



Setup manual: E-mail client Outlook 2010

Note: Outlook Email Client is the mandatory email client for use by the PSR

1. Install Office 2010 with Outlook.
2. Run Outlook:

Start > All programs > Microsoft Office > Microsoft Office Outlook 2010

3. The wizard will appear. If it doesn't, on the Outlook 2010 toolbar, click the **File** tab.

Then, just above the **Account Settings** button, click **Add Account**

Click on [Next] until we reach this window. Check the option: “Manually configure server settings or additional server types...” and click on [Next].

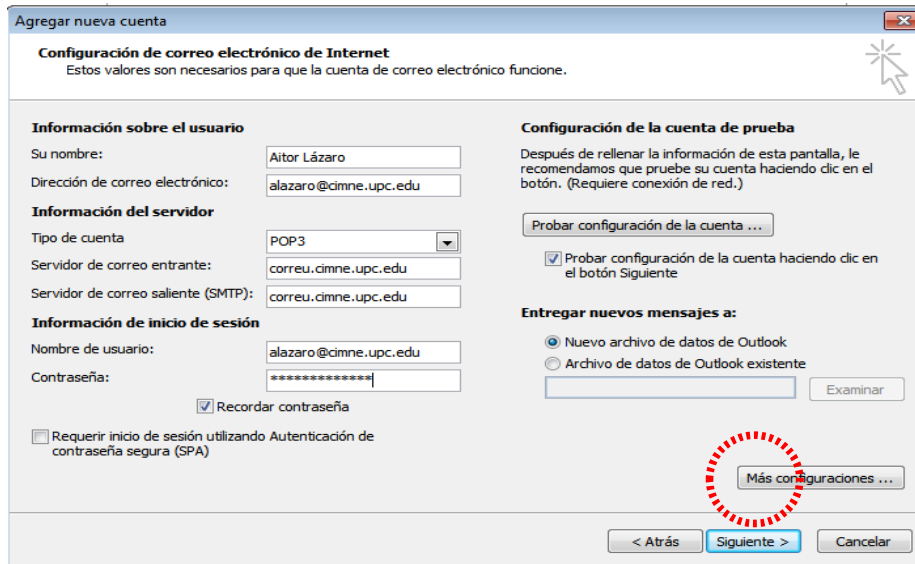
4. Click
[Next].

on “E-Mail
Account”, and

5. On the following window, fill the fields as shown below. On the example the user Aitor Lázaro with e-mail alazaro@cimne.upc.edu is setting up..
The password is your RMEE-CIMNE global password and you can change it surfing:



<https://registme.cimne.upc.edu>



Then click settings...]

6. Fill

that's

on "[More

exactly as shown below, and it!

