

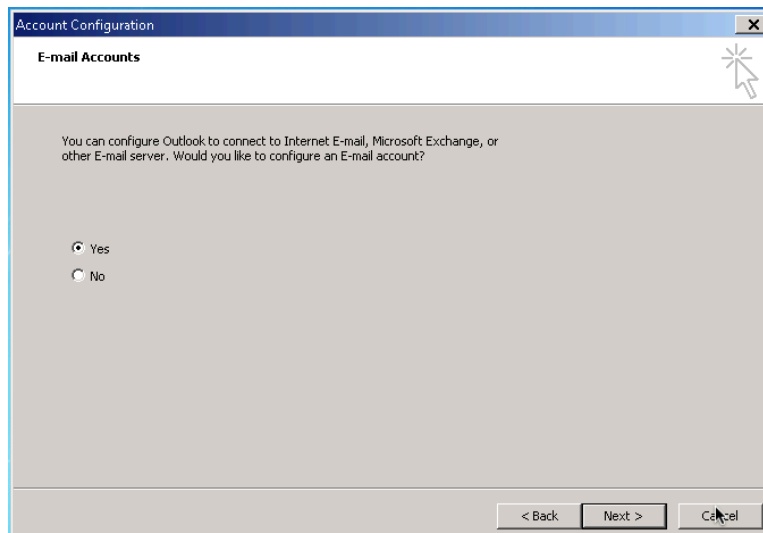
HOW TO: Setup your Outlook 2010 profile

From time to time, you may need to re-setup your Outlook profile because your current profile has become corrupted. It is very easy to do this by following the 4 steps below.

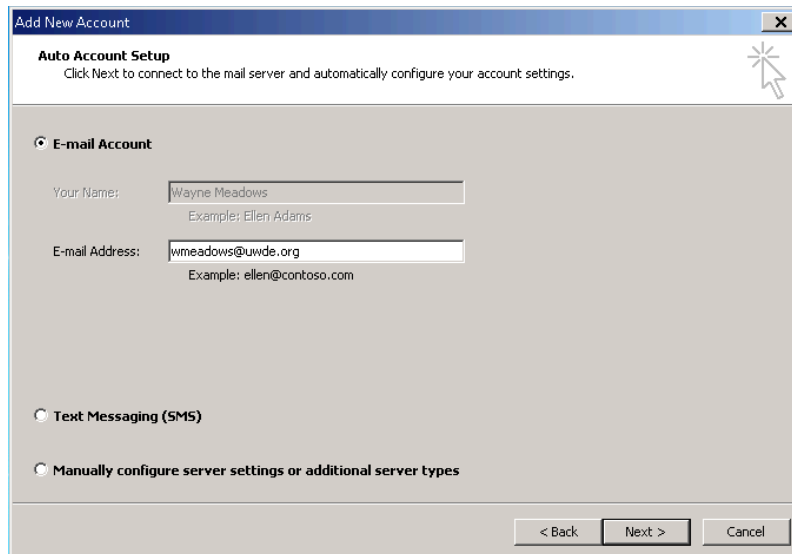
Step 1: Click the NEXT button



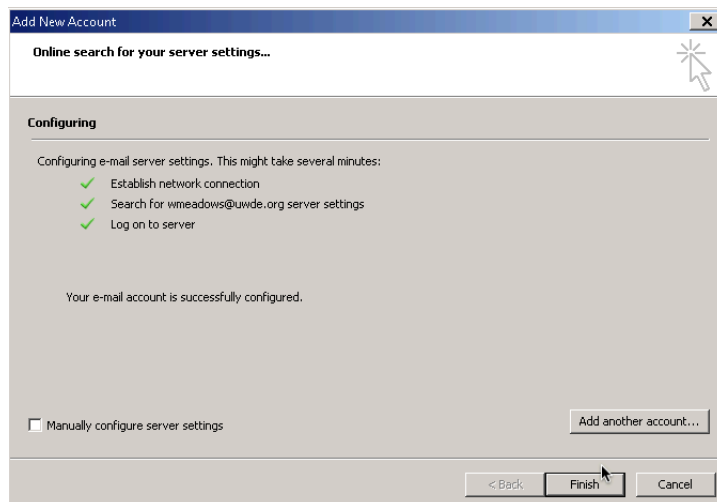
Step 2: Select the YES radio button and click the NEXT button



