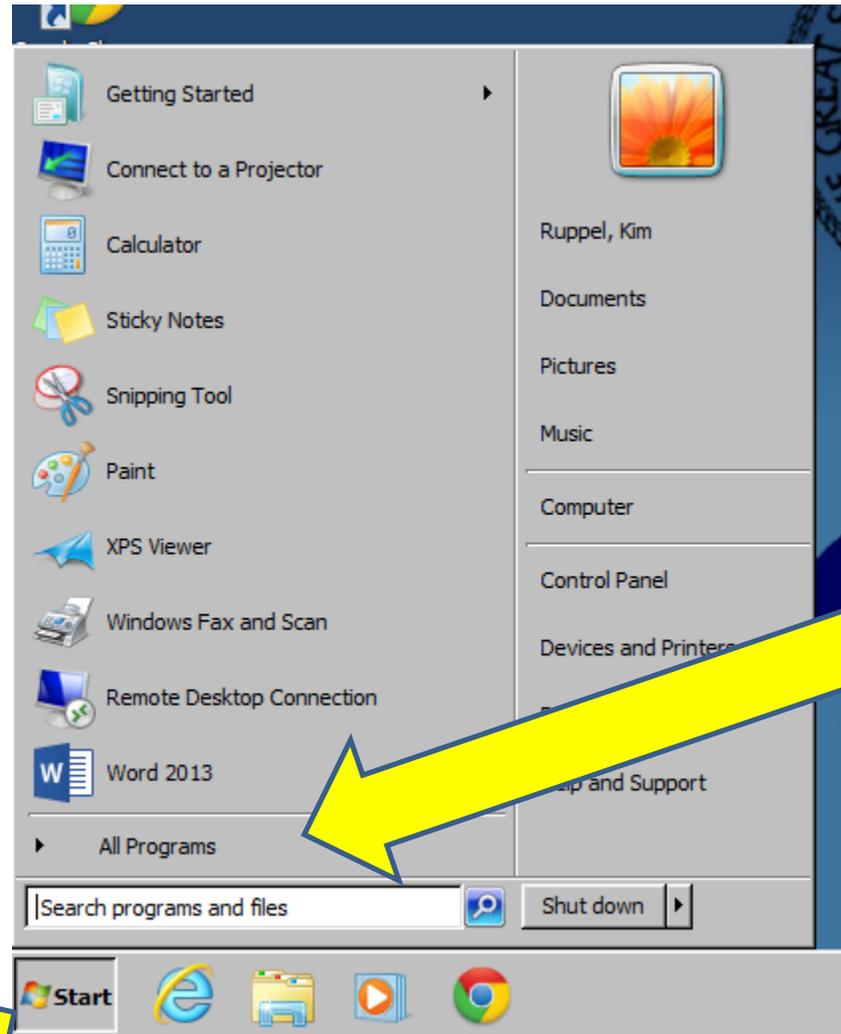
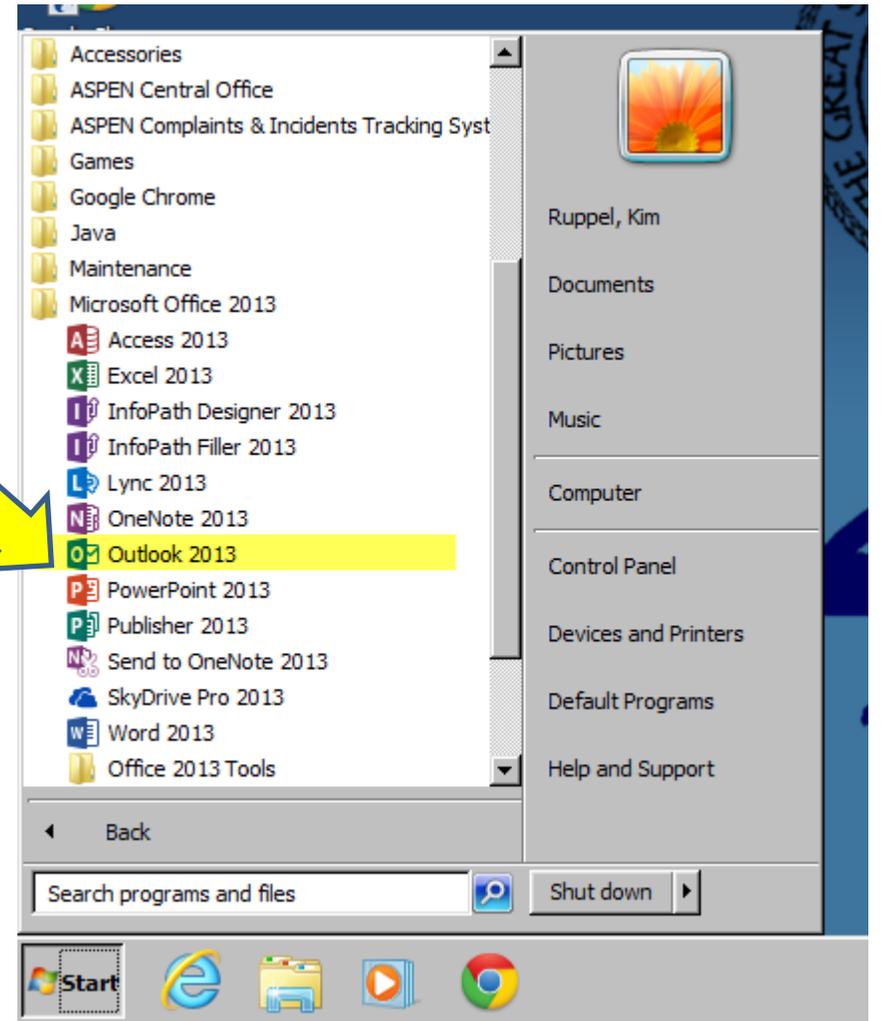
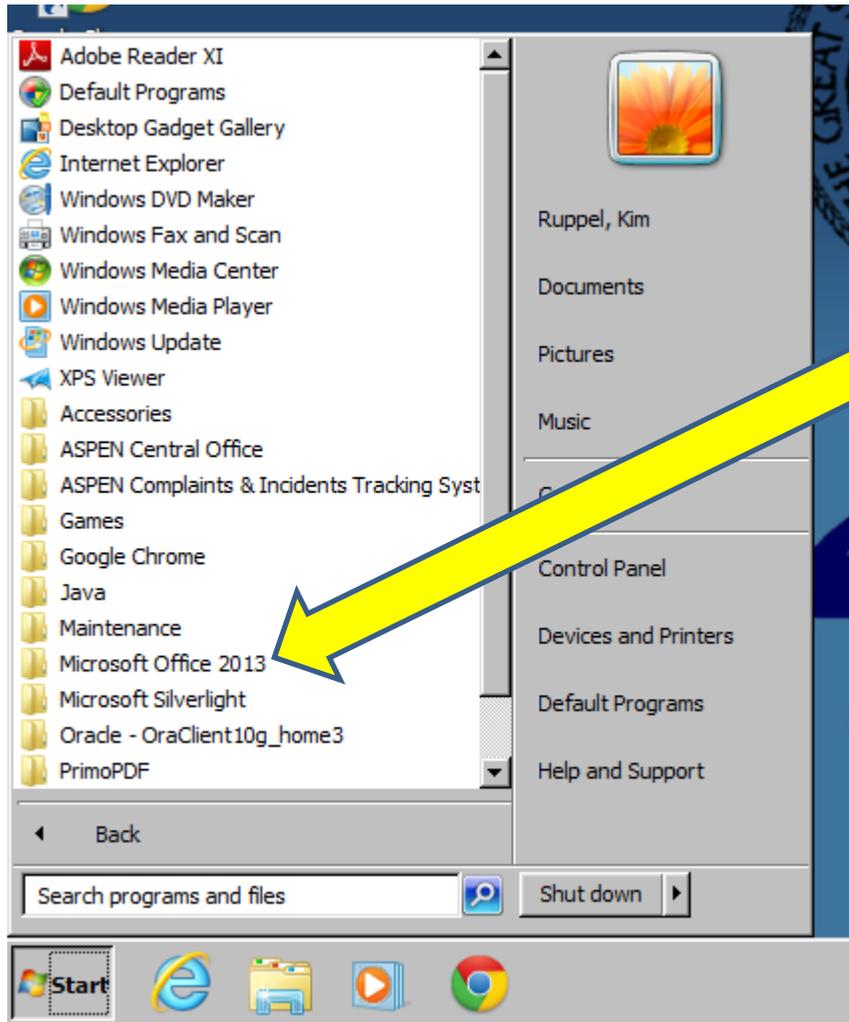


