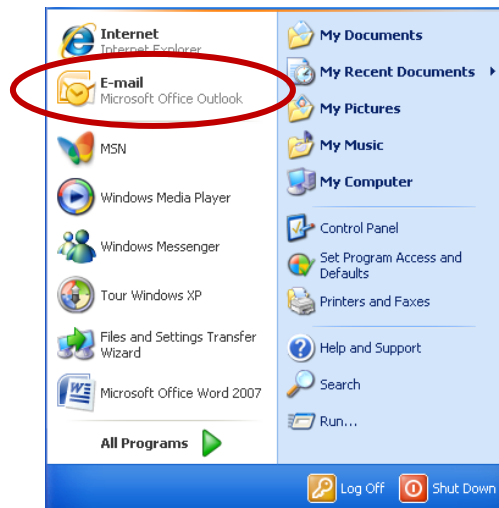


How to Configure Outlook 2007 with Auto Discovery

This document provides instructions for configuring Microsoft Outlook 2007 on your office computer using Auto Discovery. If you do not have Outlook 2007 installed on your computer, please call the helpdesk at 215.9511860.

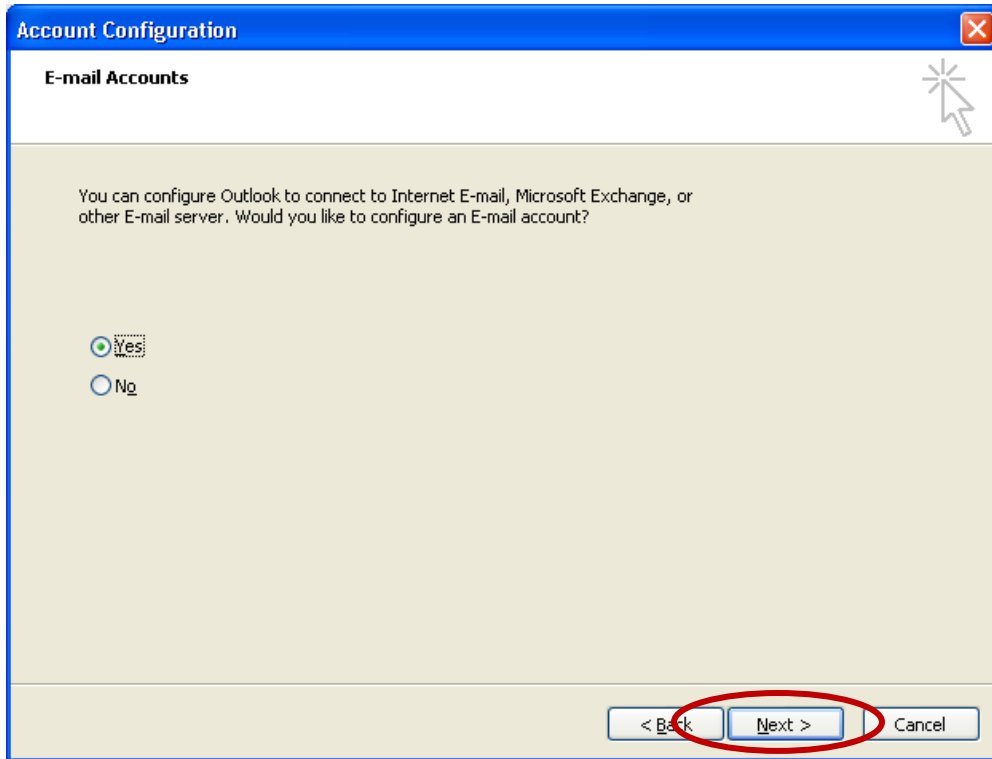
Step 1 – Click on the **Microsoft Office Outlook Icon** (You can also find the icon in All Programs → Microsoft Office)



