

# Making Outlook 2010 Work with FermiMail (MAPI configuration)

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## 1 Pull up the “Mail Setup” Form in the Control Panel

**Step 1.1.** Click the “Start” button in the desktop taskbar.

This may have different looks depending on your desktop theme.

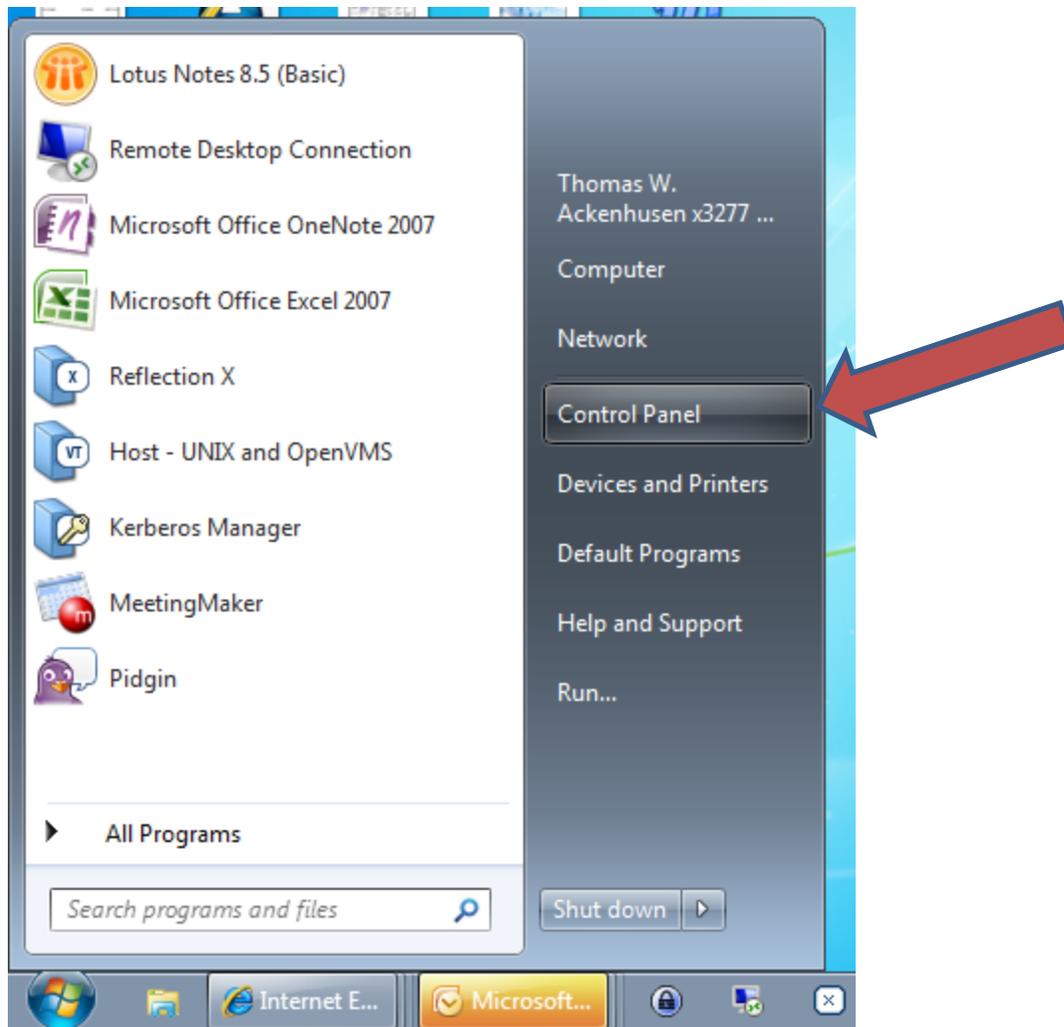
The “Start” button on most new desktops usually looks like this:



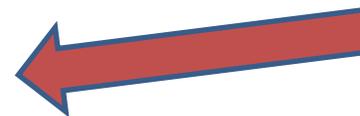
But on some older machines, the “Start” button looks like this instead:



