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Setting up Email on Outlook 2007

1. Click the **Start** button in the bottom left hand corner of Windows.

2. Click **Control Panel.**
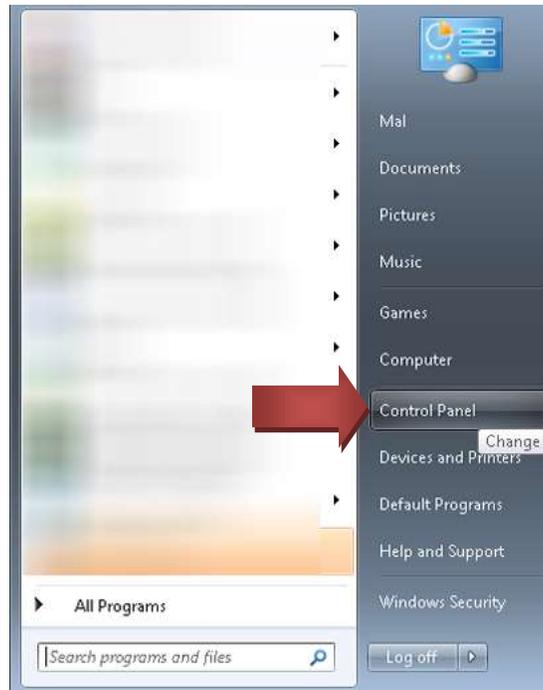
3. Click **Category** in the top right corner and choose **Small icons** from the drop down list.
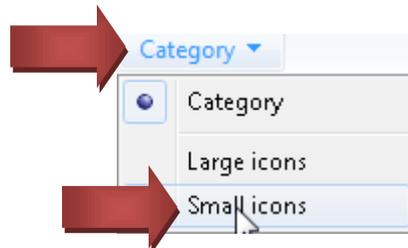
4. Click on the **Mail (32-bit).**

5. Click on **Email Accounts.**
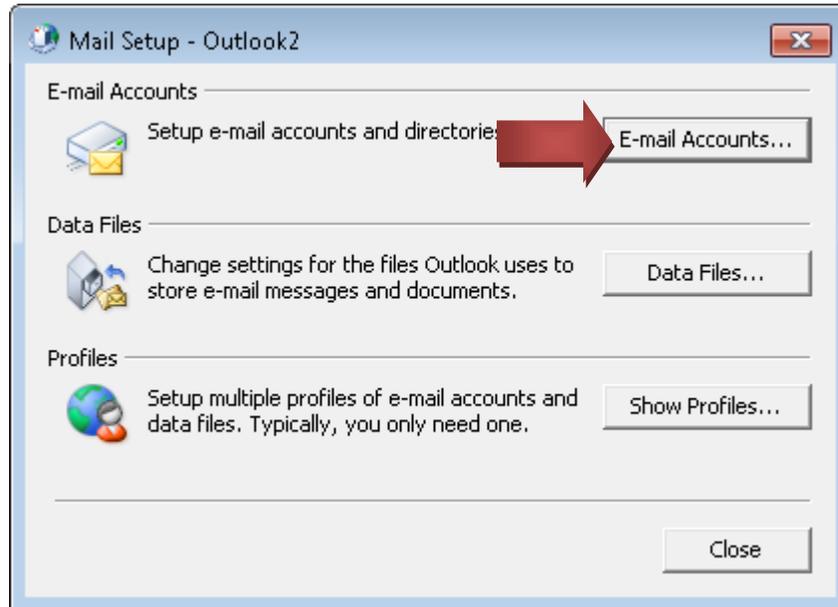
6. Click on **New.**
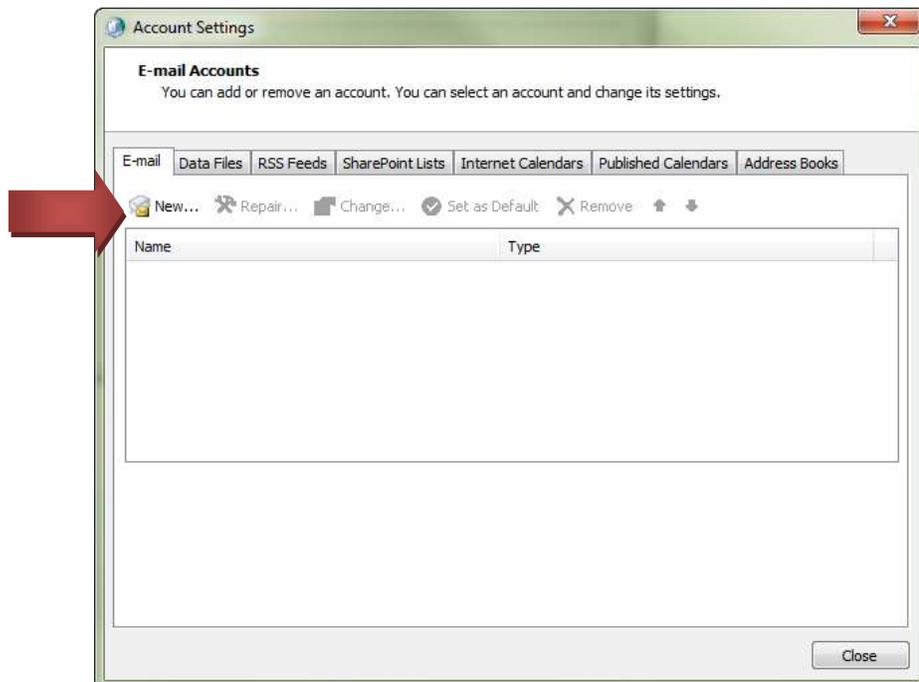
7. Fill in the information and click **Next.**
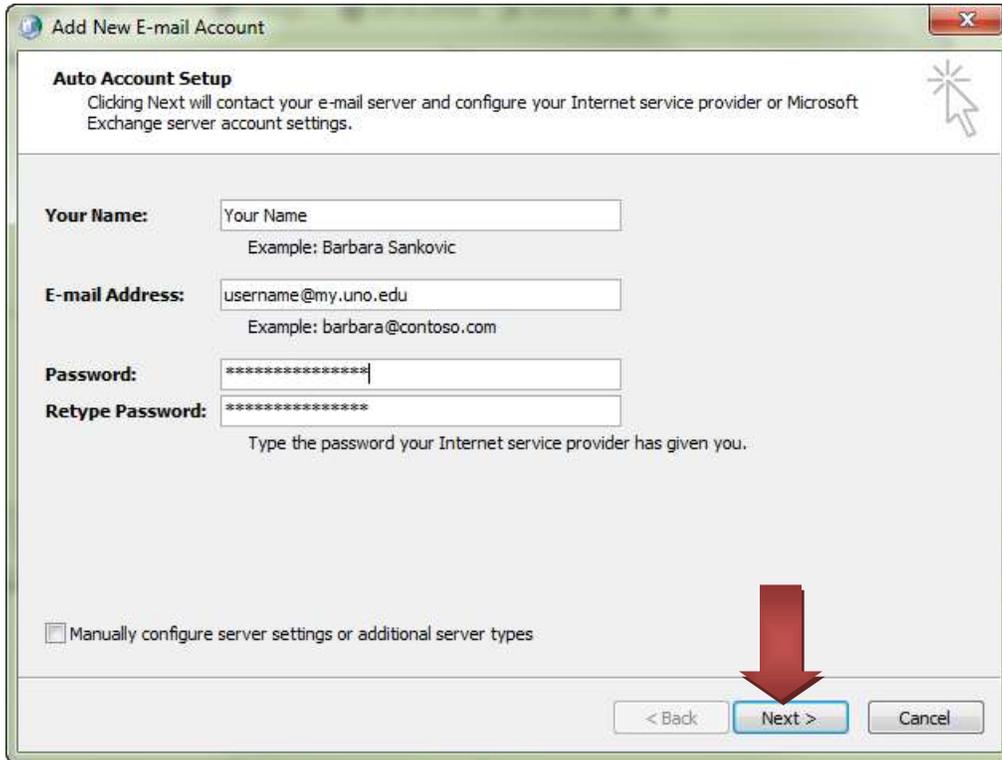
8. You will be prompted for your password twice. Change the username to
username@uno.edu.

