
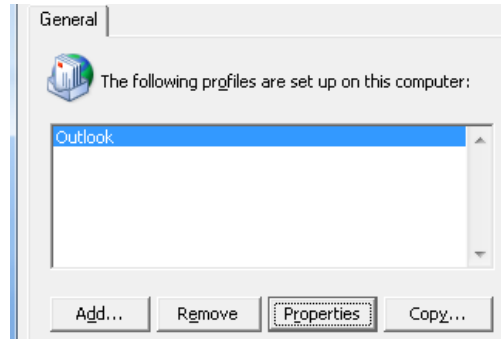


Instructions for setting up Outlook 2007 at home:

System Requirements: Microsoft Outlook 2007

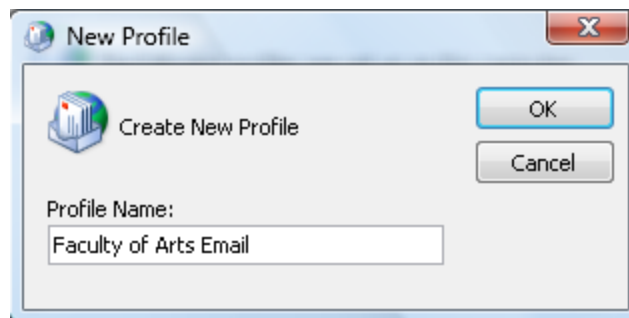
1. To get started, let's double click on Mail  in the **Control Panel**. Then hit **Show Profiles** to see what you have Outlook presently being used for. You will see a list similar to the following – if you use it for another email address it will likely look different. If you don't use Outlook as your main email client then your list will likely be empty.



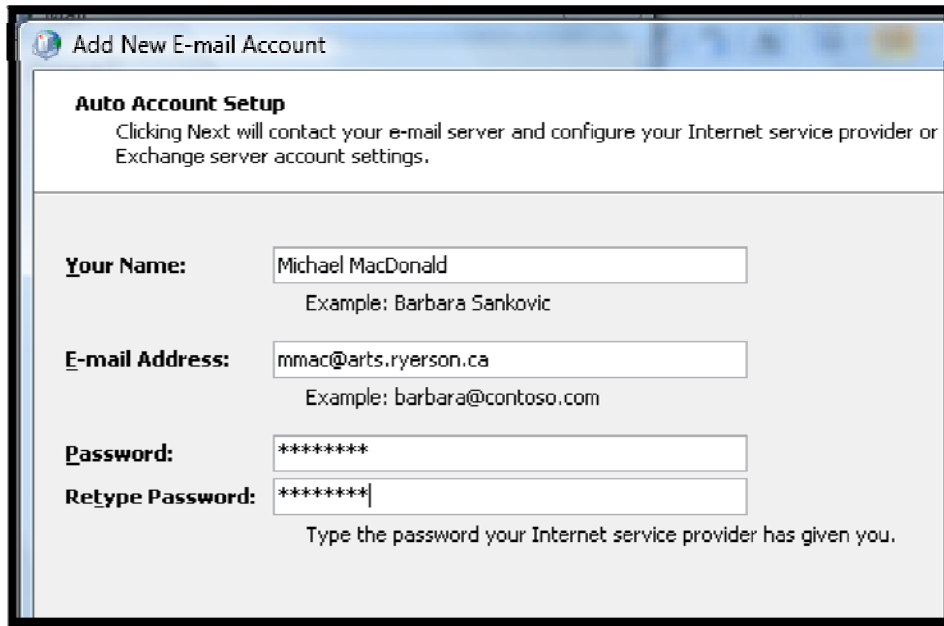
If you have Outlook setup for something and would like to keep it working for that other email address then we'll have to make Outlook prompt us for a profile to be used otherwise just leave it at "Always use this profile". See below:



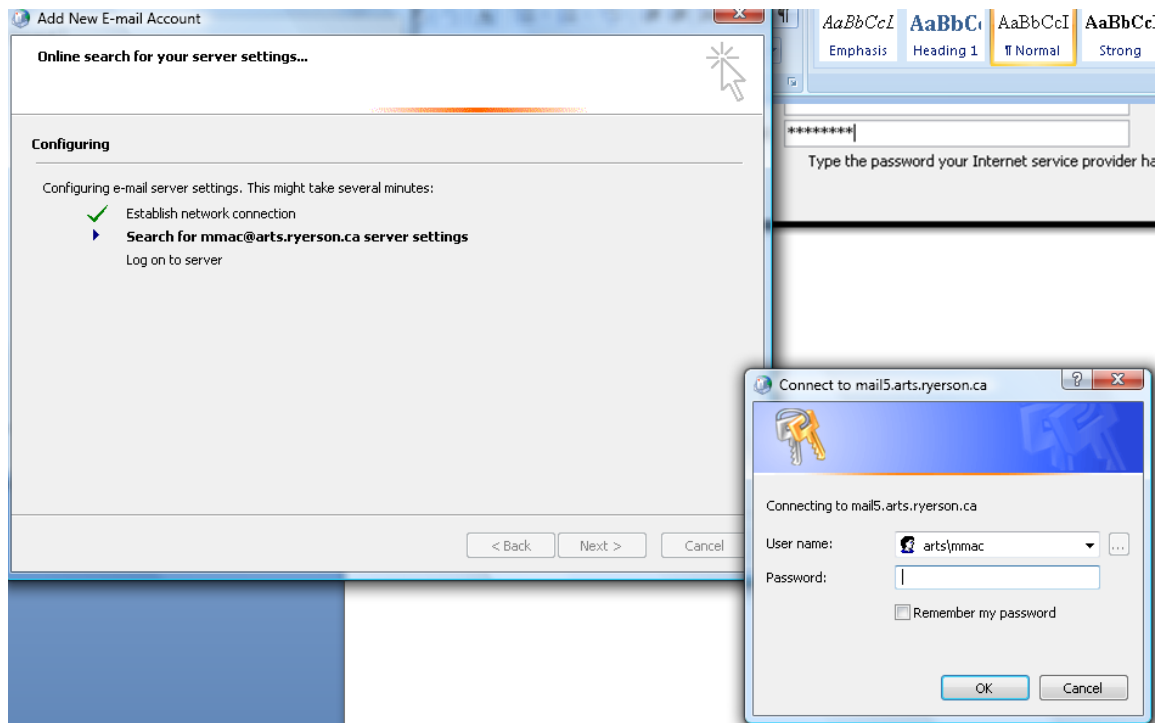
2. Click **Add**, to add our Faculty of Arts email to your Outlook. It will ask you what to name the Profile – use whatever you like as below is just a suggestion:



3. The rest is very extremely easy as the program will prompt you to input your first and last name, your email address and your password. **Note:** You *must* specify your **ARTS email address** here and not your own department's subdomain (ie. @english.ryerson.ca | @politics.ryerson.ca | @crim.ryerson.ca, etc). Your arts username will be the same as your departmental address prefix; for example mmac@politics.ryerson.ca would be mmac@arts.ryerson.ca.



4. Once you've typed in the relevant information you may be prompted for the password again. You can enter the credentials in two formats – either ARTS*yourUsername*> or *yourUsername*@arts.ryerson.ca



5. That's it! Just hit Finish

