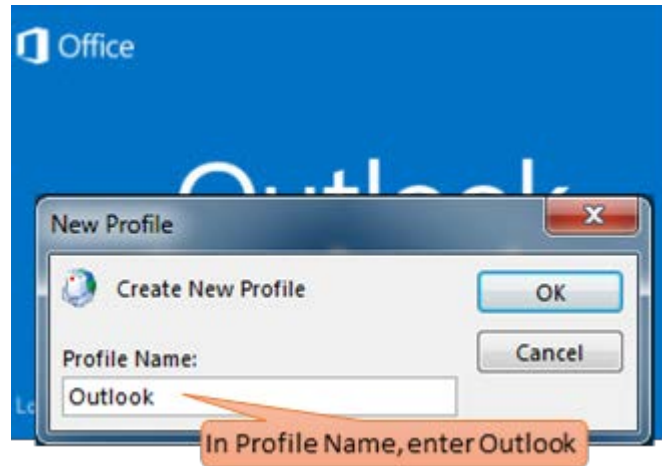


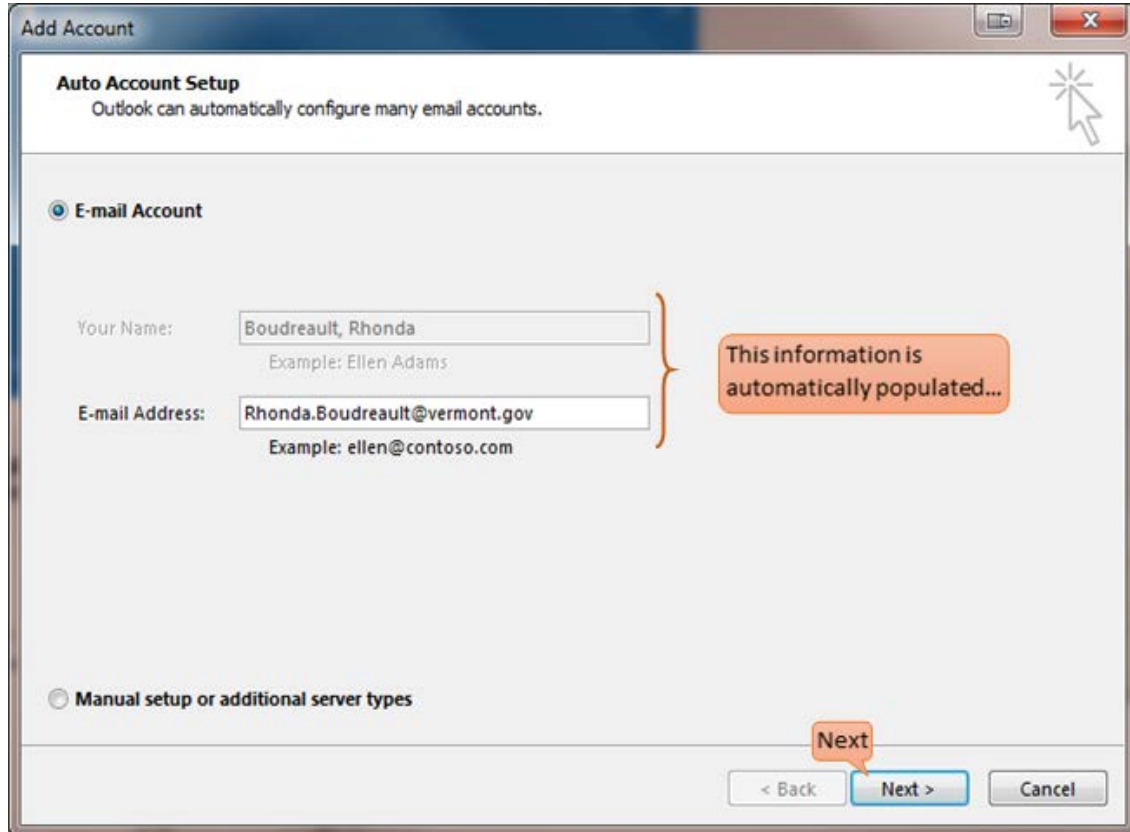
## Outlook Client Setup

Open Outlook

Enter "Outlook" in the "Profile Name" box

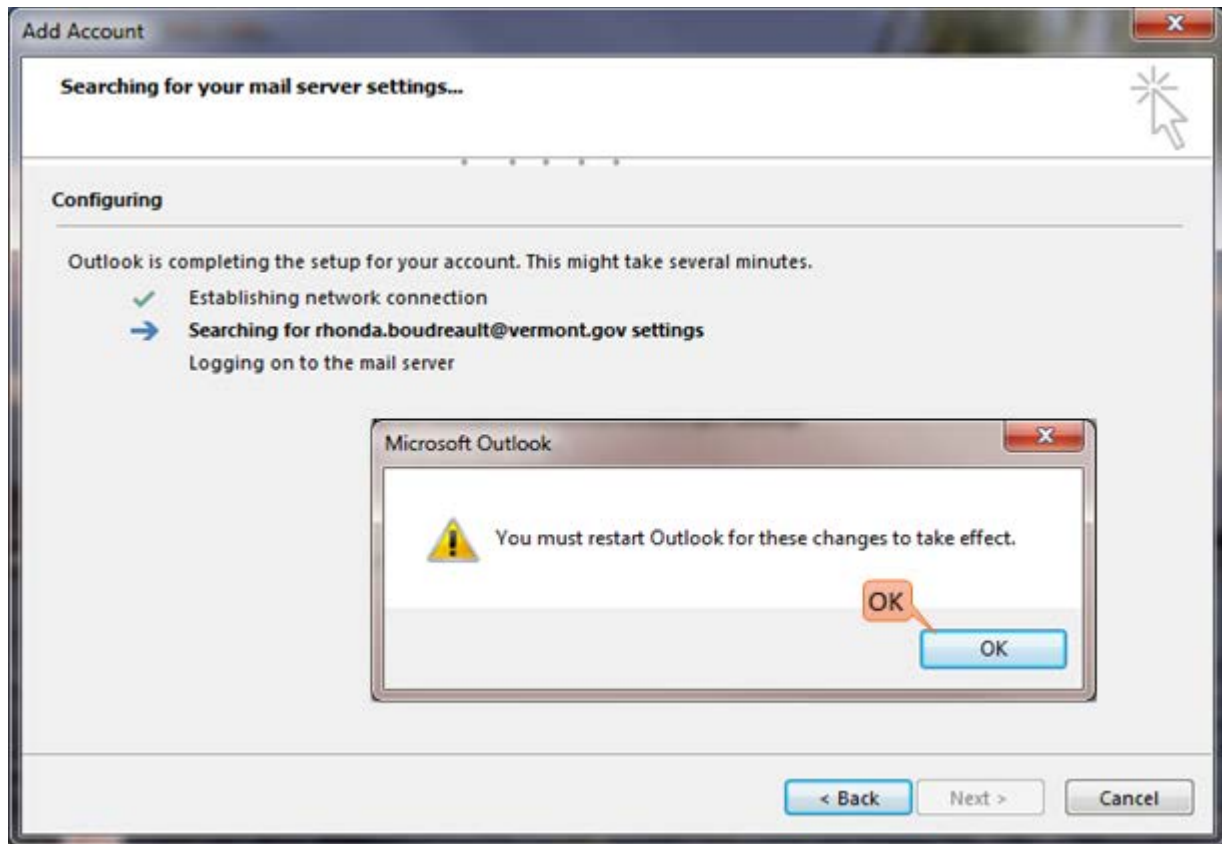


1. Your name and email address will populate automatically
2. Next
- 3.

