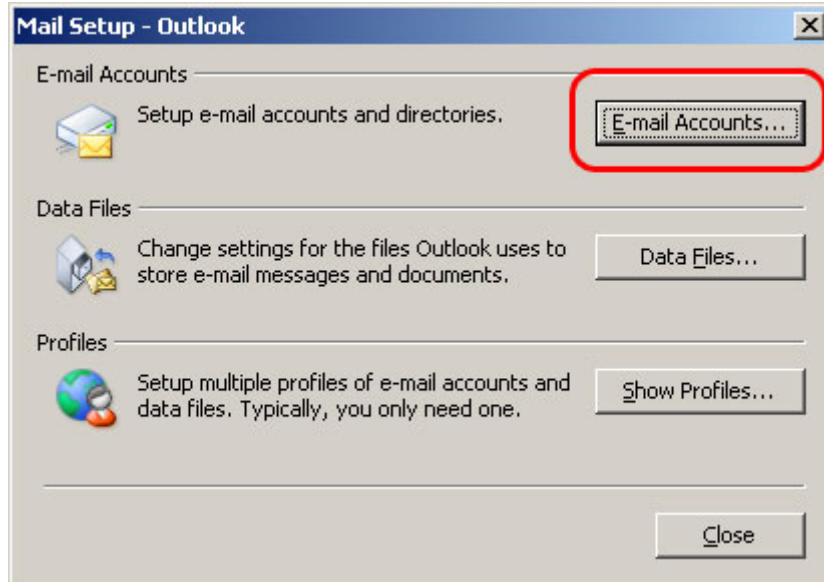
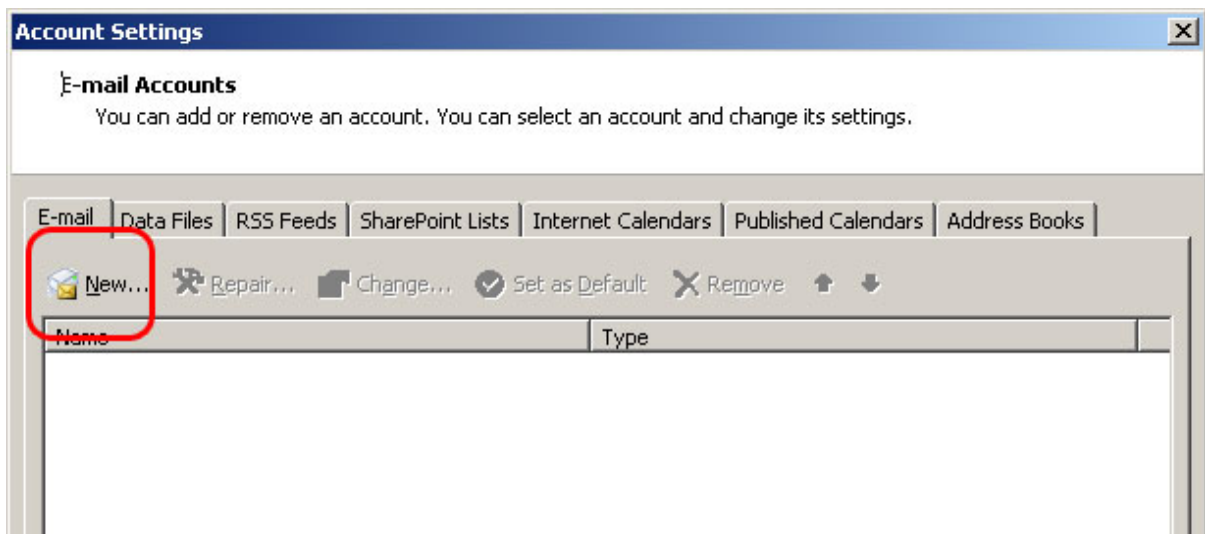


Primary Email Outlook 2007 Installation Guide

Step 1: Open Control Panel and Click E-mail Accounts



Step 2: Click New



Step 3: Enter your name, email address and password. Your email address is usually either:

- firstname.surname@schoolname.ngfl.ac.uk or
- firstname.surname@school.town.sch.uk

Step 4: Click Next and the Primary Email server will automatically search for your details.