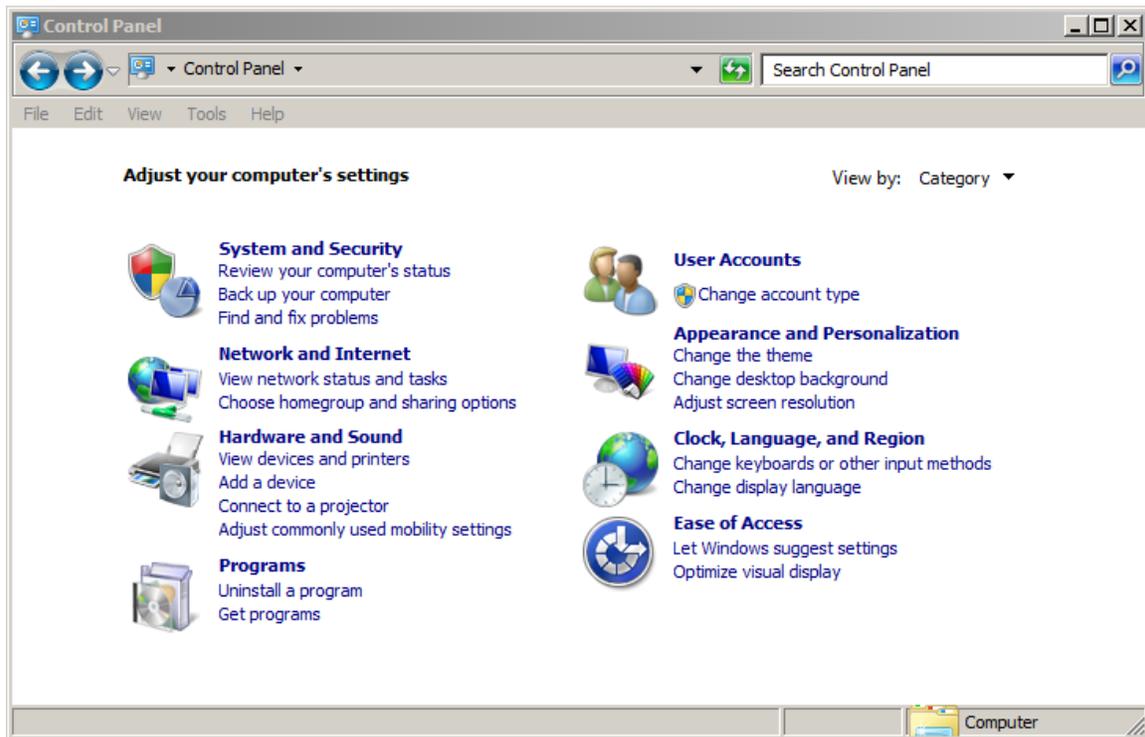
**Step 1.2.** Click “Control Panel”.