How to Set Up Outlook 2013 on The Virtual Computer.

Prior to starting this process, make sure you are not in your outlook e-mail or web mail.

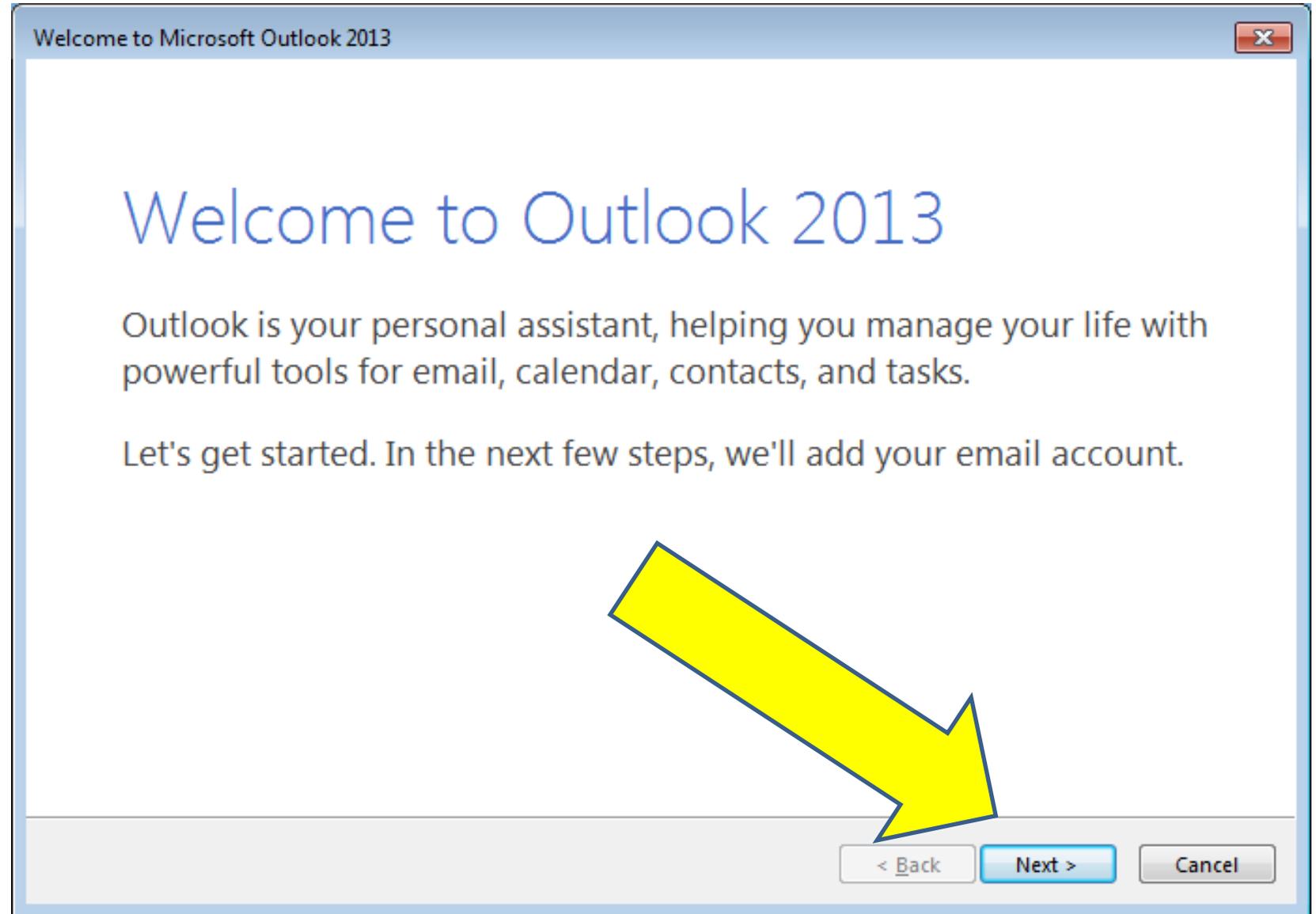
- Click on the “start” menu.
- Click on “all programs.”