Step 3: Your email address should auto populate, click the NEXT button

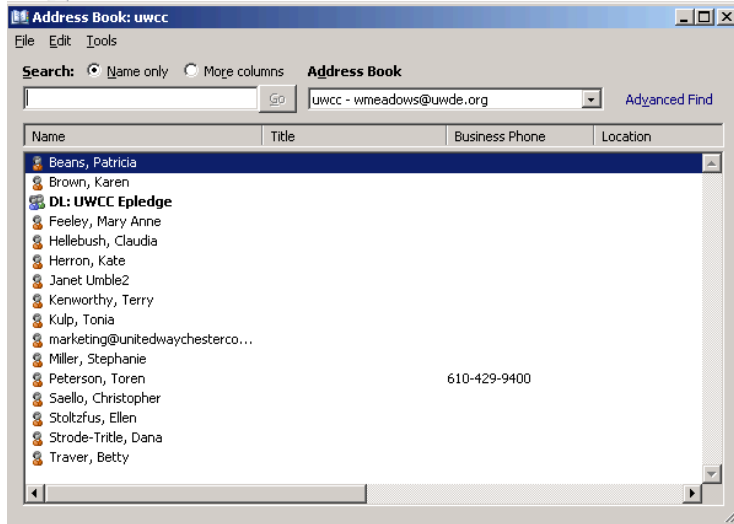


Step 4: Click the FINISH button

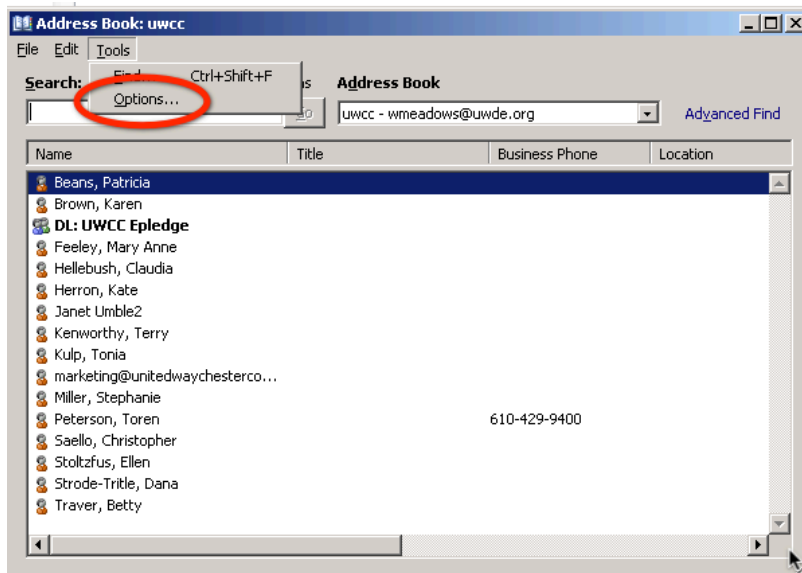


To add your Outlook Address Book follow these steps:

