

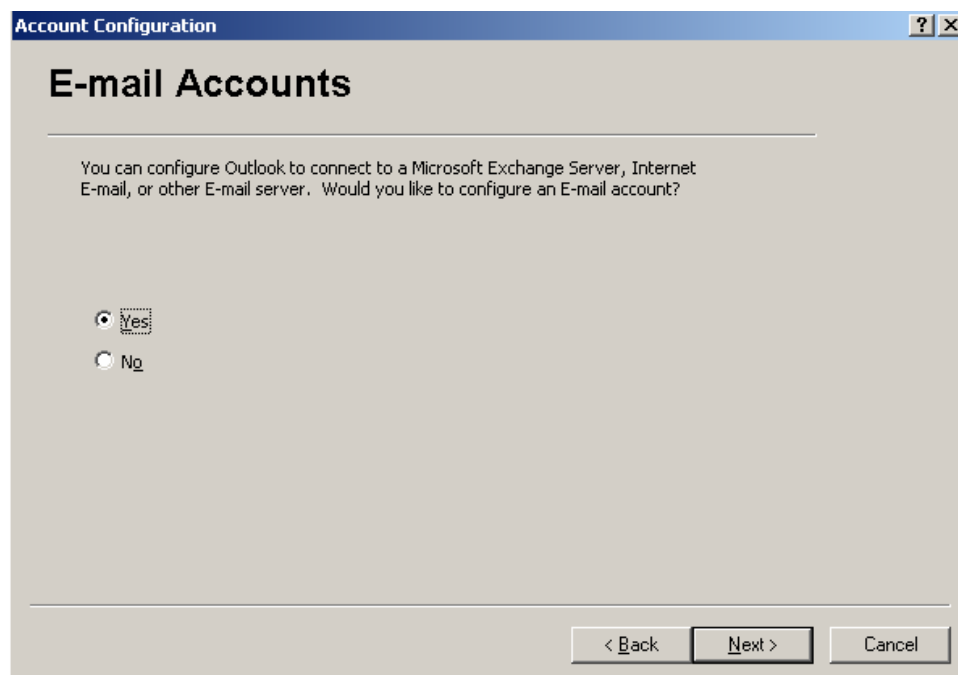
# Microsoft Outlook 2002 - Profile Creation

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1. From the **Desktop**, click the **Microsoft Outlook** icon.
2. From the **Outlook 2002 Startup** dialog box, click the **Next** button.