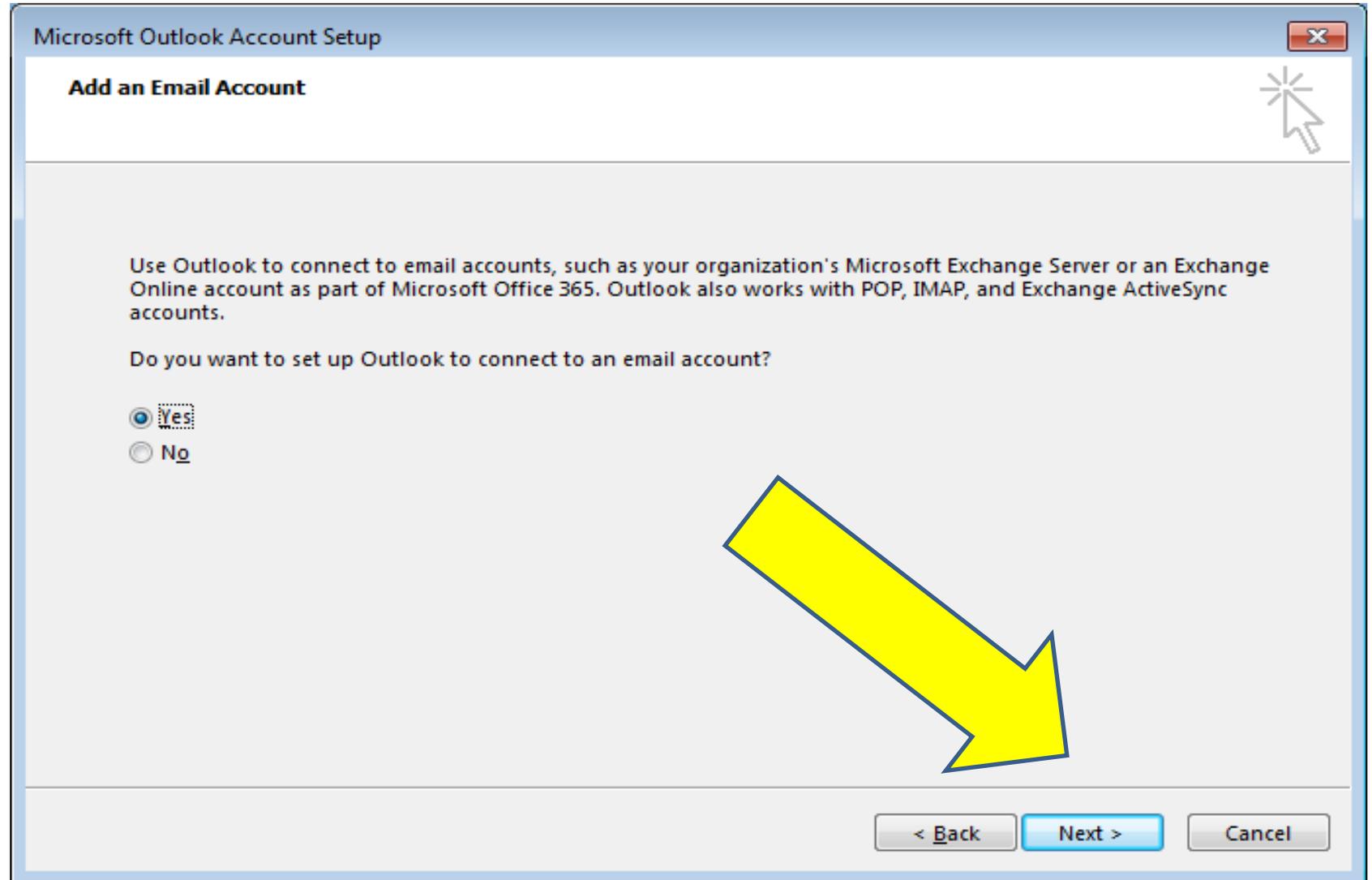


- Click on
“Microsoft Office
2013”
- Choose “outlook
2013”

- Click “Next”



•Click “Next”



- Click “Next”