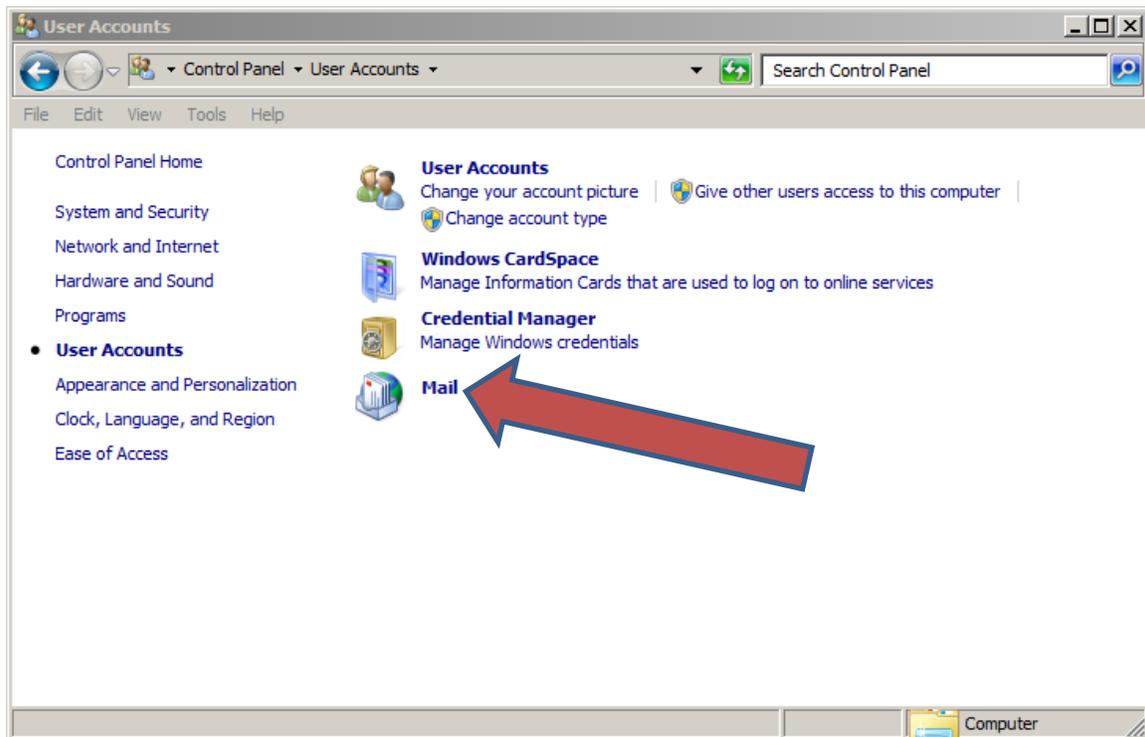
**Step 1.3.** In the Control Panel, select “User Accounts”.



