



ANANGU EDUCATION SERVICES
(Ernabella Office)

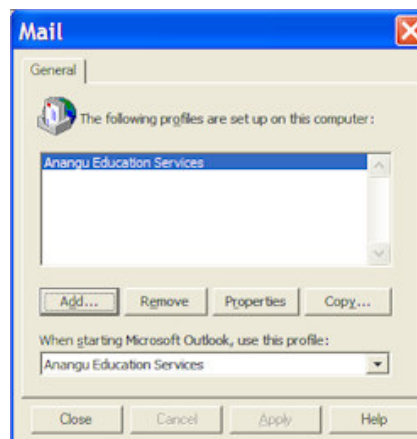
MICROSOFT OUTLOOK 2002

FS – MS01

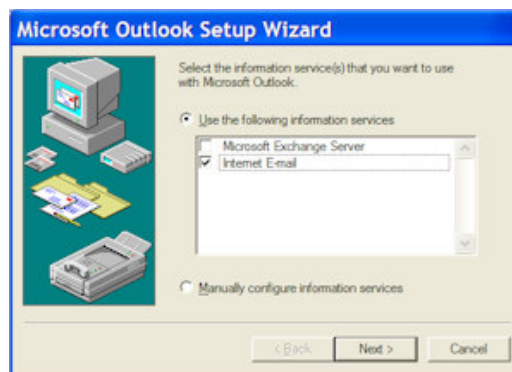
SETUP OUTLOOK PROFILE FOR sa.edu

DATE: 25/9/03

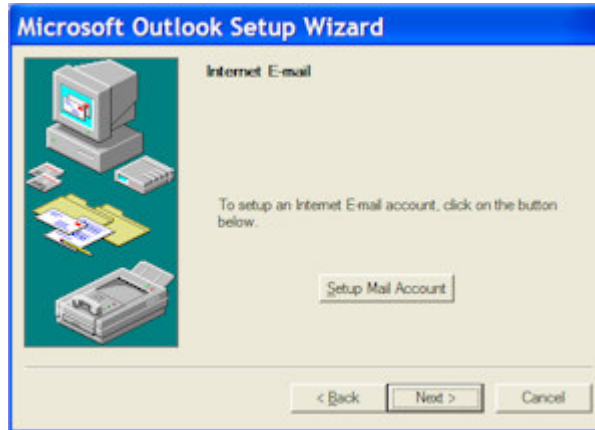
1. Click on Start / Settings / Control Panel / Mail icon
2. Click on the Show Profiles button



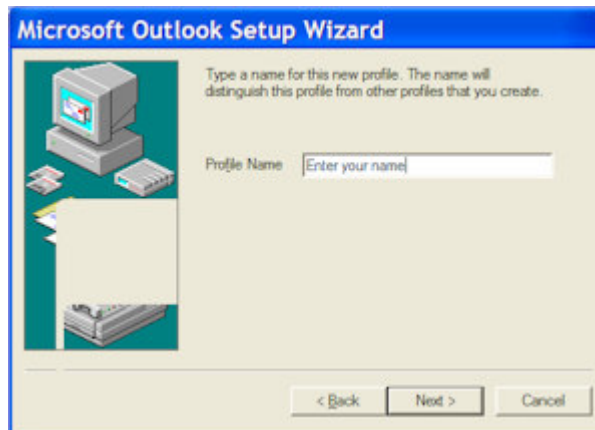
3. Click the Add button
4. Select Internet email and click Next



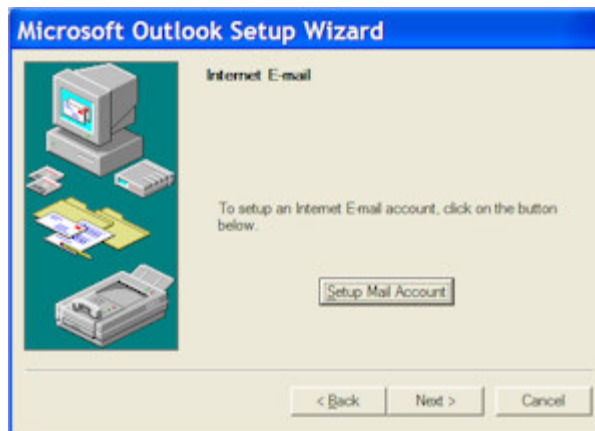
5. Click on Setup Mail Account and click Next