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

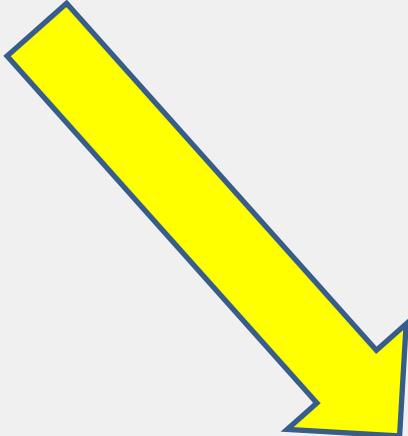
E-mail Account

Your Name:
Example: Ellen Adams

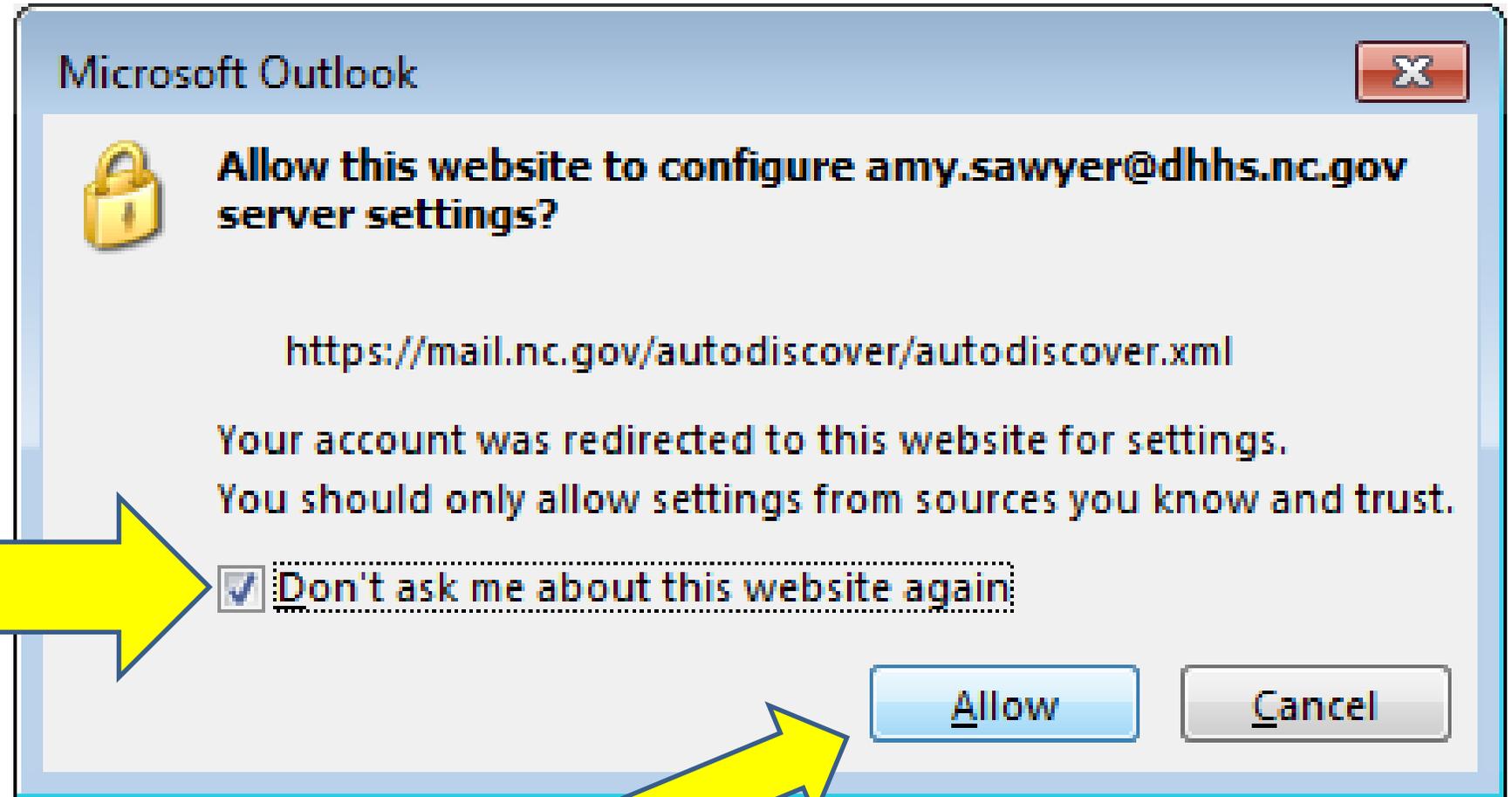
E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back Next > Cancel



- Click the box next to “Don’t ask me about this again.”
- Click “Allow.”



The image shows a Windows Security dialog box overlaid on a Microsoft Outlook account configuration window. The dialog box is titled "Windows Security" and "Microsoft Outlook" and is prompting for credentials for the account "jodi.stanford@dhhs.nc.gov". It includes input fields for the email address and password, and a checkbox for "Remember my credentials". The Outlook window in the background shows the "Add Account" section with the status "Searching for your mail server settings" and a "Configuring" section with a progress list.

Windows Security
Microsoft Outlook
Connecting to jodi.stanford@dhhs.nc.gov

 jodi.stanford@dhhs.nc.gov
Password
 Remember my credentials

OK Cancel

Add Account
Searching for your mail server settings.

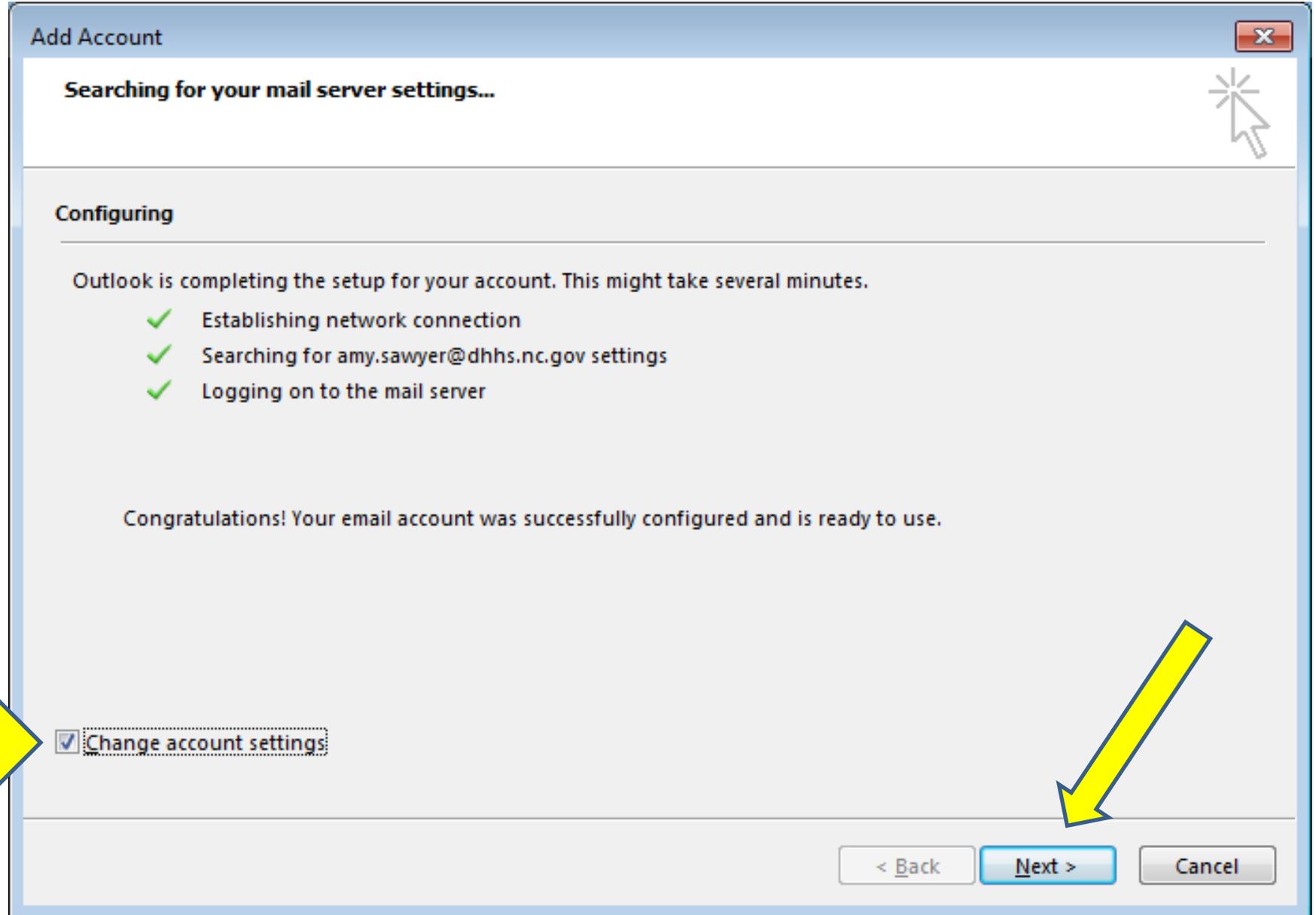
Configuring
Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- Searching for jodi.stanford@dhhs.nc.gov settings
- Logging on to the mail server