## Step 1.

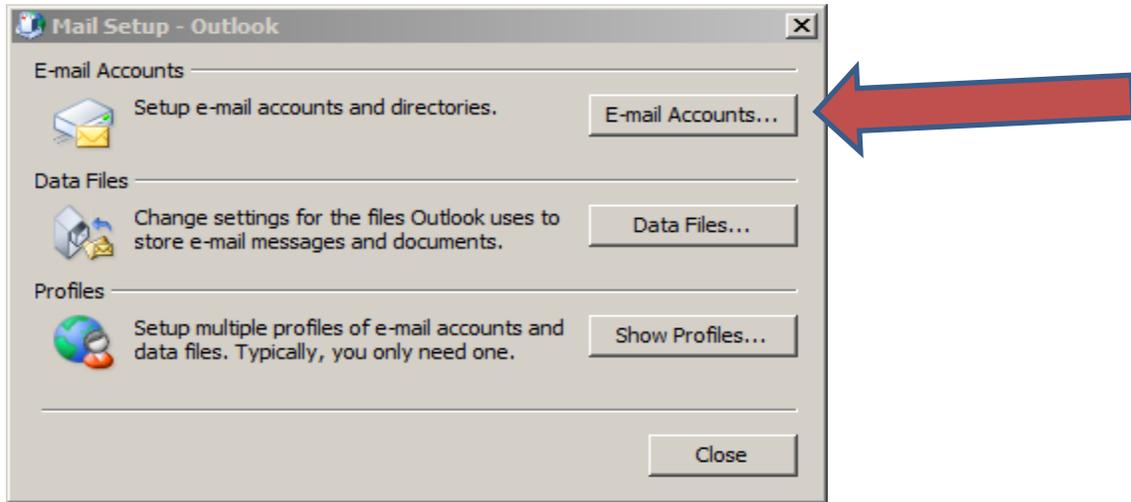


## 4. Then select "Mail".

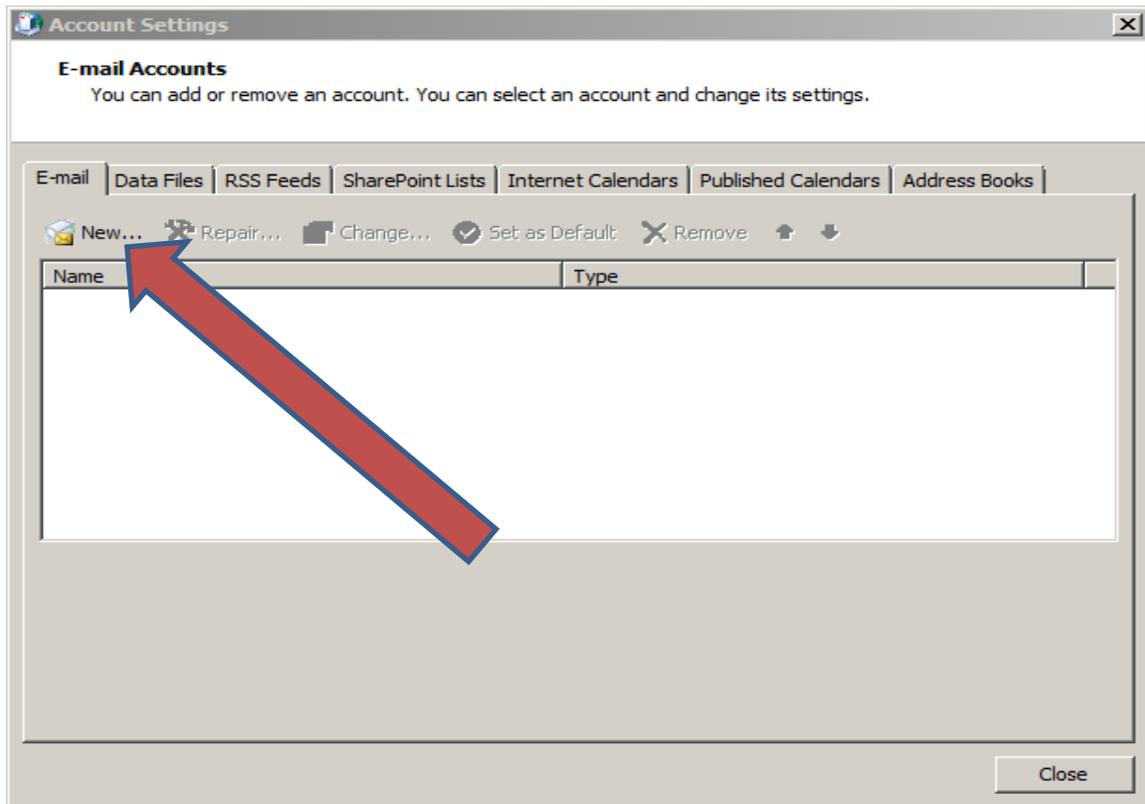


## 2 Create a New E-mail Account in the Mail Setup Form

**Step 2.1.** Select "E-mail Accounts..."



**Step 2.2.** Select "New..."



### 3 Begin to Create an Email Configuration

**Step 3.1.** Fill out Your Name, and your E-mail Address.

You do NOT have to type in your password at this point, so save yourself some typing and leave the password fields blank.