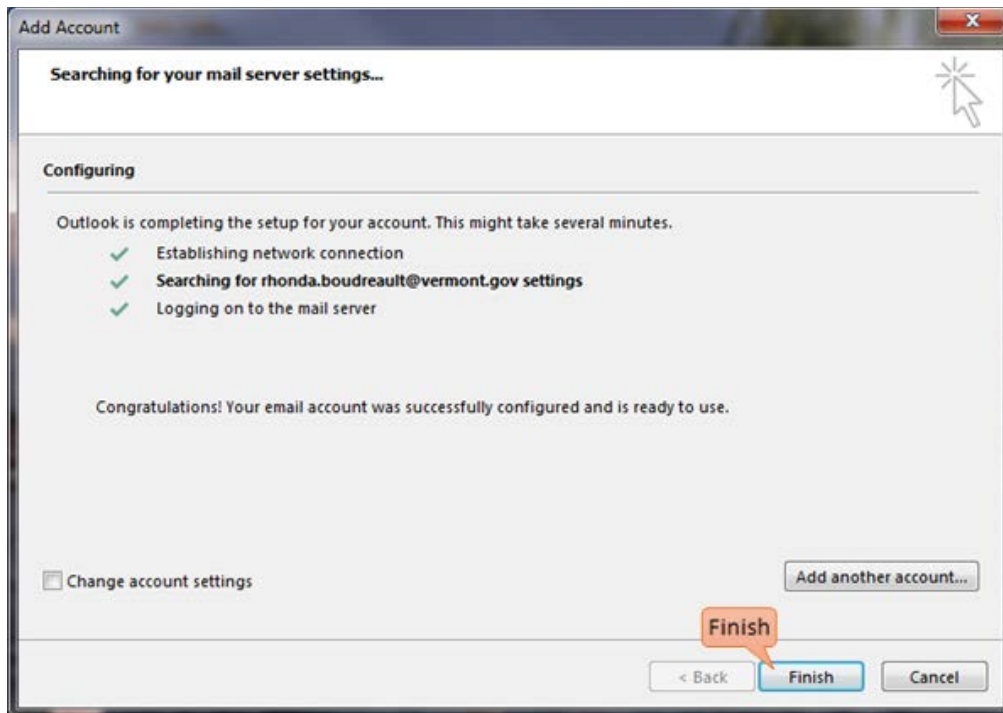


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OK to the “Must restart Outlook” warning...



Finish...



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

Re-add PST files:

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