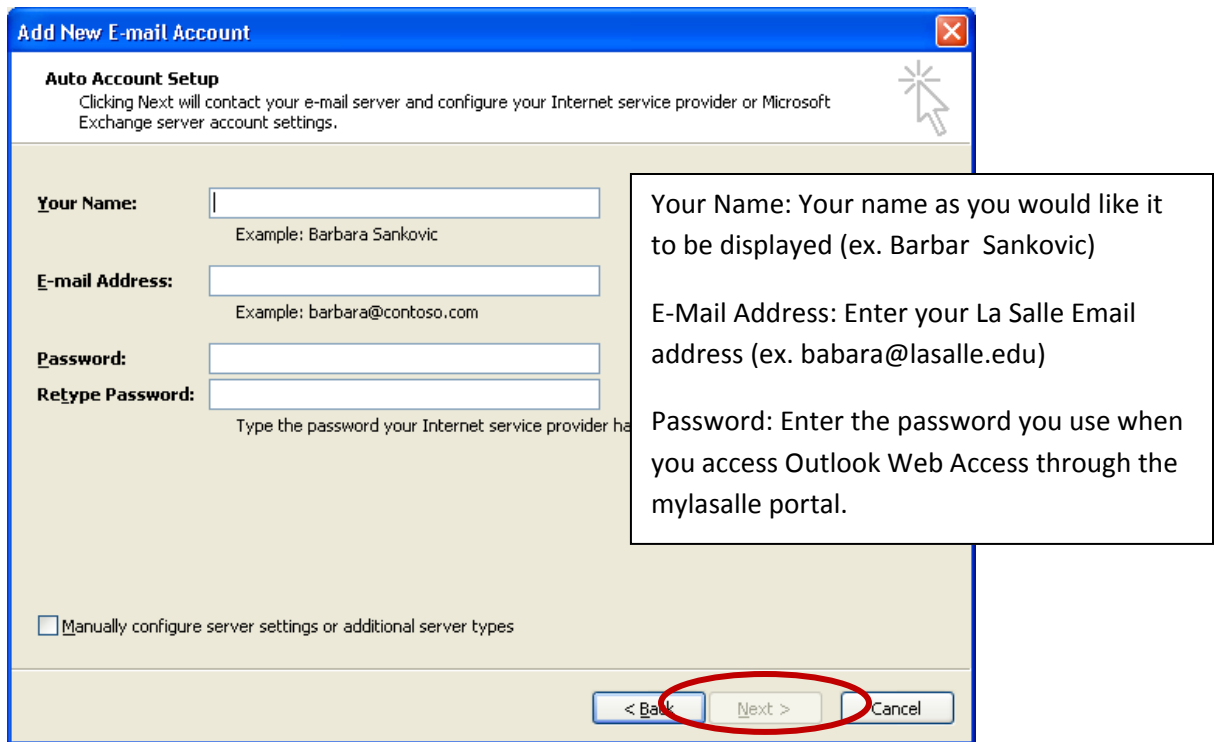
Step 2 – On the initial setup Outlook will run an opening tutorial. Click **Next** to begin.