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

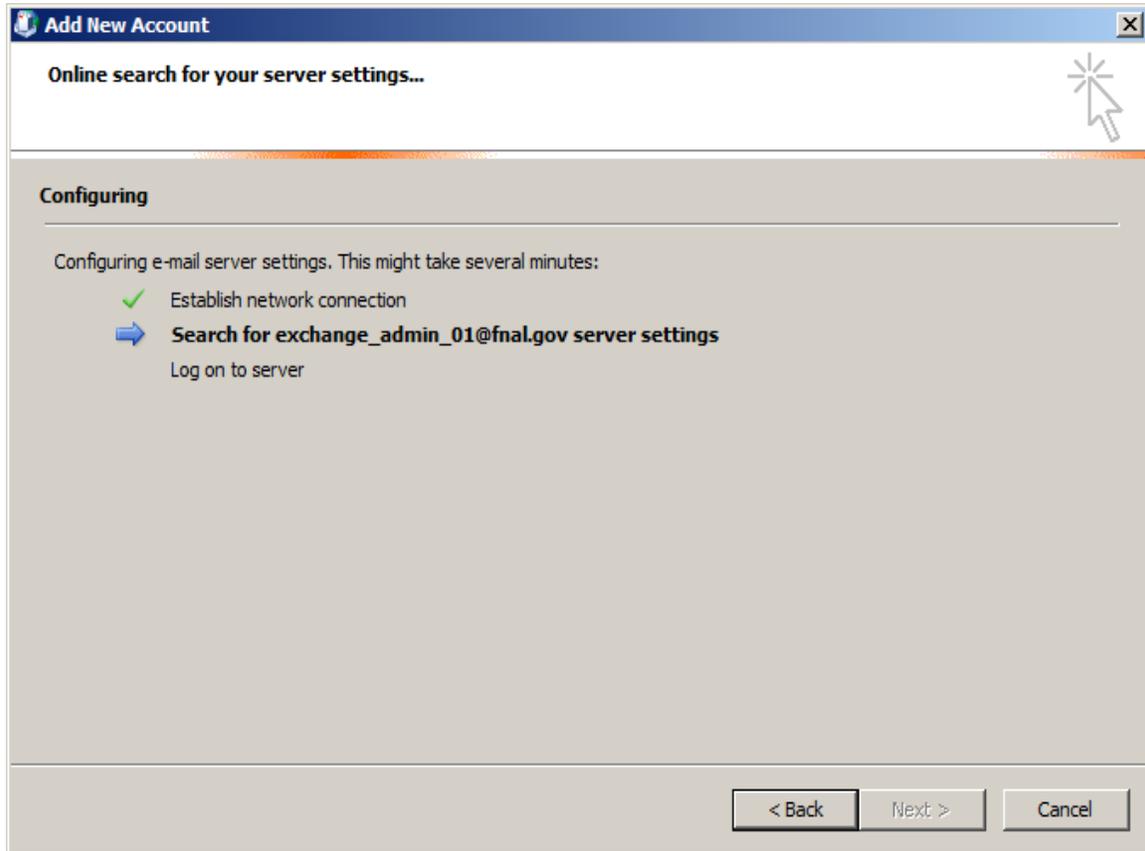
**Manually configure server settings or additional server types**

< Back   Next >   Cancel

**Step 3.2.** Click “Next >”

## 4 Outlook Fetches Your E-Mail Config Information

**Step 4.1.** Outlook then fetches the rest of your email configuration information for you. This should take about 15-30 seconds.

