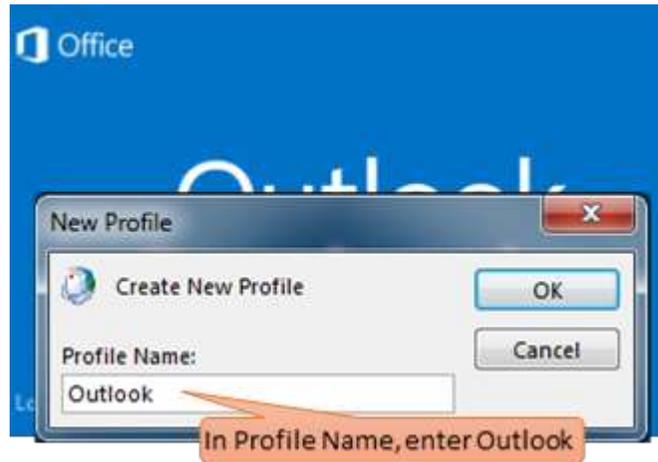


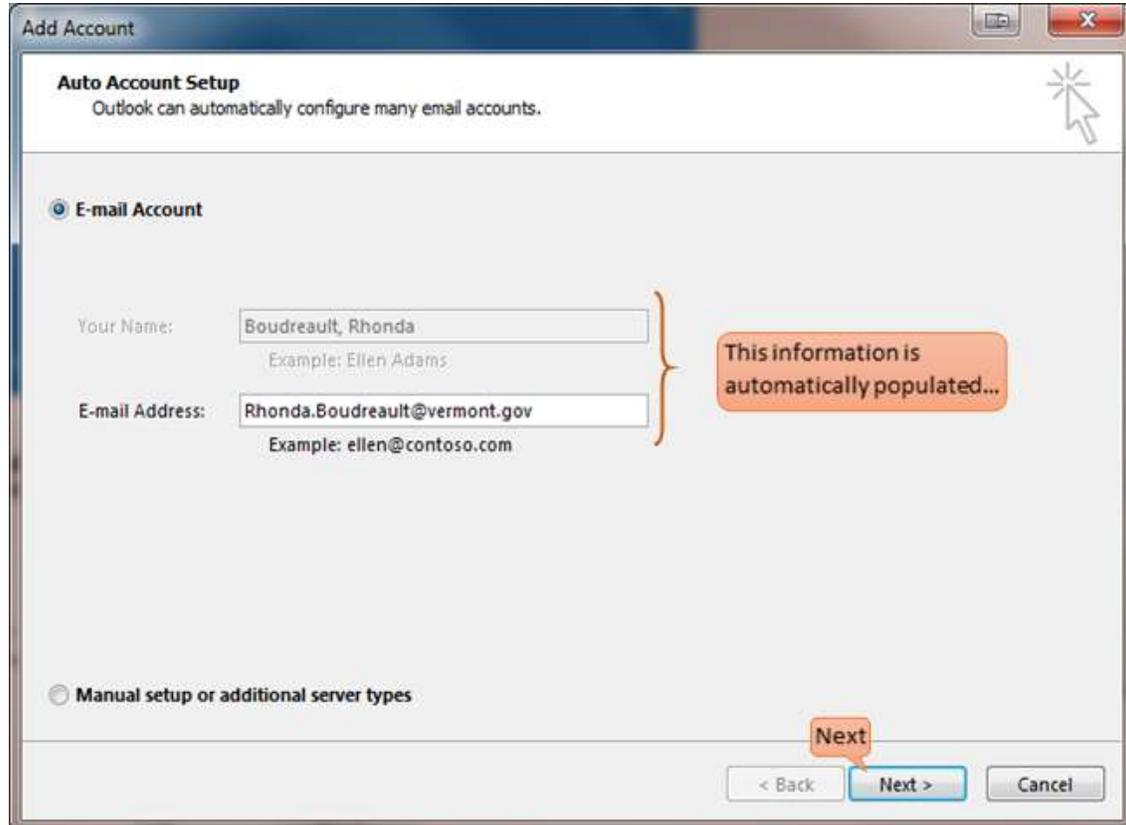
Outlook Client Setup

Open Outlook

Enter "Outlook" in the "Profile Name" box

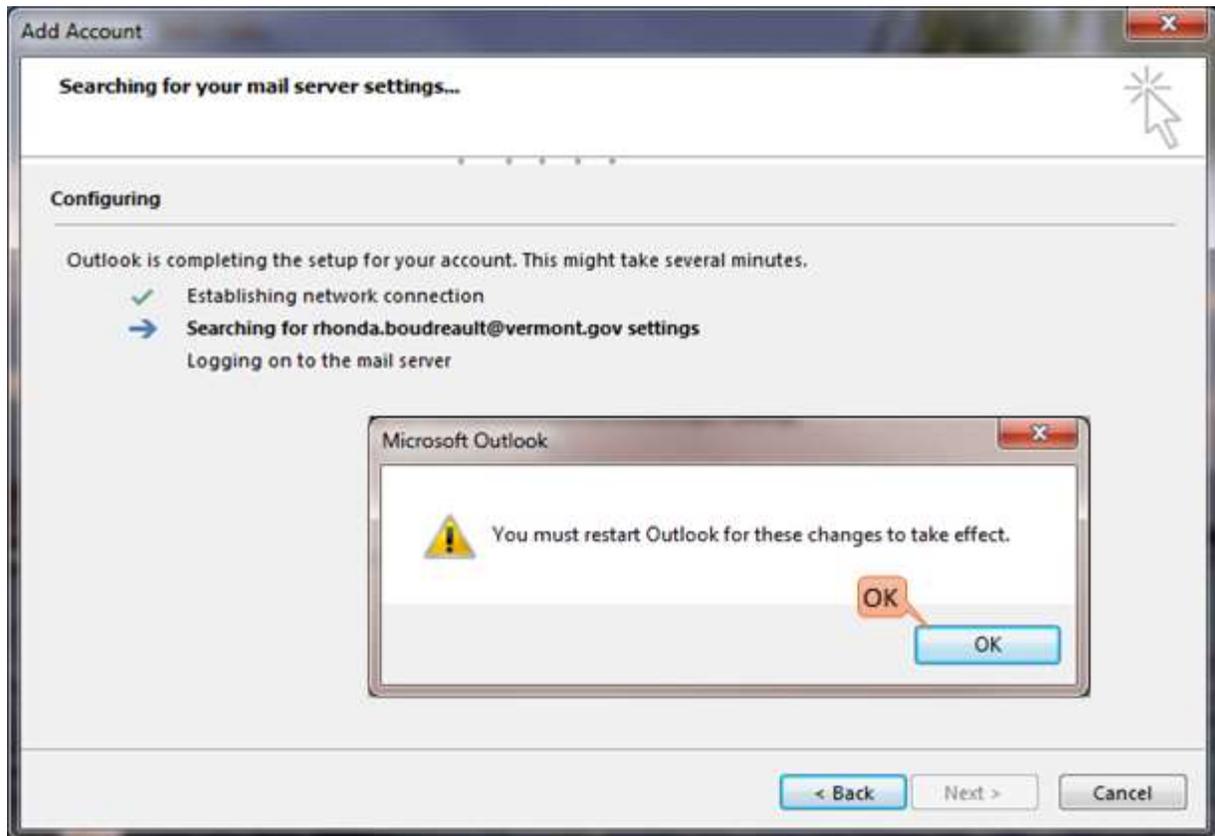


1. Your name and email address will populate automatically
2. Next
- 3.

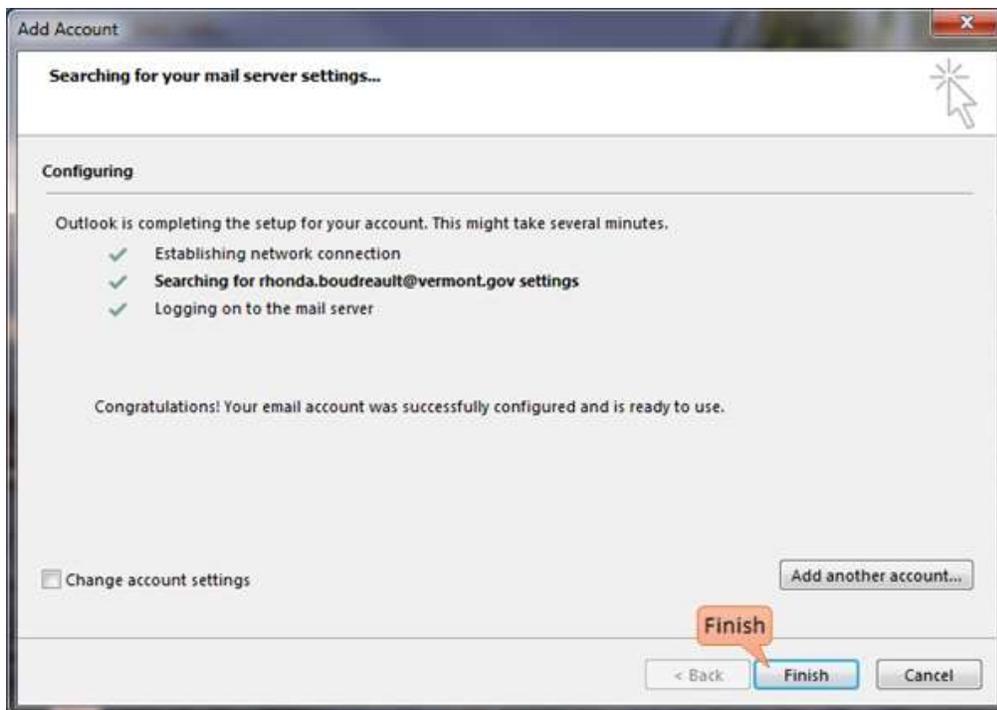


March 9, 2016

OK to the “Must restart Outlook” warning...



Finish...



If you have any trouble or issues, please call the DII Service Desk.

Re-add Shared Mailbox Instructions: http://dii.vermont.gov/sites/dii/files/PDF/Application/Open_shared_mailbox.pdf

Re-add Shared Calendar: <http://dii.vermont.gov/sites/dii/files/PDF/Application/Open%20shared%20calendar.pdf>

Re-add PST files: <http://dii.vermont.gov/sites/dii/files/PDF/Application/PST%20Import%20Directions.pdf>