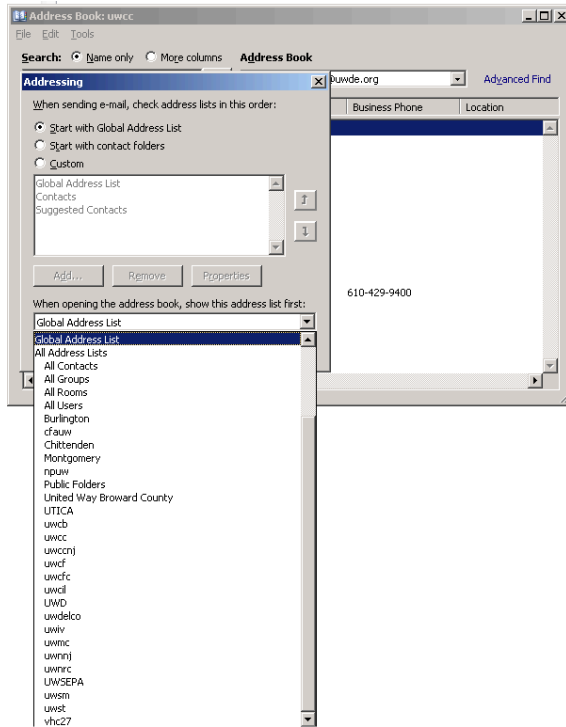
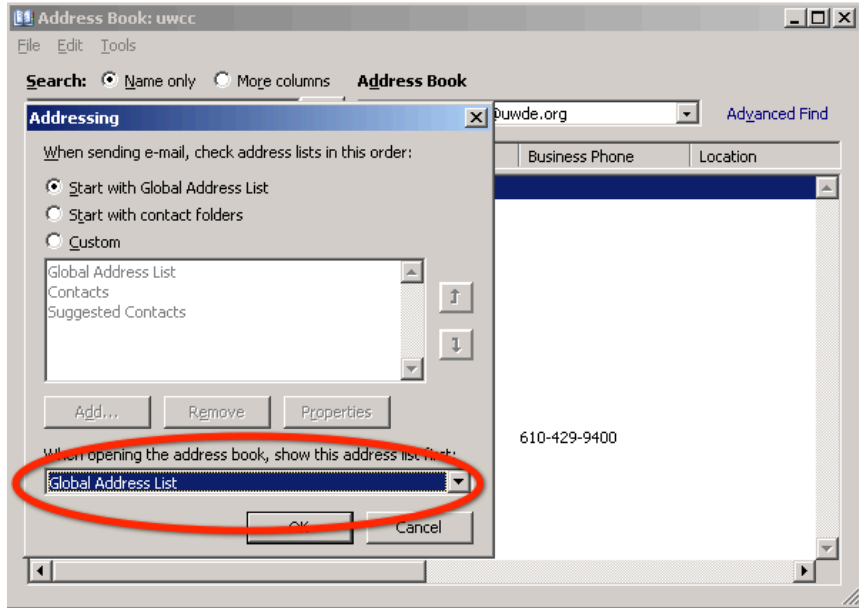
Step 1: Click the CTRL – SHIFT – B keys at the same time to open your address book (see below)



Step 2: Click in the TOOLS | OPTION menu item (RED below)



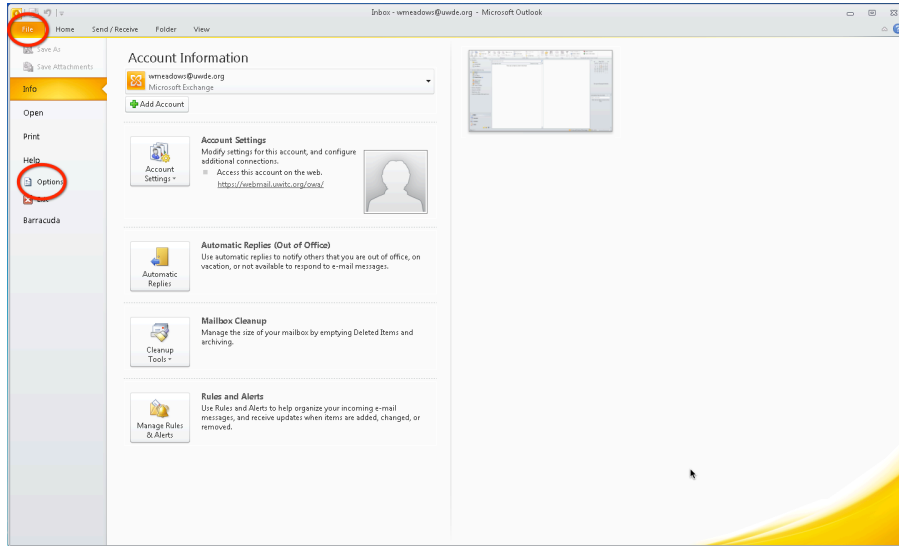
Step 3: Use the drop down list to select your UW (RED below)



