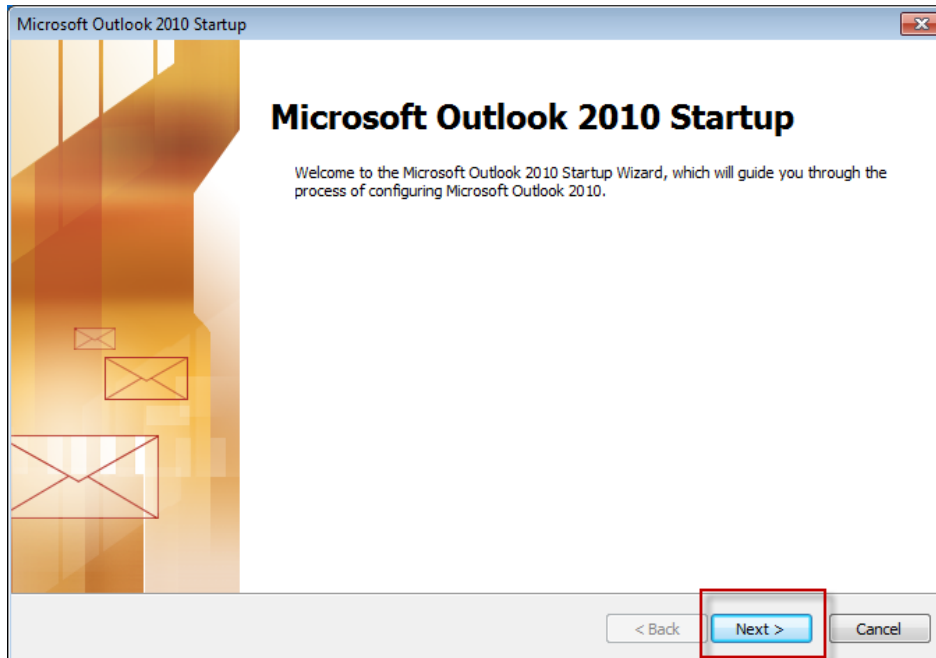


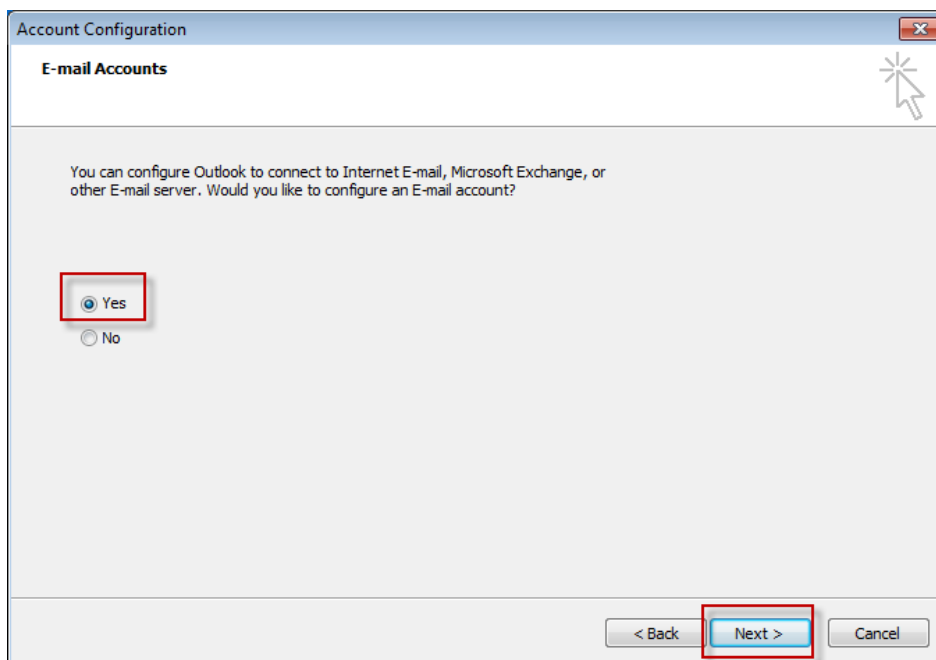


## Adding Exchange Mailbox off campus Outlook 2010

Click on Microsoft Outlook 2010 to launch application. Click next on the outlook Startup screen.



Select Yes to configure outlook and click next.





# THE JOHN MARSHALL LAW SCHOOL

Enter your name, full email address and JMLS password.

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

When prompted enter your JMLS password for verification.

**Windows Security**

**Microsoft Outlook**  
Connecting to galbarr@jmls.edu

galbarr@jmls.edu  
  
 Remember my credentials

Use another account

OK   Cancel



You should receive a notification that you have successfully setup your mailbox. Click **Finish**.