< Back Next > Cancel

When you get to this screen, wait until you get three green checks, as shown below (it may take a couple of minutes). If you do not get three green checks, contact your POC.

- Click the box next to “change account settings.”
- Click “next”



Add Account ✕

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings

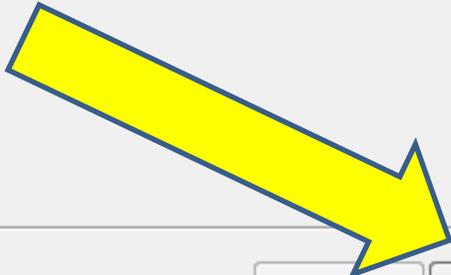
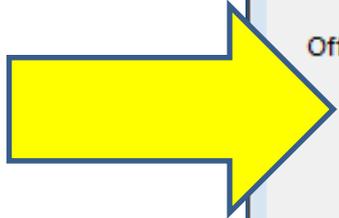
Server:

User Name:

Offline Settings

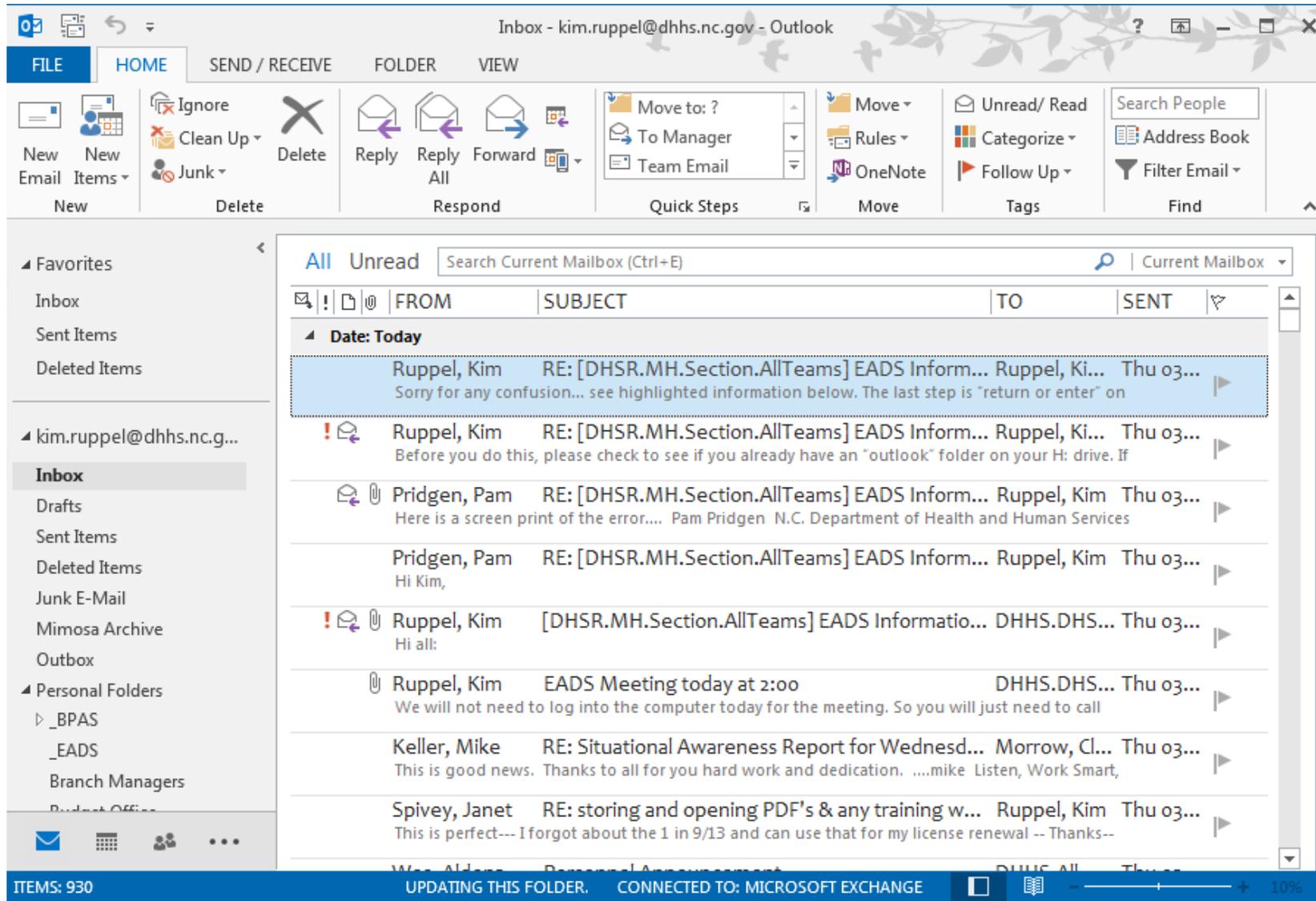
Use Cached Exchange Mode

Mail to keep offline: 1 month



- Click on check box to **uncheck** “Use Cached Exchange Mode” Then click Finish

Your e-mail will come up. It may take a few minutes to populate.
Please note: You will need to set up your state required e-mail signature again.



