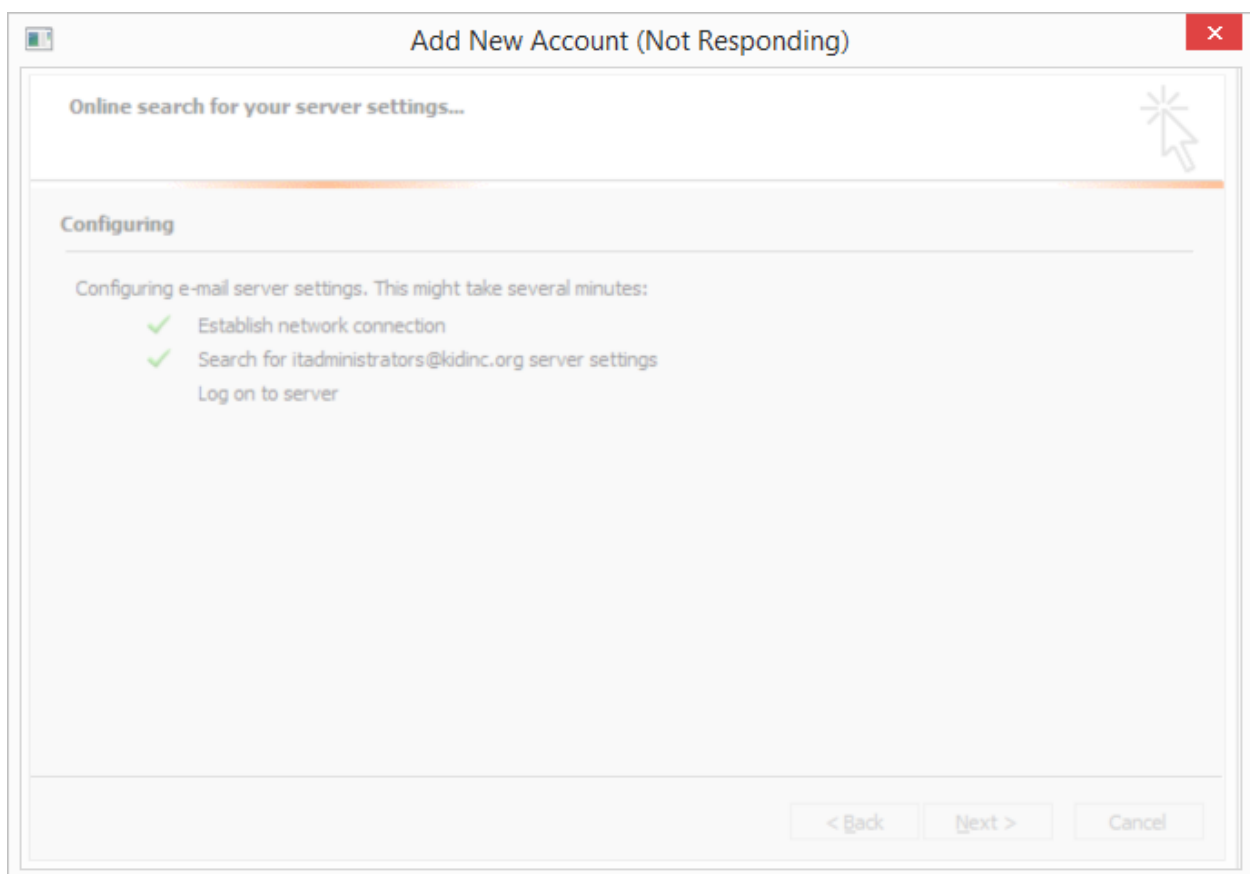


You may also get this



Click OK

A few more seconds



You are ALL set; if you experience any problem or you are NOT comfortable with this procedure please access your e-mail via Outlook Web App until IT staff can get to you

Instructions on how to access Outlook Web Apps have been posted in the kiss page

<http://kiss.kidsindistress.org>