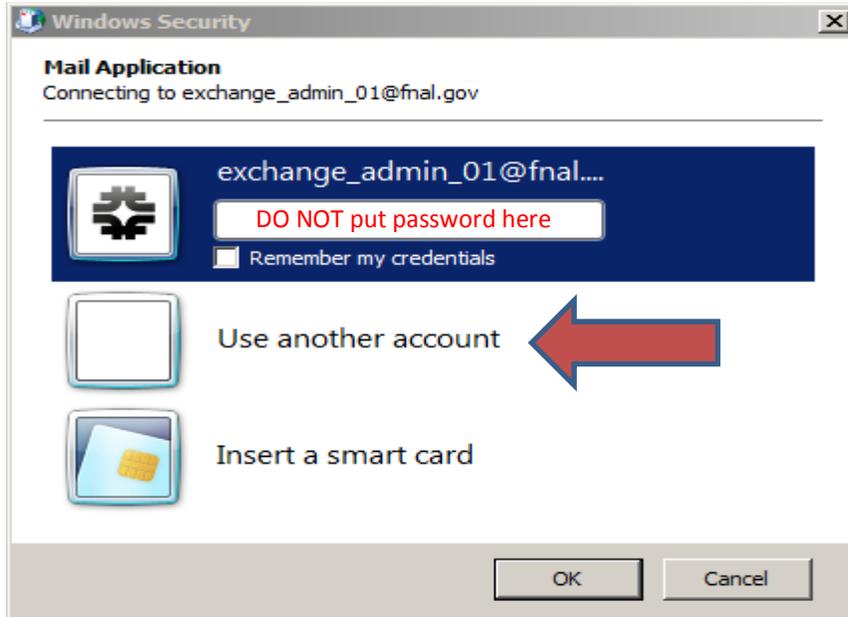


## 5 Login to Outlook 2010

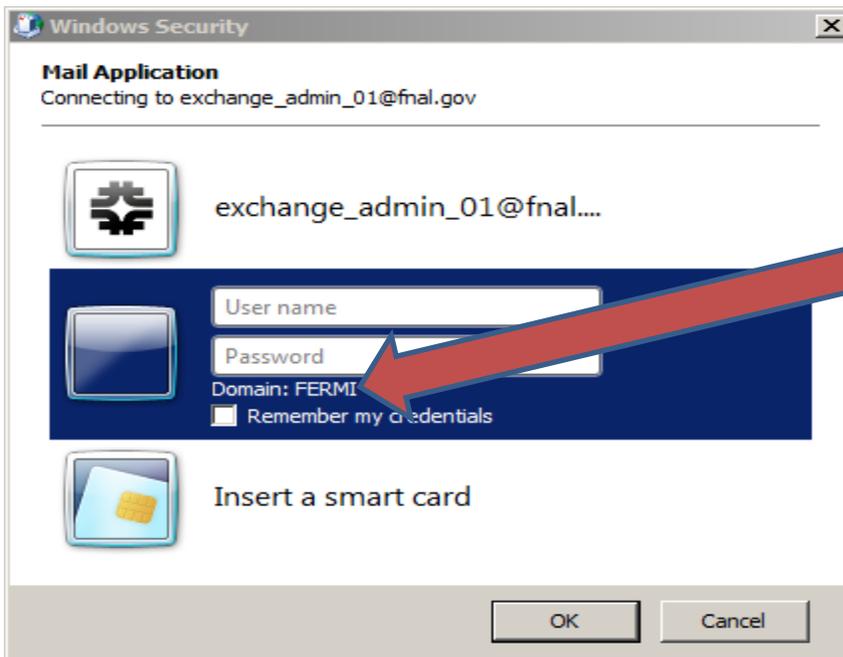
- *Read carefully, please. This login is a little different than normal.*

You will now be prompted to login to Outlook.

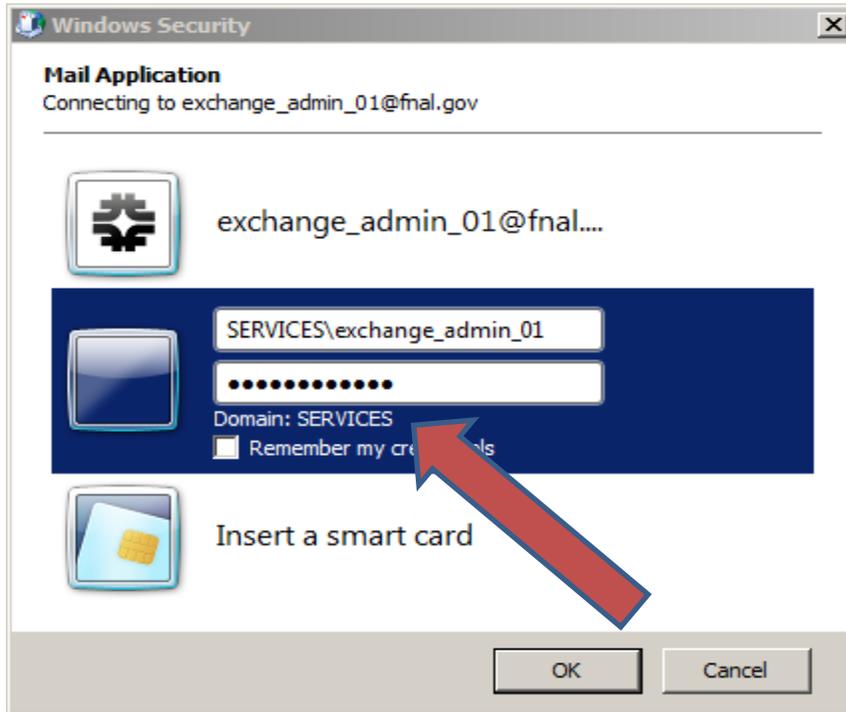
**Step 5.1.** Select “Use another account”. (Do NOT type in your password in the top field).



After selecting “Use another account”, you will see “Domain: FERMI” which has to be changed. The following step will make this change for you.