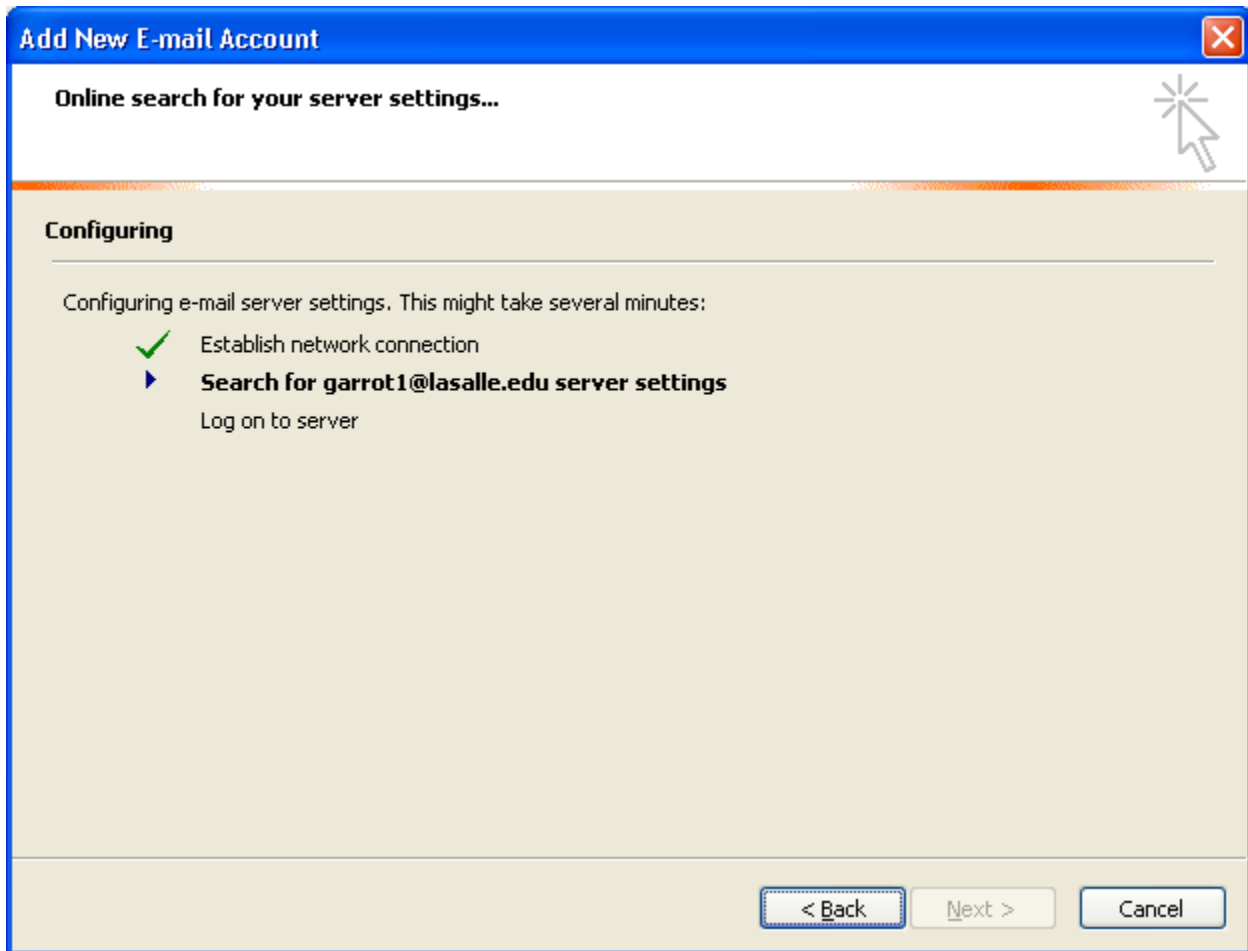
Step 3 – Yes should be check and **Click Next**.



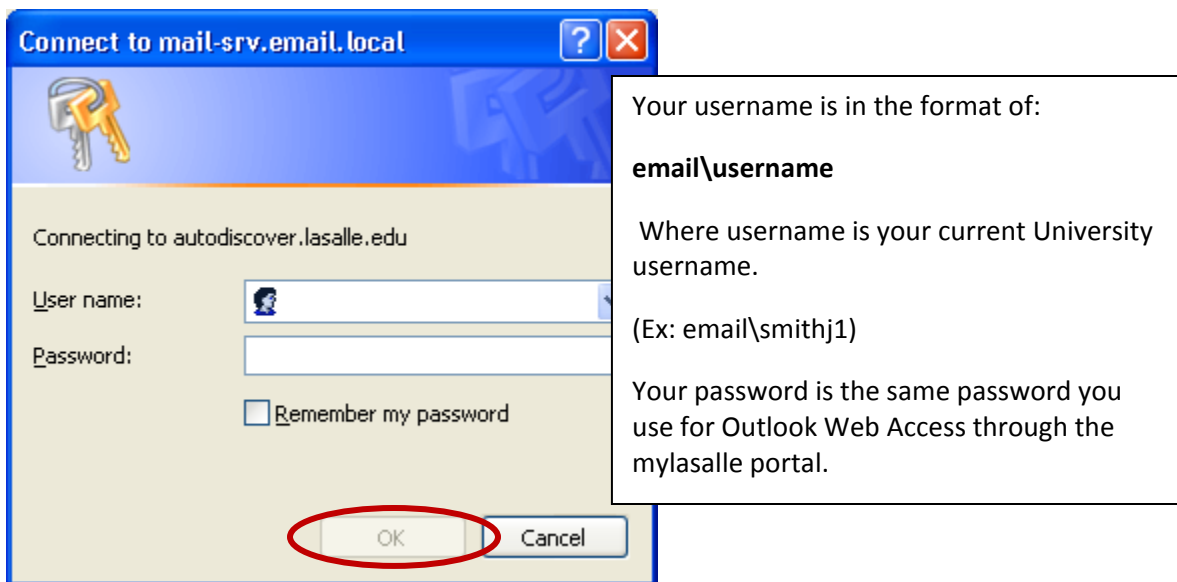
Step 4 – Enter your **Name, Email Address** and your **Password**. **Click Next**.