3. From the **Account Configuration - E-mail Accounts** dialog box, click the **Yes** radio button.

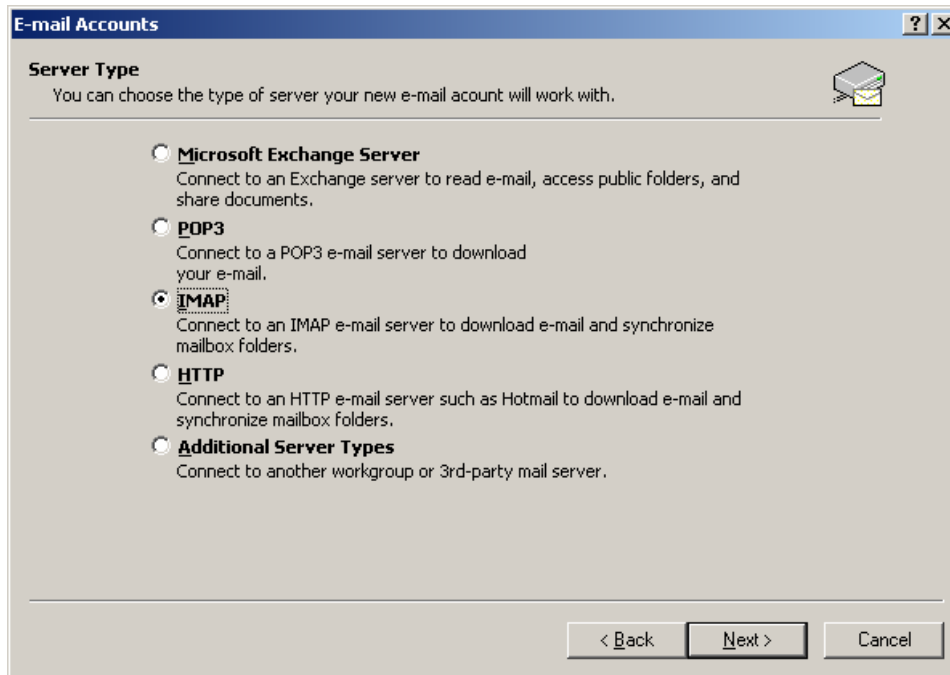


4. Click the **Next** button.

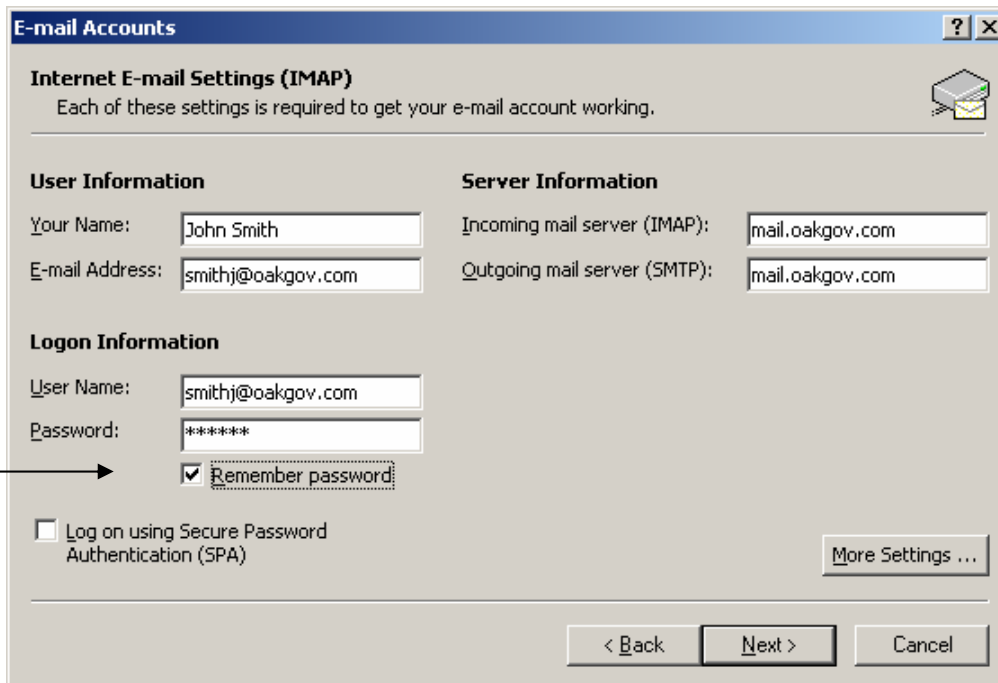
# Microsoft Outlook 2002 - Profile Creation

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- From the **E-mail Accounts - Server Type** dialog box, click the **IMAP** radio button.



- Click the **Next** button.

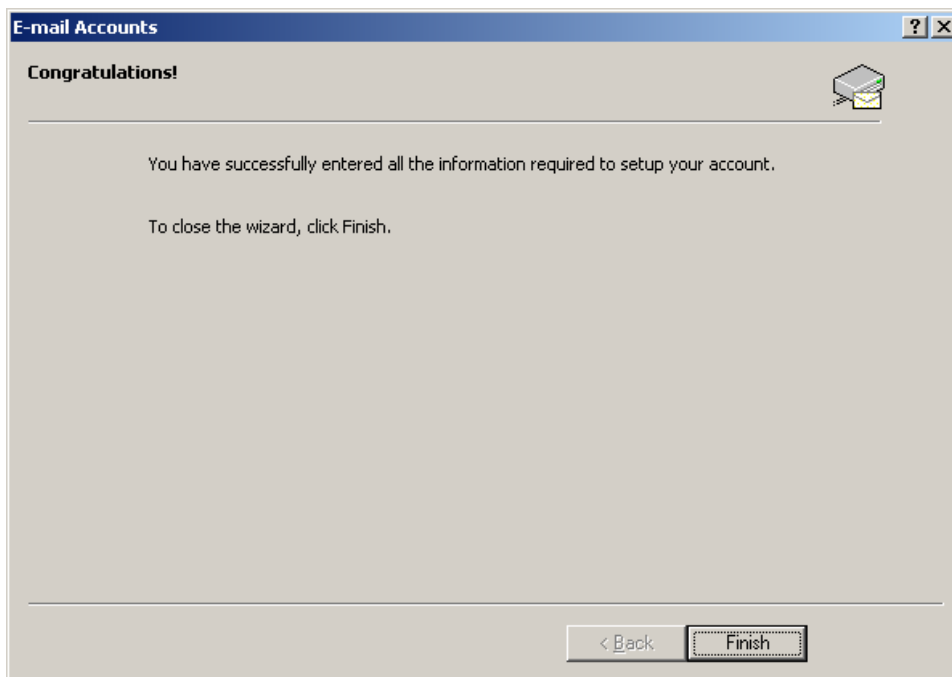


- From the **E-mail Accounts - Internet E-mail Settings (IMAP)** dialog box, type **your name** in the **Your Name** text box.

## Microsoft Outlook 2002 - Profile Creation

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8. Type **your email address** in the **E-mail Address** text box.
9. Type **mail.oakgov.com** in the **Incoming mail server (IMAP)** text box.
10. Type **mail.oakgov.com** in the **Outgoing mail server (SMTP)** text box.
11. Type **your user name** (lastnameinitial) in the **User Name** text box.
12. Type **your email password** in the **Password** text box.
13. Click the **Next** button.

