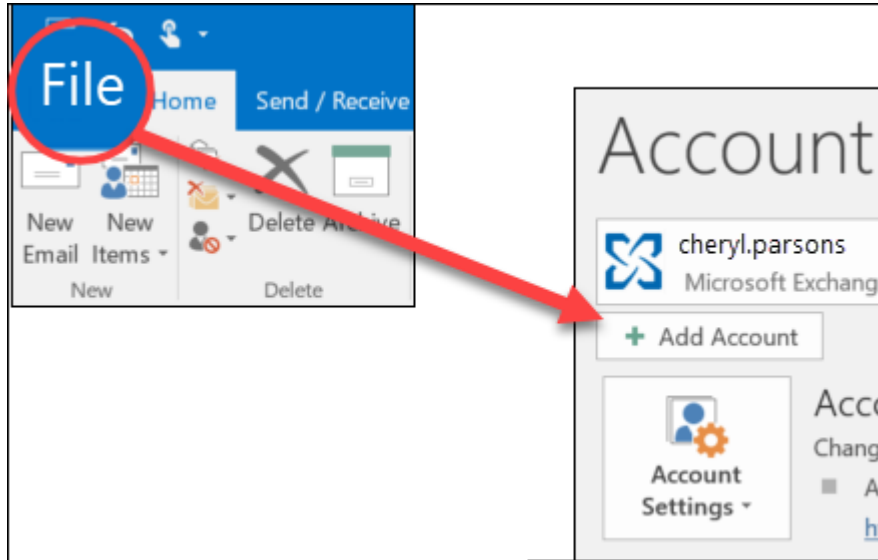
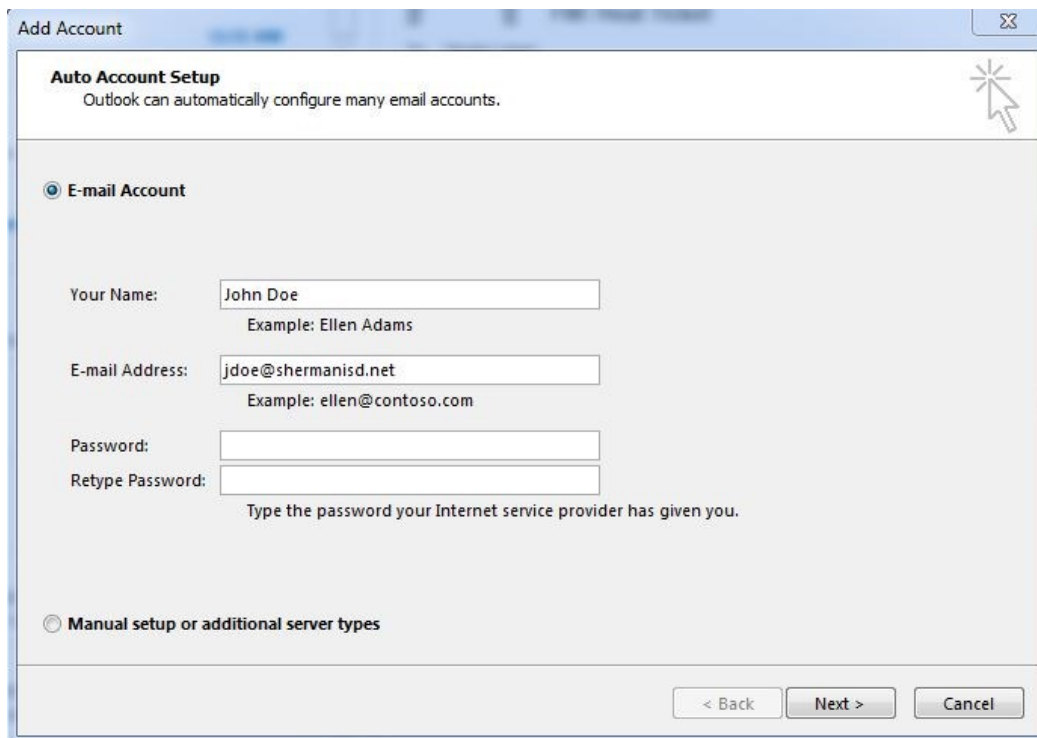


