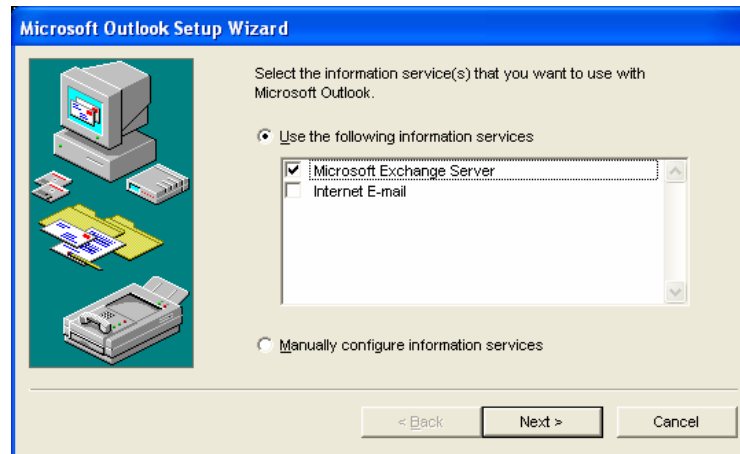


# SETTING UP OUTLOOK

- First you must logon to the computer/network with your PVUSD login and password. Then start MS Outlook. The Outlook icon looks like this.



- If you get a window asking the type of E-mail Service Options that you want, click to select the “Corporate or Workgroup” version. Then in the following window click to select “Microsoft Exchange Server” and then click “Next.”



- Type the name “pv-exchange” in the box for the exchange server’s name and then click “Next.”



- Click next on the following window that asks if you travel with the computer. Then click the “Finish” button on the final setup window. Your “inbox” should now be visible. From now on you should be able to access this e-mail account by simply starting outlook, as long as you logged onto the network with your PVUSD login and password.