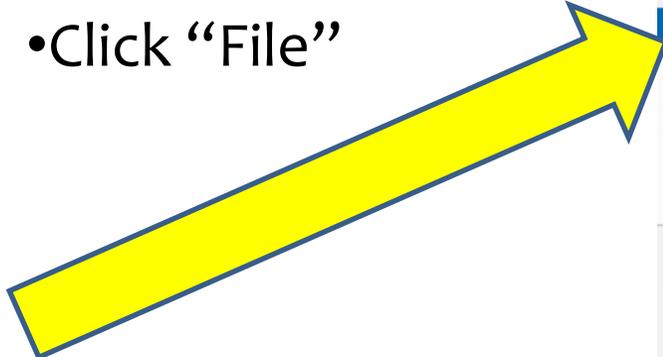
The screenshot shows the Microsoft Outlook interface for the mailbox 'kim.ruppel@dhhs.nc.gov'. The ribbon at the top includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', and 'VIEW'. The 'HOME' ribbon is active, showing various actions like 'New Email', 'Delete', 'Reply', 'Forward', 'Move to?', 'Move', 'Unread/Read', 'Categorize', 'Follow Up', 'Search People', 'Address Book', and 'Filter Email'. The left sidebar shows the 'Favorites' section with 'Inbox', 'Sent Items', and 'Deleted Items', and the 'Personal Folders' section with 'kim.ruppel@dhhs.nc.g...' and 'Inbox' selected. The main pane displays a list of emails in the 'Inbox' folder, sorted by 'Date: Today'. The top email is highlighted and shows a preview: 'Ruppel, Kim RE: [DHSR.MH.Section.AllTeams] EADS Inform... Ruppel, Ki... Thu 03... Sorry for any confusion... see highlighted information below. The last step is "return or enter" on'. Other emails in the list include messages from Pam Pridgen, Mike Keller, and Janet Spivey, all related to EADS meetings and reports.

FROM	SUBJECT	TO	SENT
Ruppel, Kim	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Ki...	Thu 03...
Ruppel, Kim	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Ki...	Thu 03...
Pridgen, Pam	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Kim	Thu 03...
Pridgen, Pam	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Kim	Thu 03...
Ruppel, Kim	[DHSR.MH.Section.AllTeams] EADS Informatio...	DHHS.DHS...	Thu 03...
Ruppel, Kim	EADS Meeting today at 2:00	DHHS.DHS...	Thu 03...
Keller, Mike	RE: Situational Awareness Report for Wednesd...	Morrow, Cl...	Thu 03...
Spivey, Janet	RE: storing and opening PDF's & any training w...	Ruppel, Kim	Thu 03...

ITEMS: 930 UPDATING THIS FOLDER. CONNECTED TO: MICROSOFT EXCHANGE 10%

Setting up your e-mail signature

•Click “File”



Inbox - kim.ruppel@dhhs.nc.gov - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW

New Email New Items Delete Reply Reply All Forward Quick Steps Move Unread/ Read Categorize Follow Up Search People Address Book Filter Email

Favorites: Inbox, Sent Items, Deleted Items

kim.ruppel@dhhs.nc.g...: **Inbox**, Drafts, Sent Items, Deleted Items, Junk E-Mail, Mimosa Archive, Outbox

Personal Folders: _BPAS, _EADS, Branch Managers

FROM	SUBJECT	TO	SENT
Date: Today			
Ruppel, Kim	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Ki...	Thu 03...
Sorry for any confusion... see highlighted information below. The last step is "return or enter" on			
Ruppel, Kim	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Ki...	Thu 03...
Before you do this, please check to see if you already have an "outlook" folder on your H: drive. If			
Pridgen, Pam	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Kim	Thu 03...
Here is a screen print of the error.... Pam Pridgen N.C. Department of Health and Human Services			
Pridgen, Pam	RE: [DHSR.MH.Section.AllTeams] EADS Inform...	Ruppel, Kim	Thu 03...
Hi Kim,			
Ruppel, Kim	[DHSR.MH.Section.AllTeams] EADS Informatio...	DHHS.DHS...	Thu 03...
Hi all:			
Ruppel, Kim	EADS Meeting today at 2:00	DHHS.DHS...	Thu 03...
We will not need to log into the computer today for the meeting. So you will just need to call			
Keller, Mike	RE: Situational Awareness Report for Wednesd...	Morrow, Cl...	Thu 03...
This is good news. Thanks to all for you hard work and dedication.mike Listen, Work Smart,			
Spivey, Janet	RE: storing and opening PDF's & any training w...	Ruppel, Kim	Thu 03...
This is perfect--- I forgot about the 1 in 9/13 and can use that for my license renewal -- Thanks--			

ITEMS: 930 UPDATING THIS FOLDER. CONNECTED TO: MICROSOFT EXCHANGE 10%

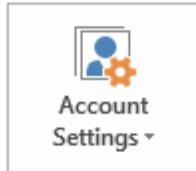
•Click “Options.”



Account Information

 kim.ruppel@dhhs.nc.gov
Microsoft Exchange

+ Add Account



Account and Social Network Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://mail.nc.gov/owa/>
- Connect to social networks.



Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.



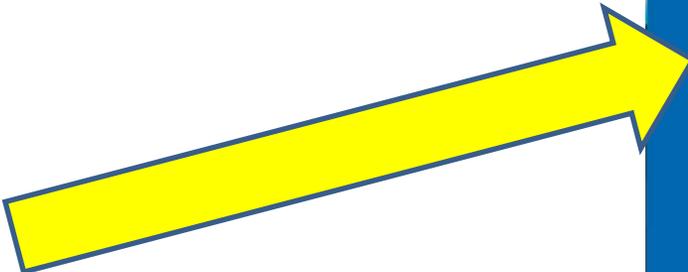
Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.



Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive



←

Info

Open & Export

Save As

Save Attachments

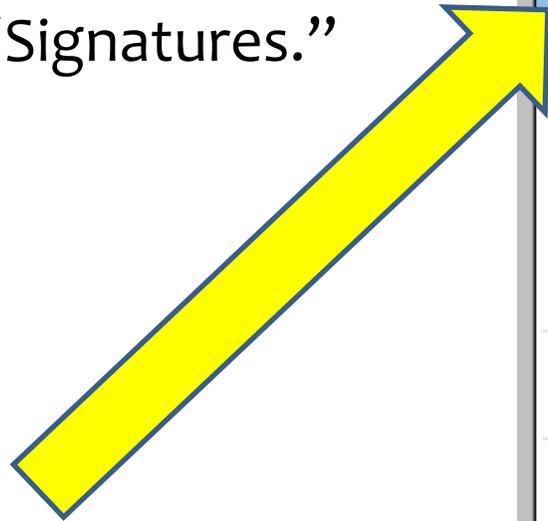
Print

Office Account

Options

Exit

- Click “Mail”
- Click “Signatures.”



Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Change the settings for messages you create and receive.

Compose messages

Change the editing settings for messages. [Editor Options...](#)

Compose messages in this format: HTML

Always check spelling before sending [Spelling and Autocorrect...](#)

Ignore original message text in reply or forward

Create or modify signatures for messages. [Signatures...](#)

Use stationery to change default fonts and styles, colors, and backgrounds. [Stationery and Fonts...](#)

Outlook panes

Customize how items are marked as read when using the Reading Pane. [Reading Pane...](#)

Message arrival

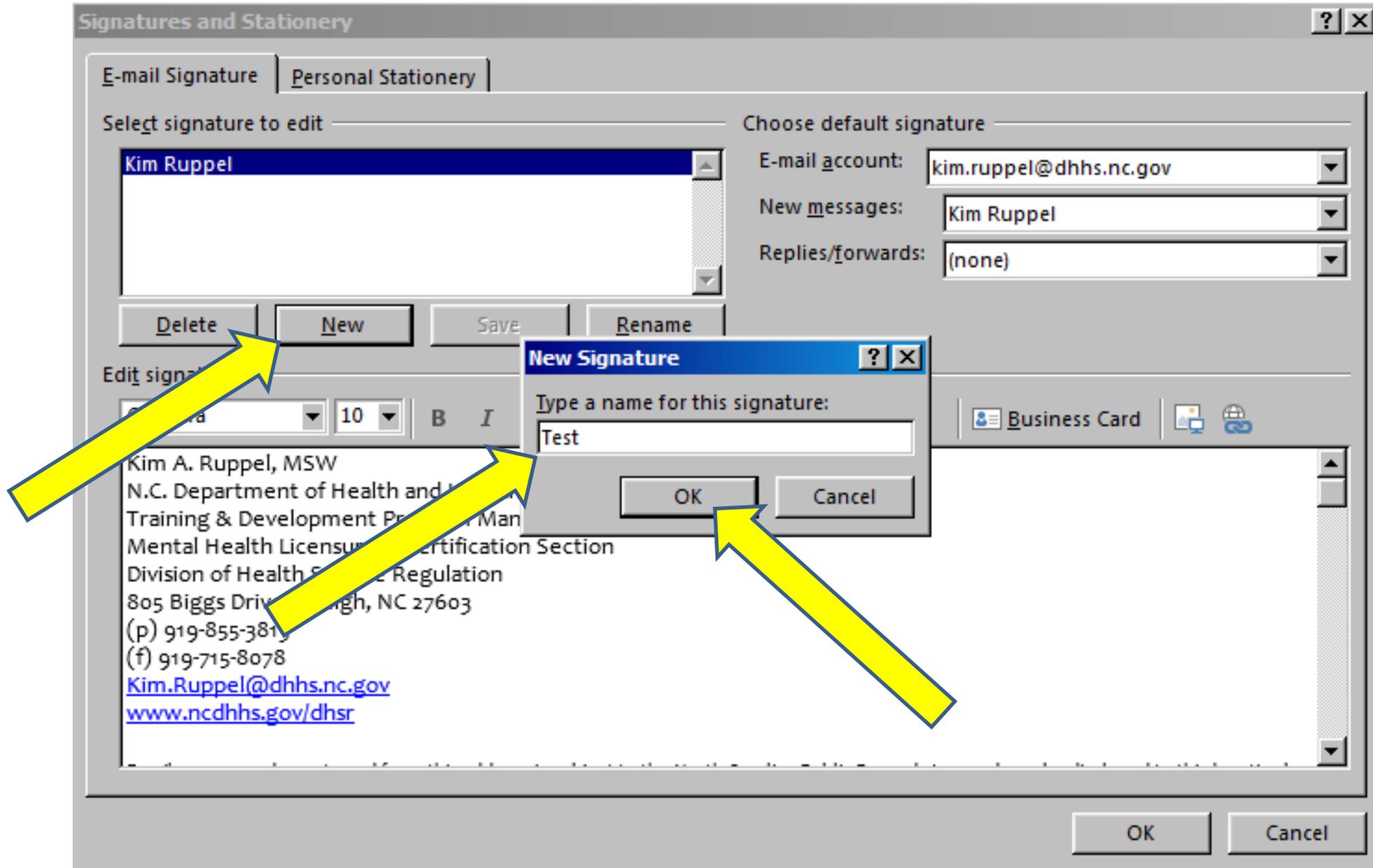
When new messages arrive:

- Play a sound
- Briefly change the mouse pointer
- Show an envelope icon in the taskbar
- Display a Desktop Alert [Desktop Alert Settings...](#)
- Enable preview for Rights Protected messages (May impact performance)