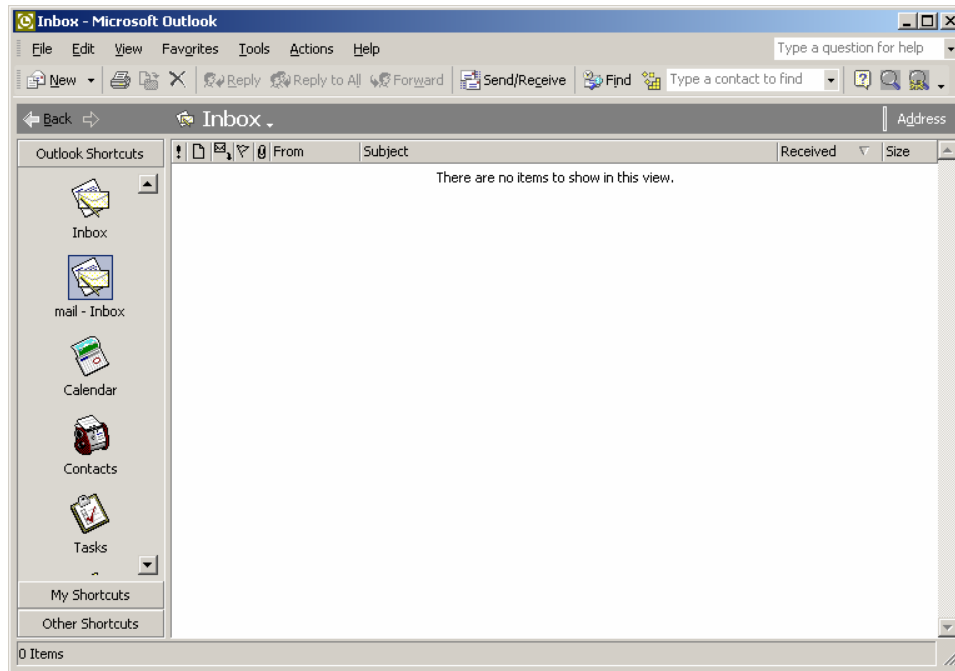


14. Click the **Finish** button.

# Microsoft Outlook 2002 - Profile Creation

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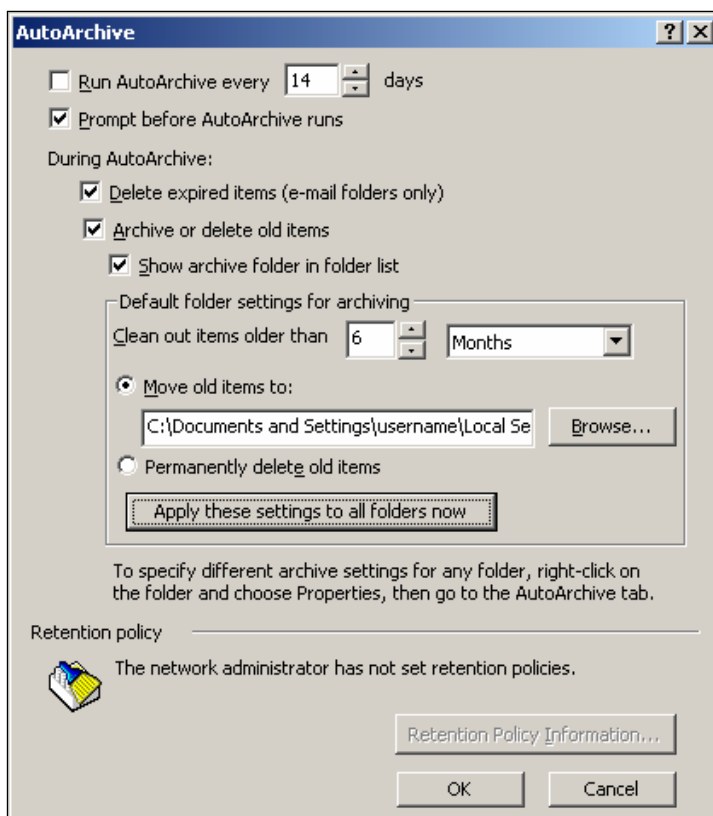
Your Microsoft Outlook mailbox will now appear, please note that the **mail-Inbox** is your default mailbox. You can move up or down using the triangle in a square box under Outlook shortcuts.



15. From the Outlook menu bar, click **Tools...Options**.
16. Click the **Other** tab.
17. Click the **AutoArchive** button.
18. Clear the check mark from the **Run AutoArchive every** check box.

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19. Click the **OK** button.

20. Click **OK** from the **Options** menu.

You are now ready to use Microsoft Outlook 2002.

**Note:** Email messages are purged every 14 days. If your job requires that you save email, Microsoft Outlook users have the opportunity to store their messages in folders(s) within Outlook using the AutoArchive feature. For further information and setup instructions, please review the *Outlook 2002 AutoArchive Setup* documentation at [http://www.oakgov.com/ittrain/assets/docs/outlook\\_2002\\_autoarchive.pdf](http://www.oakgov.com/ittrain/assets/docs/outlook_2002_autoarchive.pdf).

If you have any problems setting up your Microsoft Outlook 2002 profile, please contact the Information Service Center at (248) 858-8812.

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