6. Enter your Profile Name and click Next

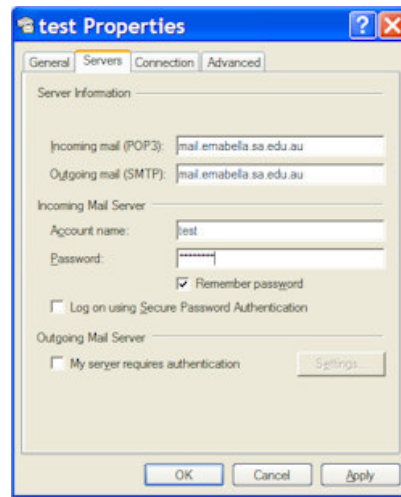
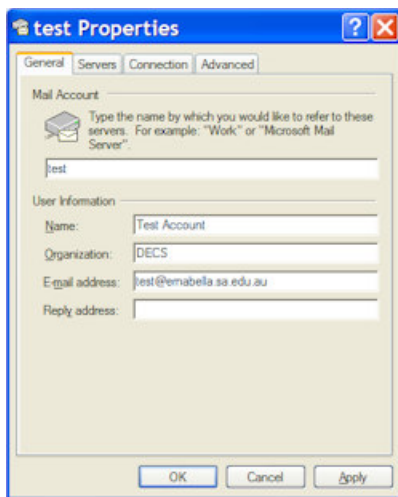


7. Click on the Setup Mail Account icon



8. Click on the General tab and enter the details
 - i. **Mail account** – enter your first name or any name, this is just the mail account name it does not reflect on any emails.
 - ii. **User Information** : Name – Enter your name eg Janis Jenkins
 - iii. **Organisation** – DECS or your School Name
 - iv. **Email address** : Enter your correct email address
 - v. **Reply address** need not be entered, unless you want a different reply address to your normal email address.

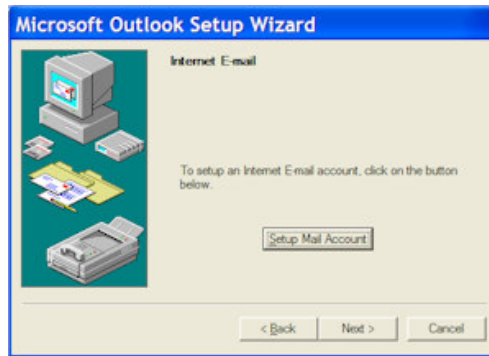
9. Click the Apply button



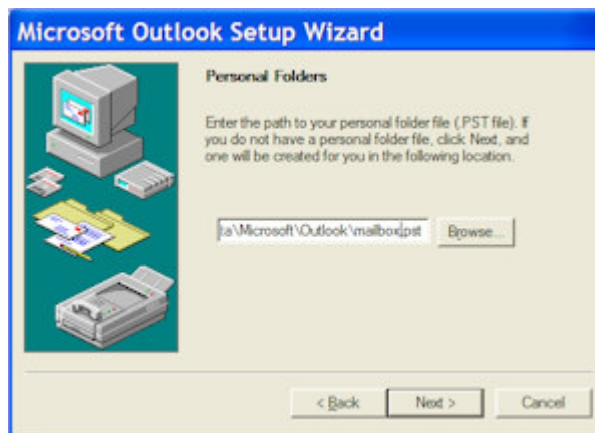
10. Click on the Servers tab and enter the details above
 - i. **Incoming Mail (POP3) AND Outgoing mail (SMTP)**
mail.schooldomainname.sa.edu.au

 (where schooldomainname is your SINA domain name ie
amata.sa.edu.au or ernabella.sa.edu.au or fregon.sa.edu.au etc)
 - ii. **Incoming Mail Server Account Name**
 Enter your SINA Account name: ie your SINA username
 Enter your SINA password in the password box.
 - iii. Click OK

11. Click Next



12. Click Next to accept the Personal Folder location (pst). All of your program information from Microsoft Outlook is stored in a file with the extension .pst, including your emails, your contacts, calendars.



13. Click Finish