**Step 5.2.** Fill in your username in the format “SERVICES\username” and your SERVICES password.



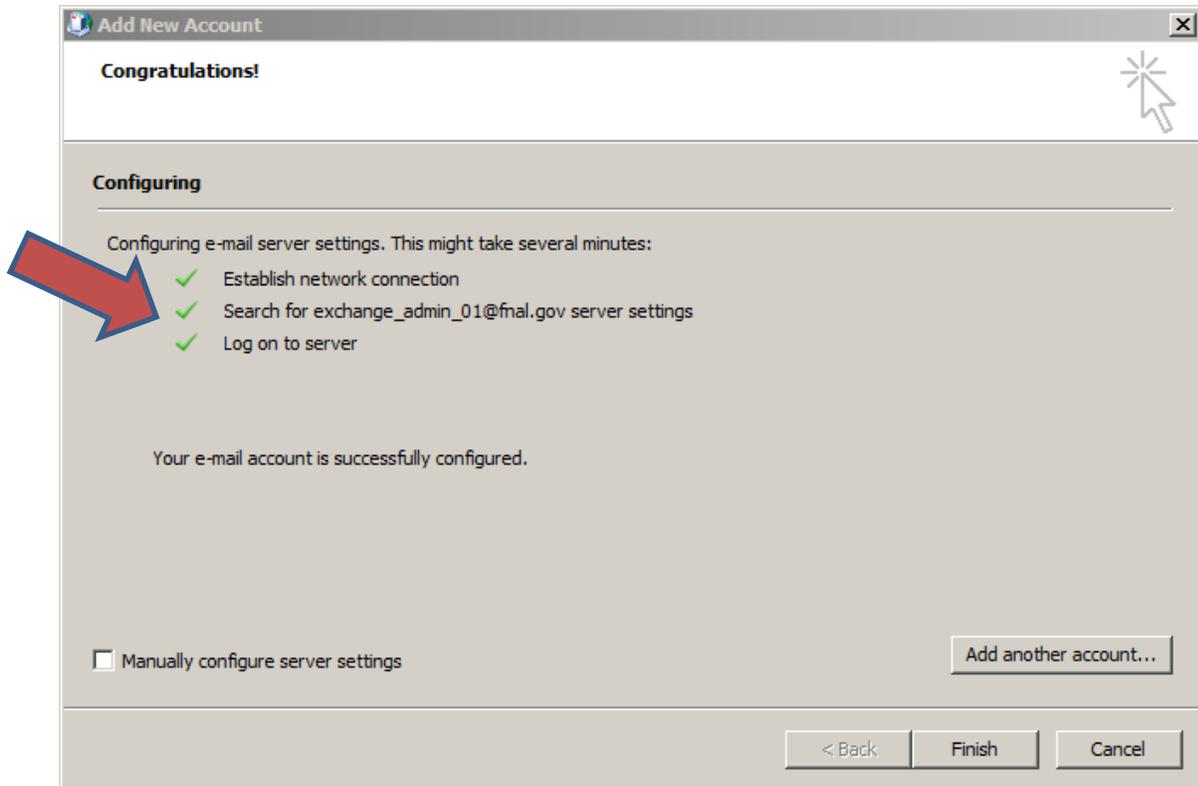
Notice how the domain is now correctly set to SERVICES.

**Step 5.3.** Now you can click “OK”.

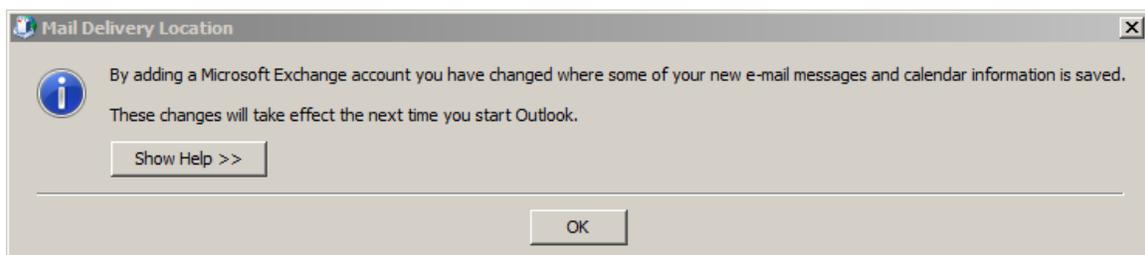
## 6 Congratulations Screen (Almost Done)

Your mail account is configured correctly if you see 3 green checkmarks below.

