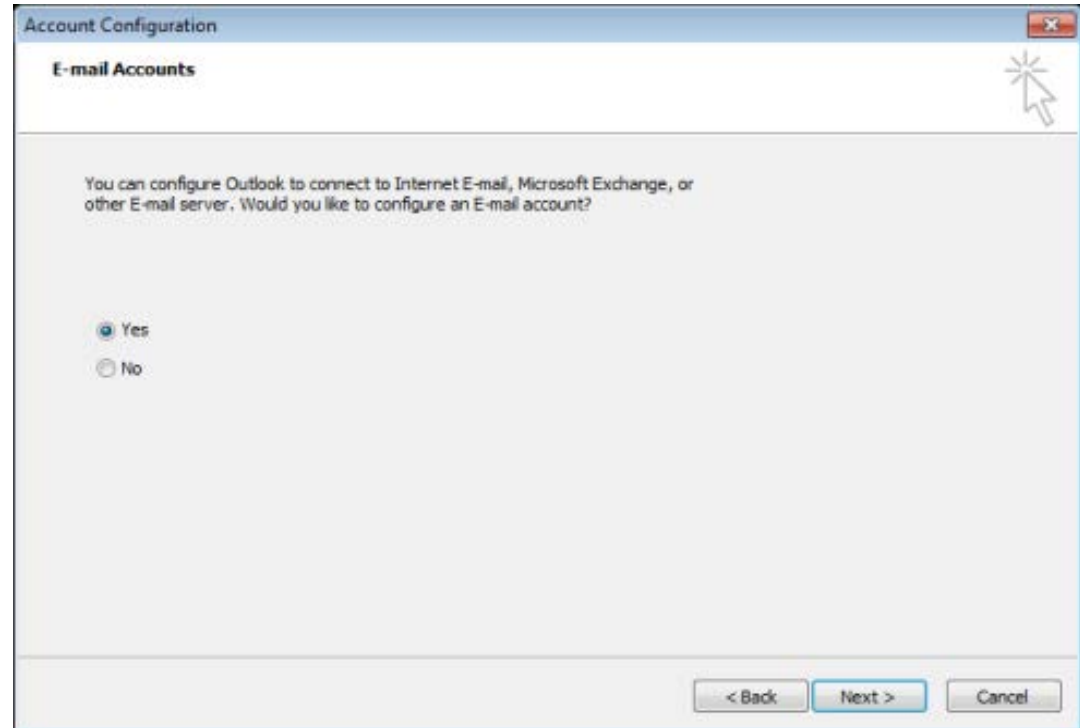


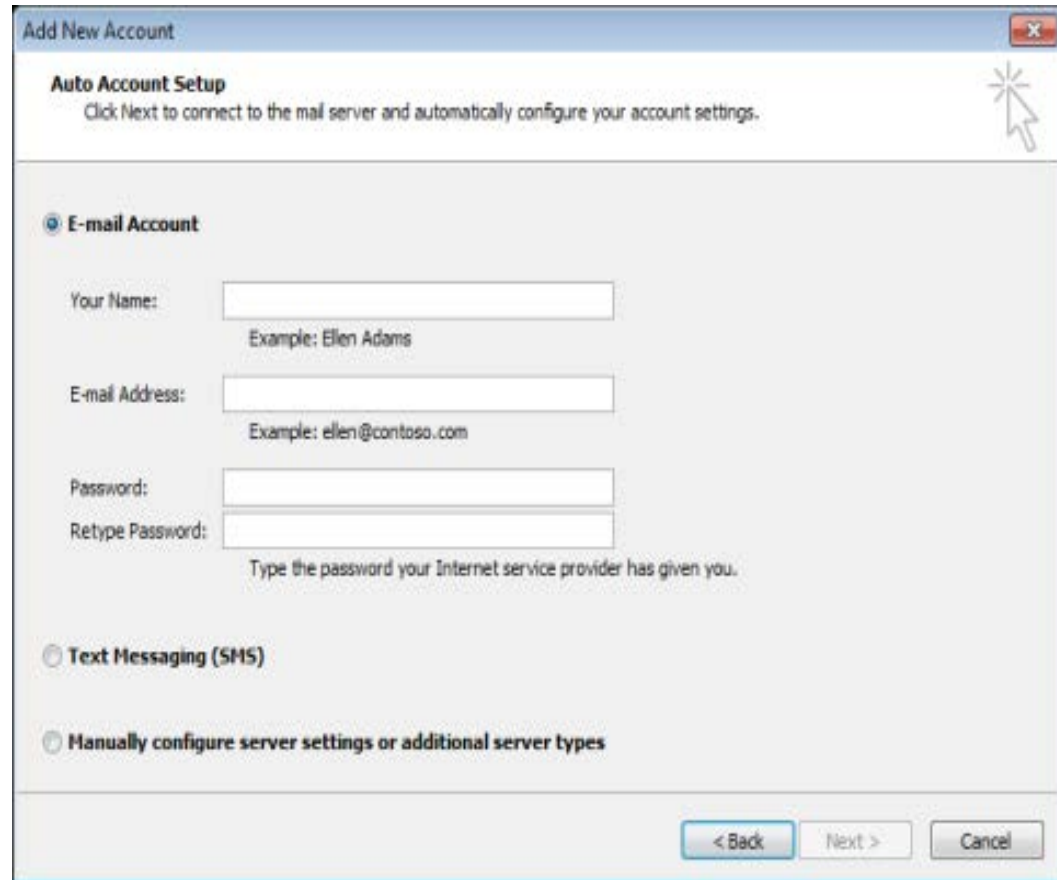
## How to set up your student email account in Outlook 2010:

1. Select Yes to configure Outlook 2010.



2. Enter the following information:  
Your Name  
Email Address: your AUAS ID + @hva.nl  
Password  
Retype Password

Click *Next*.