If you do not know your Email Address, please contact your Primary Email administrator. A full list of usernames is emailed and posted to school when you sign up. Your name is taken from the school SIMS/CMIS (management information system).

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: John Smith
Example: Barbara Sankovic

E-mail Address: John.Smith@schoolname.ngfl.ac.uk
Example: barbara@contoso.com

Password: *****

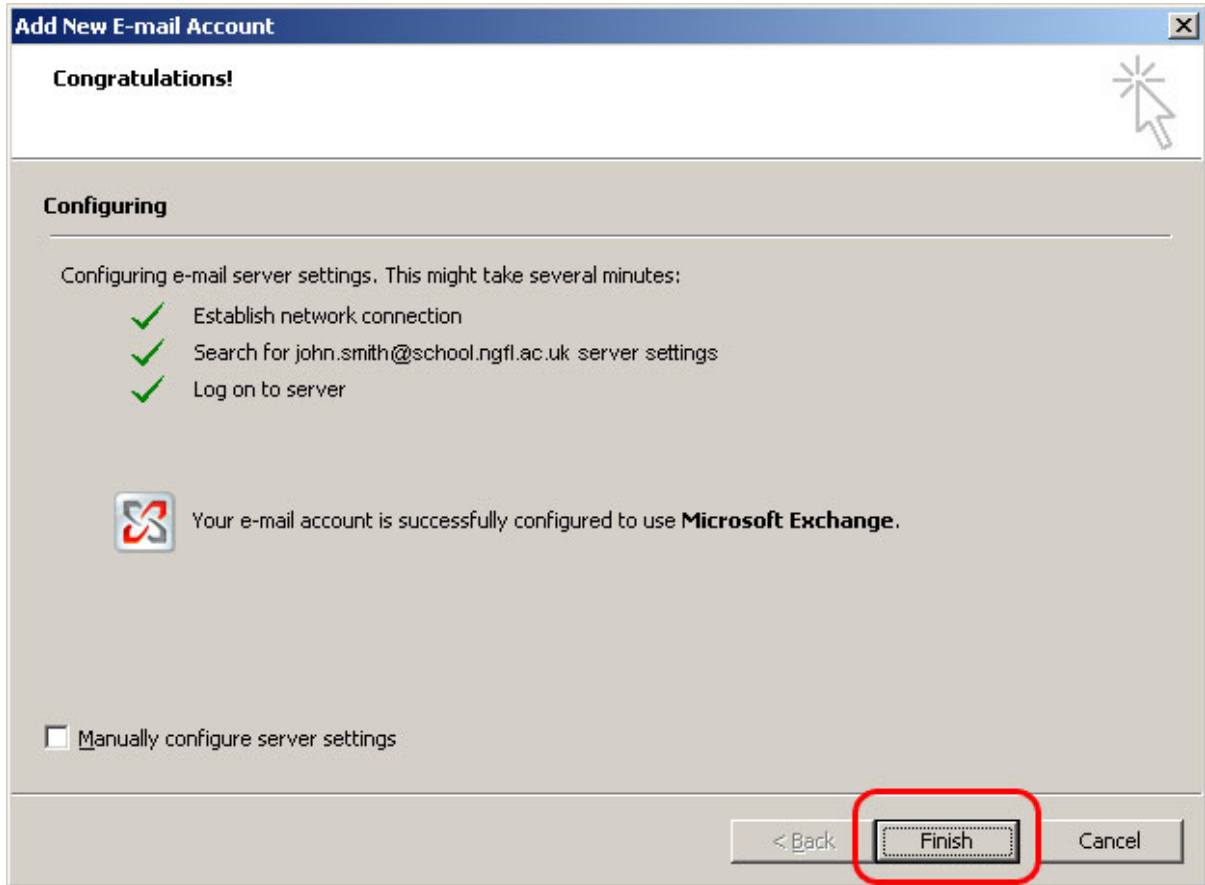
Retype Password: *****
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Step 5: Click Finish

If you do not see the screen below, your email details or password may be incorrect or your Internet Service Provider may be filtering your Internet Connection.



Step 6: Open Outlook 2007 and wait for your emails to load.