**Step 6.1.** Click “Finish”.



**Step 6.2.** If you see the warning below, just click “OK”.

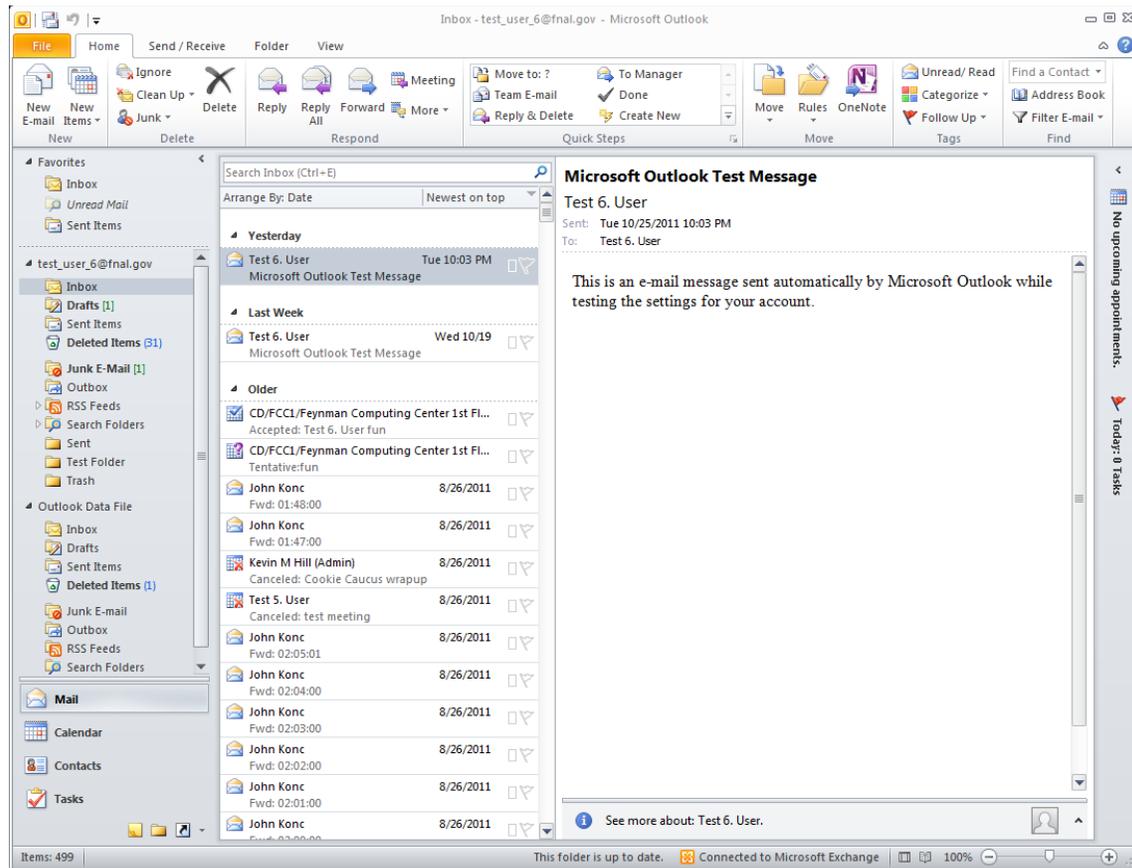


## 7 Restart Outlook 2010

**Step 7.1.** If Outlook is running, then please exit it at this time.

**Step 7.2.** You may start Outlook now.

**Step 7.3.** Login with your SERVICES password, then you will see something like the following:



Please be patient with your first start-up of Outlook, as it could take several minutes for it to perform the first download of your Inbox and your mail folders. After that first start-up, though, Outlook will start much more quickly.

## 8 Congratulations (Really Done)

Now you really are done getting Outlook 2010 to work with FermiMail.

**Note:** If your screens look remarkably different than what is shown above or you are having problems receiving/sending email afterward, then please open a Service Desk ticket by calling (630) 840-2345 or log in to the Service Desk at <https://fermi.service-now.com/fsc/> and click "Report a Service Outage or Incident".