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Introduction to the Outlook Calendar - Outlook

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the program by clicking on the Start menu in the bottom left-hand corner of your screen. □ Select All Programs > Microsoft Office > Microsoft Outlook 2010 Outlook 2010 Startup Wizard
1. Click NEXT on the Microsoft Outlook 2010 Startup screen to begin setup. 7

Microsoft Outlook 2010 - Thomas Jefferson University
If this is the first time you've opened Outlook 2010, the Welcome to Outlook 2010 Startup window will appear automatically. Click Next twice and continue to step 2. Otherwise click the File tab, make sure Info is selected from the left menu and click Add Account. Select Manually configure server settings or additional server types and click Next.

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