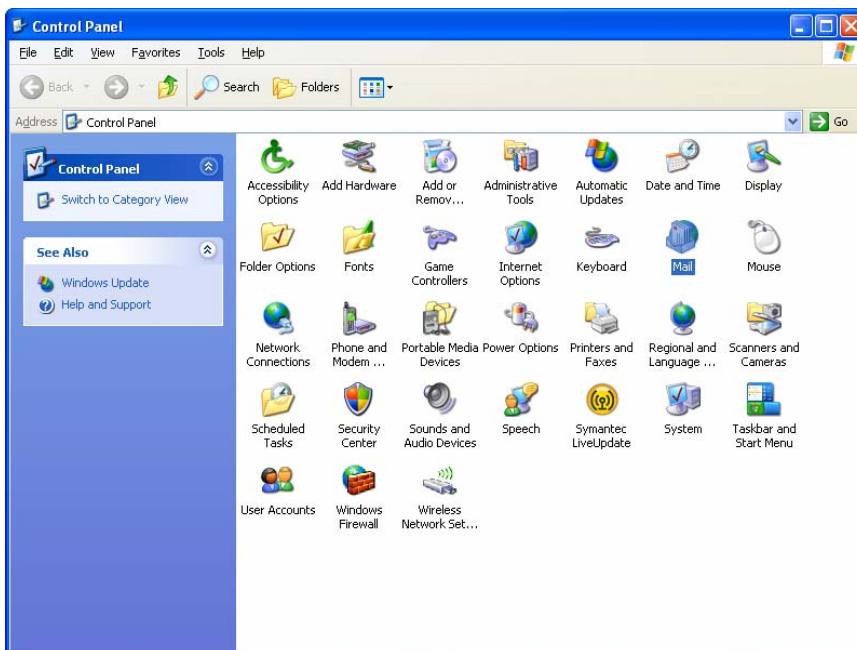


RUC Outlook E-Mail Setup Instructions

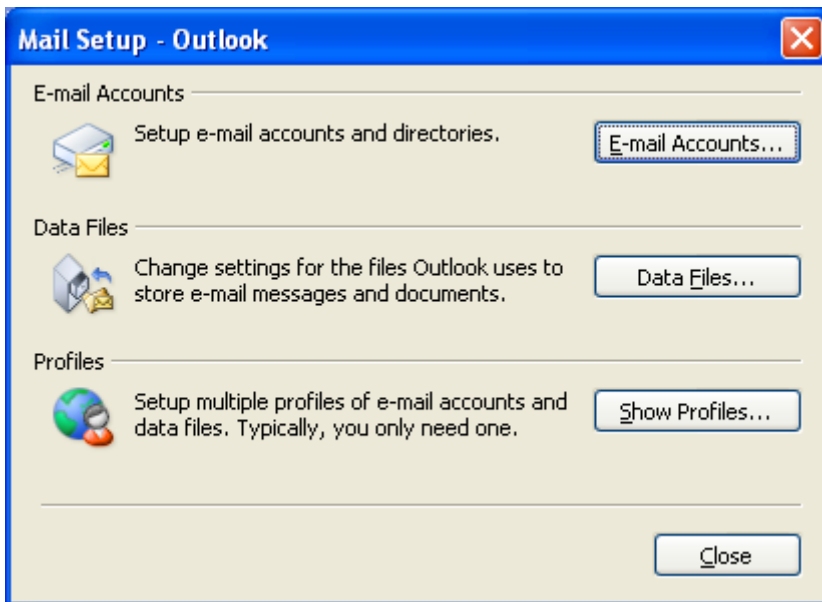
1. Click the start button.
2. Click Control Panel.



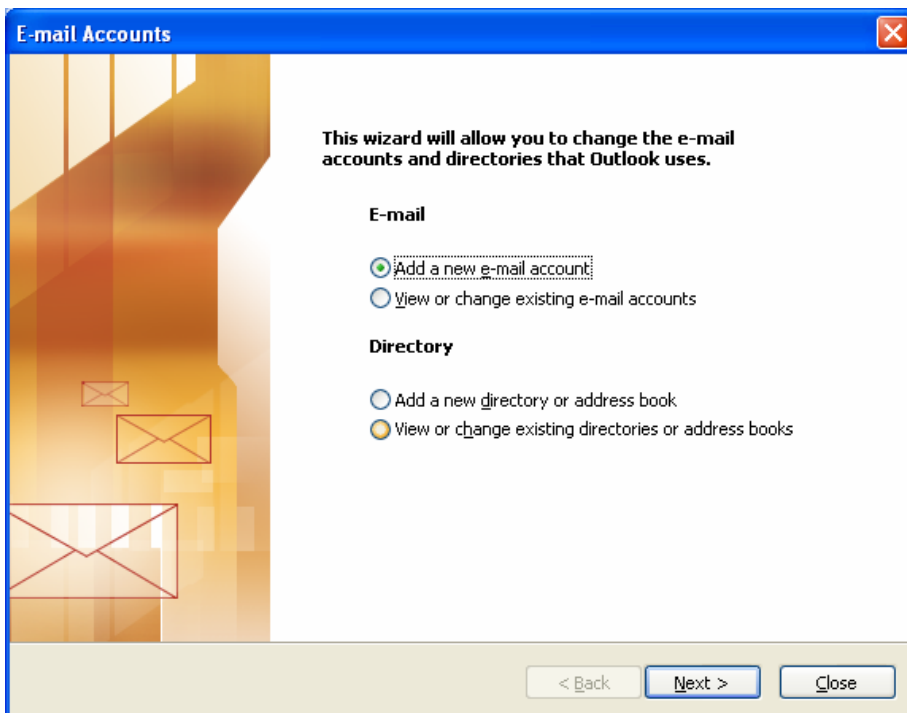
3. If the control panel looks different from the picture below, click the switch to classic view button on the left column of the control panel. Double click on the Mail icon.