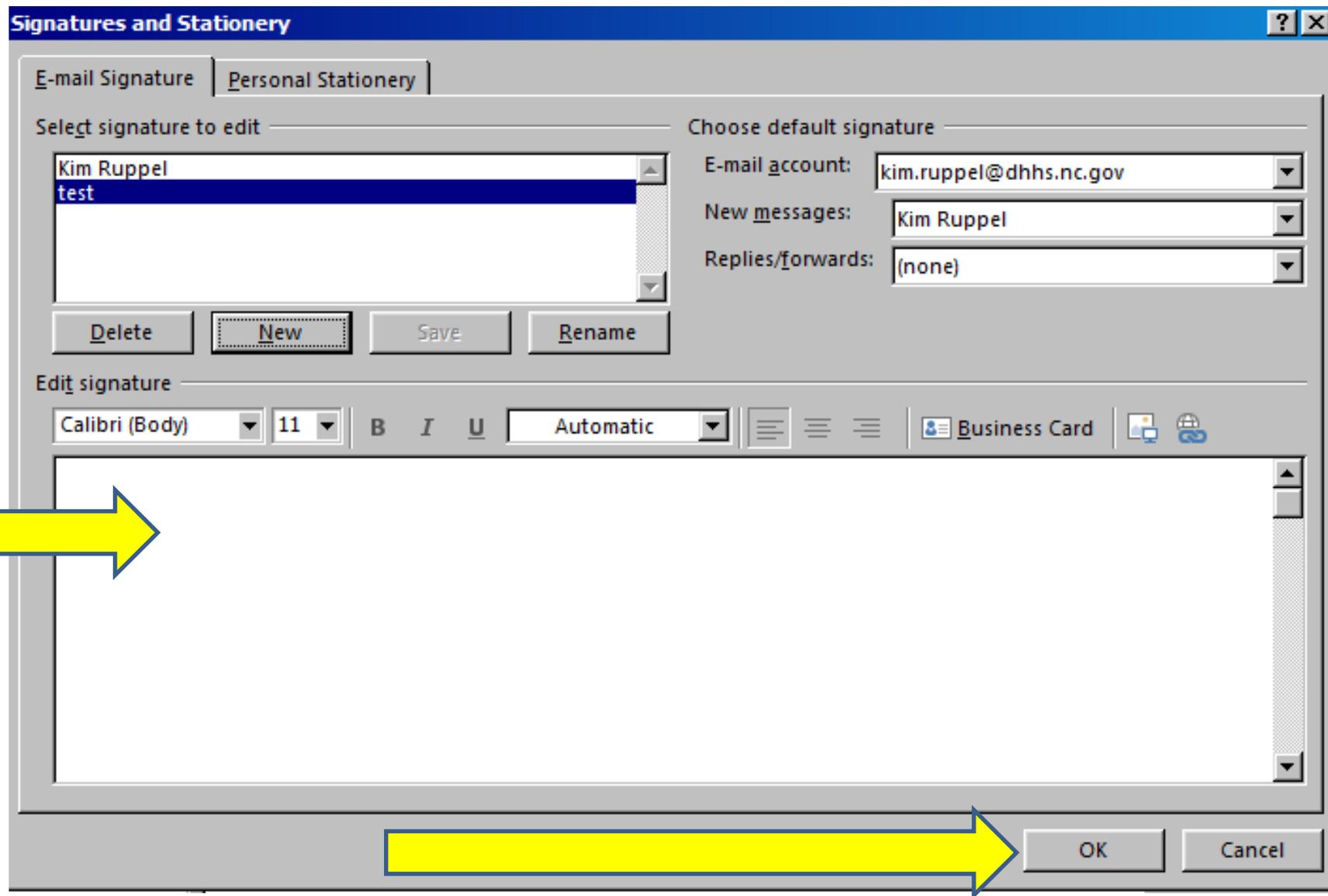
Conversation Clean Up

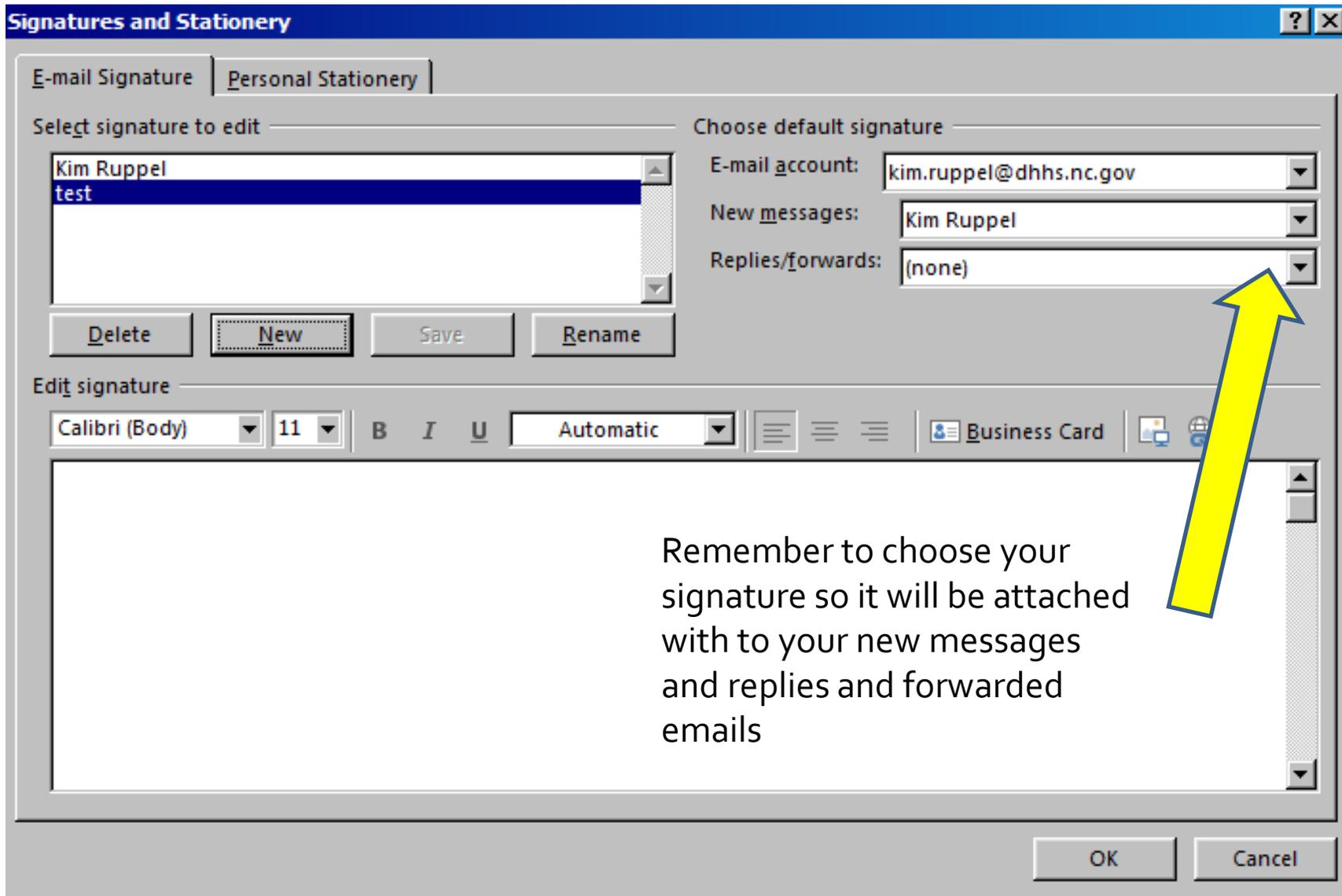
OK Cancel

- Click “new” – a “new signature box will appear
- Type a name for this signature (example “test”).
- Click “OK”



- Paste your signature information (you can get this from a sent email) into “edit signature” box.
- Click “OK.”





•Click “OK.”