Outlook Desktop Setup

1. Select File > Add Account



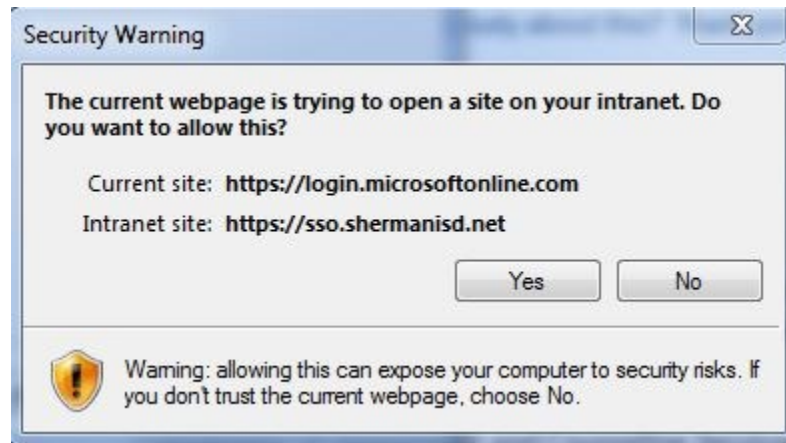
2. Enter Your Sherman ISD Email Address (Leave Password Blank and Press Next)

A screenshot of the 'Add Account' dialog box. The 'Auto Account Setup' section is selected, and the 'E-mail Account' radio button is chosen. The form contains the following fields:

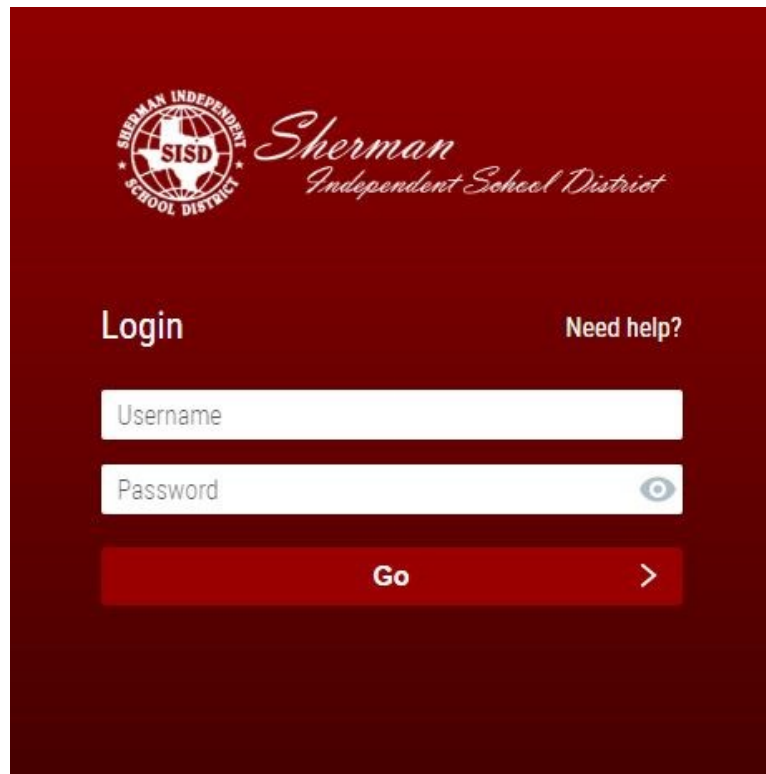
- Your Name: John Doe (Example: Ellen Adams)
- E-mail Address: jdoe@shermanisd.net (Example: ellen@contoso.com)
- Password: (Blank)
- Retype Password: (Blank)

The 'Manual setup or additional server types' radio button is unselected. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

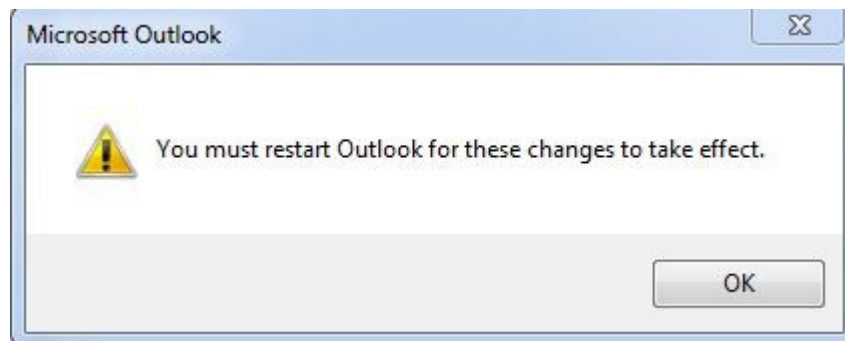
3. In approximately one minute you will receive a warning. Press “Yes”



4. You will then be directed to the SISD SSO Page to Log On to Complete the Setup



5. For the Final step you will click “**Finish**” and receive this prompt.



6. Completely close Outlook. When you re-open the application your email will begin to populate.



SHERMAN
Independent School District