Add New Account

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

Password:

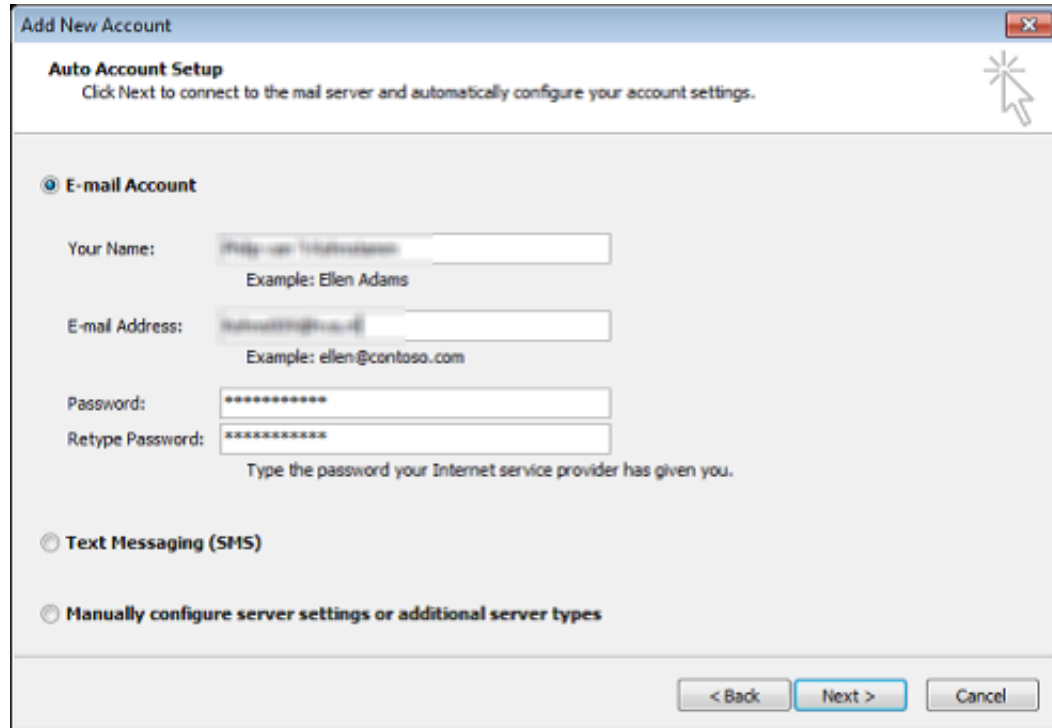
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

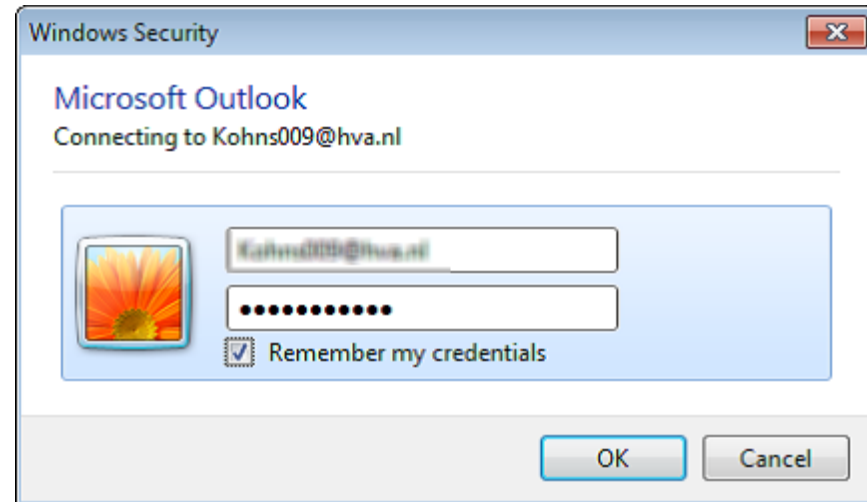
< Back   Next >   Cancel

3. Outlook will now connect to the mail server and automatically configure the account settings.



The screenshot shows the 'Add New Account' dialog box in Outlook 2010. The title bar reads 'Add New Account'. Below the title bar, the section is titled 'Auto Account Setup' with the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (which is selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. Under the 'E-mail Account' option, there are four input fields: 'Your Name' (with an example 'Elen Adams'), 'E-mail Address' (with an example 'ellen@contoso.com'), 'Password' (masked with asterisks), and 'Retype Password' (also masked with asterisks). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter your username and password. Select the option *Remember my credentials*



5. Outlook 2010 has completed the configuration of your email server settings.
6. Select *Finish*.

