1. Launch Outlook 2010

2. Select Next on the first screen.

3. Select Manually configure server settings or additional server types and then select Next.
4. Select **Internet E-mail** and then select **Next**

5. Copy the following settings, but replace *jstudent* with your credentials and then select **More Settings**
6. Select the **Outgoing Server** tab and make sure the following match the picture.

7. Next select the **Advanced** tab and make sure your settings match the picture and then click **OK**.
8. On the next screen, select **Next**. Outlook should test account settings and they should come back ok. Once this has completed select **Close**. The following screen should ask you to finish. Go ahead and select **finish**. You should now be able to access your e-mail through Outlook.