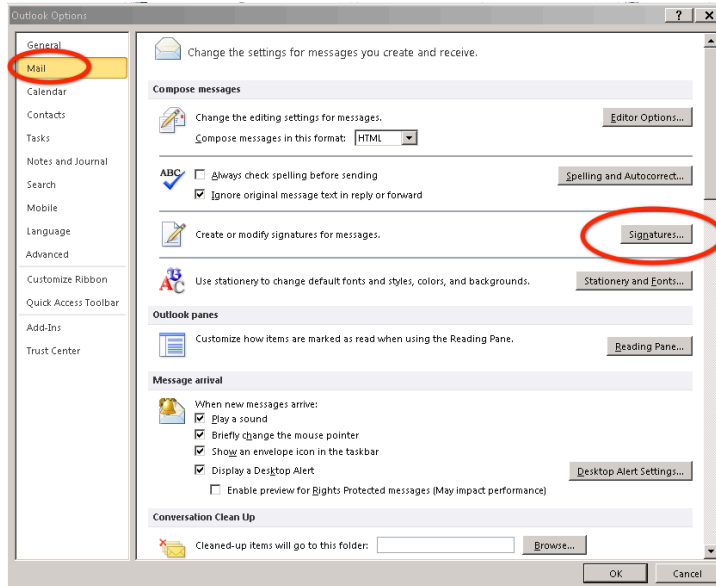
Step 4: Click the OK Button

To add your Outlook signature follow these steps:

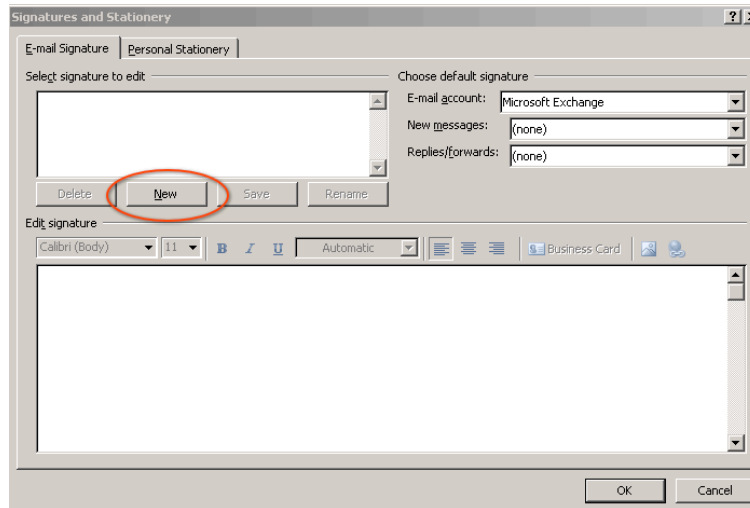
Step 1: Click FILE on the Outlook Ribbon and OPTIONS in the left menu (see red below)



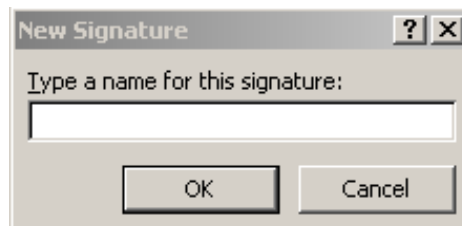
Step 2: Click the MAIL link on the left menu and click the SIGNATURES button (RED below)



Step 3: Click the NEW button (RED below)



Step 4: Give your signature a name and click the OK button



Step 5: Type in your signature in the lowest box and then select if you want the signature to be used for NEW MESSAGES or REPLIES (RED below). Then click the OK button.