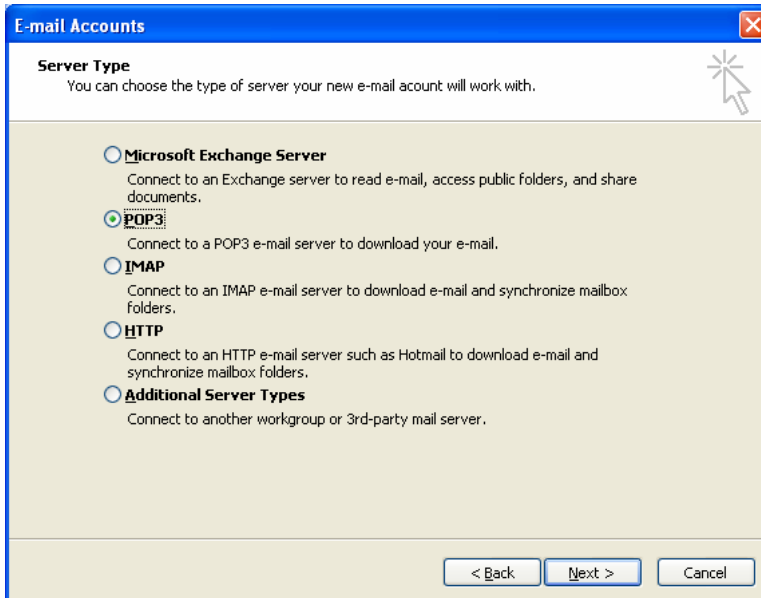
3. Click on the e-mail accounts button



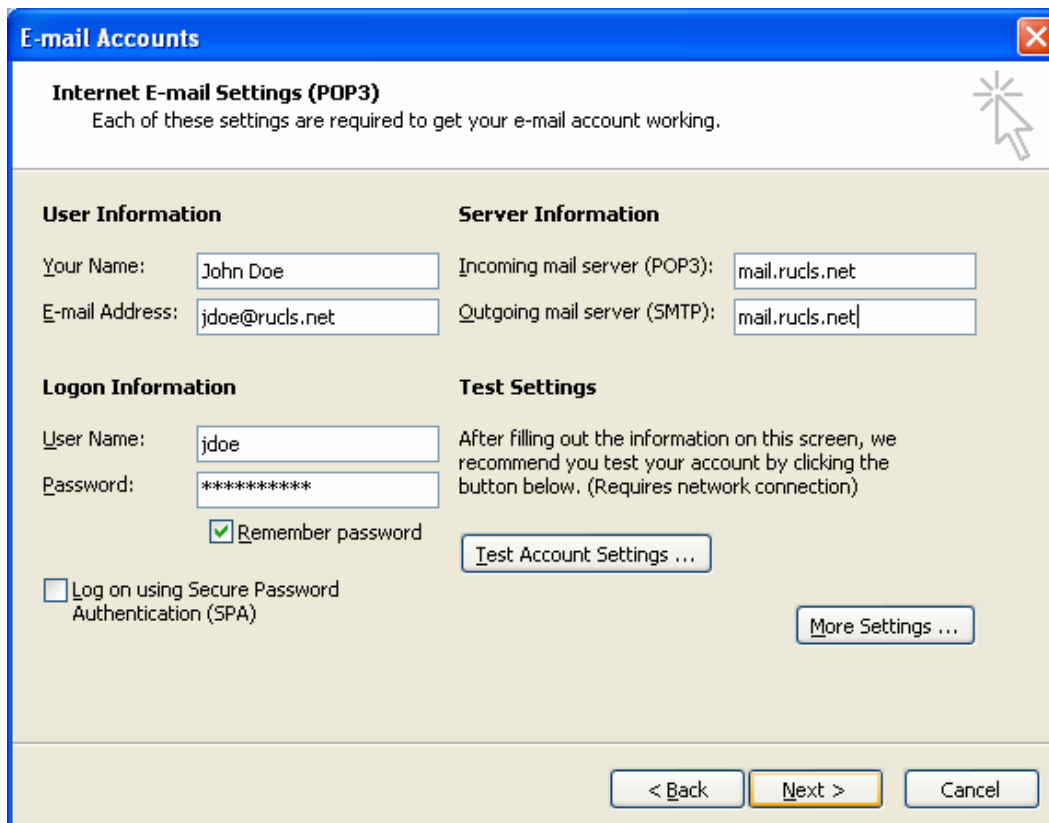
4. Click the add a new e-mail account button. Click Next to continue.



5. On the Server Type page, click POP3. Click Next to continue.



6. In the E-mail Accounts Dialog, fill in the following settings: Under **User Information**, type your name and e-mail address in the spaces provided. Next, under **Logon Information** type your user name and password in the spaces provided. Lastly, under **Server Information** fill in **mail.rucls.net** for both incoming and outgoing servers. Click on Next to continue.



7. Click Finish. You are now finished setting up Outlook. You can now open Outlook to view mail.

