

Re-configuring Outlook Client on your Desktop and Phone.

Here are the steps you can take to re-establish your email. Also Below are the instructions do also follow for your phone.

- Go to control panel, click on the Mail Icon
 - A Mail Setup window should come up
 - Click on the Show Profiles... button
 - Click on the Remove button, a window will come up that says Careful, if you remove... Click on the Yes button
 - Click on the OK button, and close all windows.
 - Now double click on your Outlook icon
 - A New Profile window will open, type in your first letter of your first name followed by your last name (vparker) and click on the OK button
 - Once you do that an Add Account window should come up with your email address already entered into the Email address field. Click the next button.
 - You ***may*** get a window asking you to login, type your password and click OK
 - You ***may*** get a window saying something like it cannot connect to the server, if so, click the Retry button.
 - Once you click on that it will run for a bit doing some automatic configuration.
 - An Add E-mail Account window will come up telling you that you must restart Outlook for these changes to take effect, click the OK button
 - Then click the finish button
 - Your email should start working. On the original install I had set some items under the view tab to make it look a certain way. Listed below are the settings I had made.
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- Click the view tab, then on the Ribbon click on Reading Pane, when that drops open the drop down menu, select Off, on the Ribbon click on To-Do Bar, and select Off, Click on People Pane, and select off.

If any of this does not work or you would rather I come and set up your email, you can text me at 270.403.1222

*****Updated information.**

If during the setup, you get the message that you cannot log onto the server you will need to do the following steps.

- make sure there are not profiles by following the first 4 steps above.
- go to control panel
- choose Credential Manager
- remove everything that has MS.Outlook, and MicrosoftOffice, and MS. Exchange, and Microsoft. After those are all removed you can start again with step 6.

*****More updated information**

Your signature on your email is probably still there, but you will have to go into File-Options-Mail-Signature button-and set New Messages and Replies/Forwards to use the signature.

Instructions to re-configure email on your phone

If you have email on your phones you will **have to delete your existing account**.

iPhones – add a new account, select Exchange account and configure manually. Username is you full email address, password is the same as your email\computer login at school, domain is blank, and server name is m.outlook.com

Android if you use the outlook app, add new account, type in your full email address, it will ask you to logon, type in your email/computer login password at school.