8. Click **Finish**. Congratulations! You have now successfully set up your UNO email account.
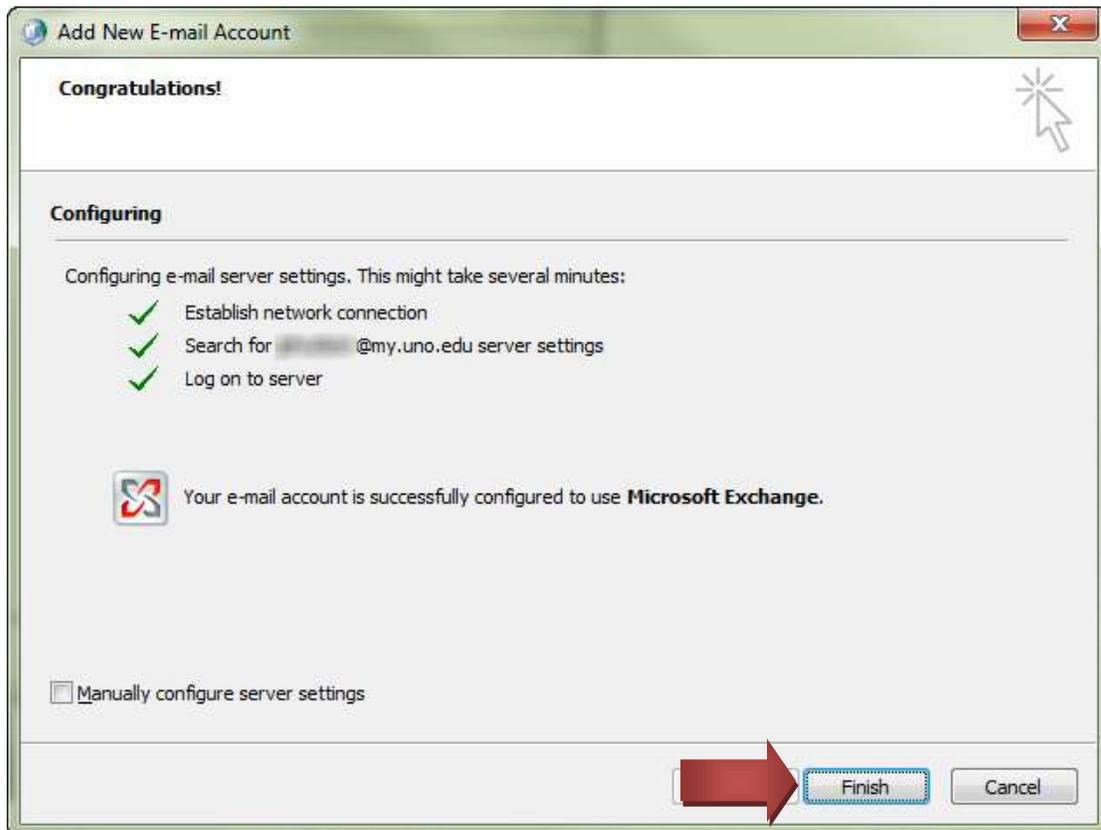
If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.