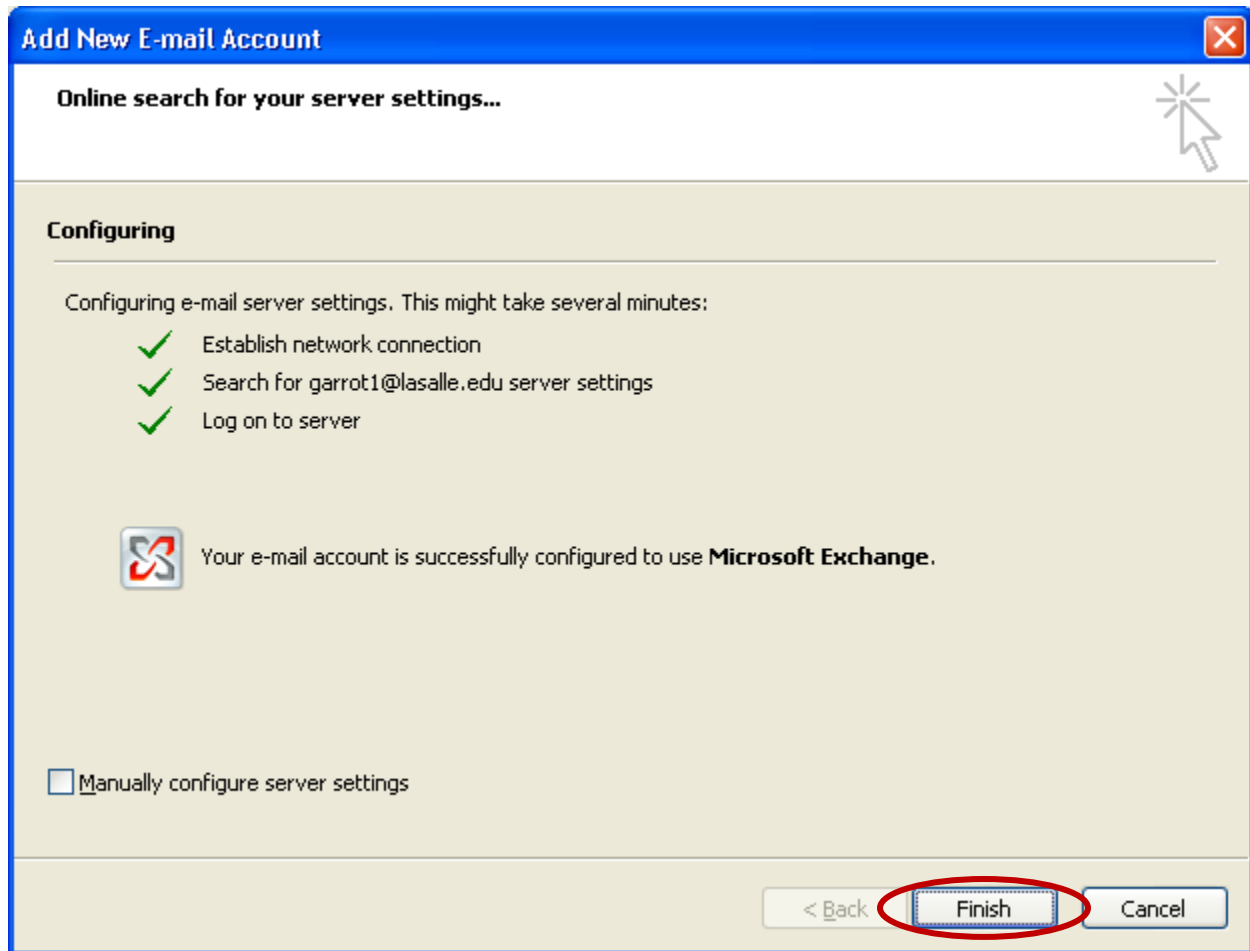
Step 5 – The following step may take several minutes. Please be patient.



Step 6 – Enter your **Username** followed by your **Password**.



Step 7 – Click **Finish**.



Note: Please be patient as the first time you open your Email, it may take several minutes while your account is configured.

If you encounter any problems during the setup please contact the Help Desk at 215 951-1860.

You have now completed the configuration of Outlook 2007