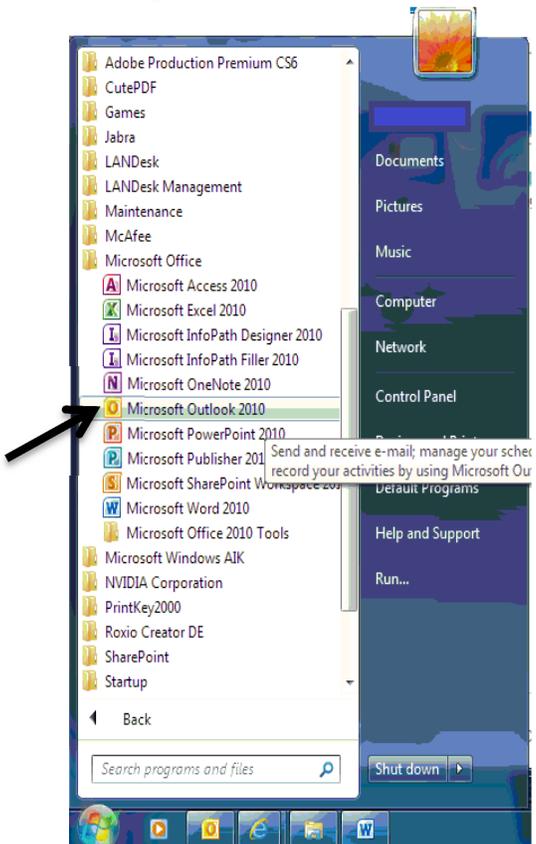
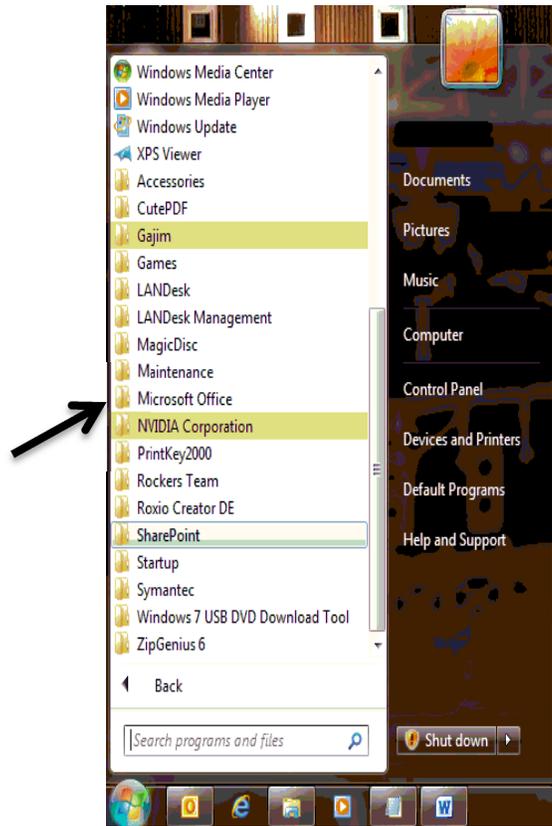
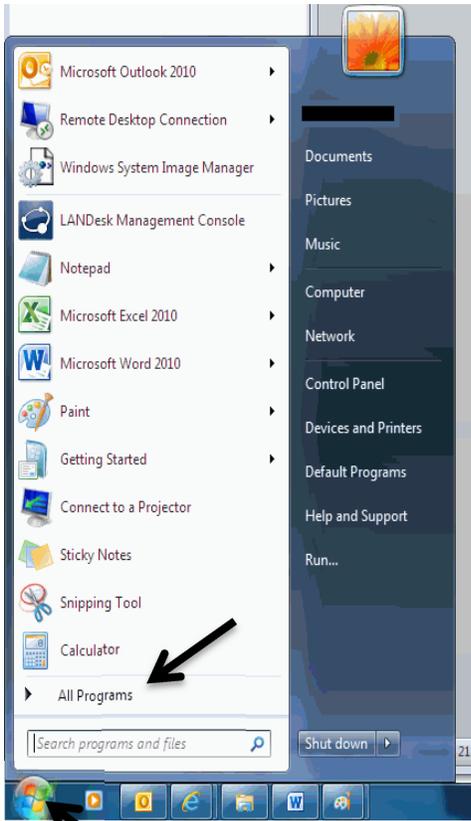
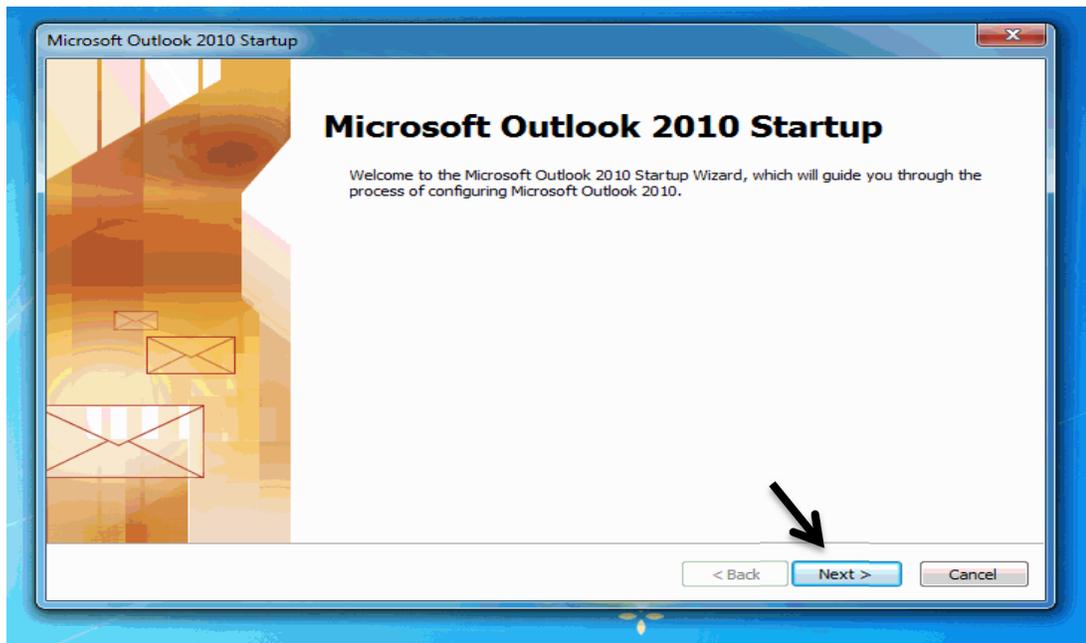


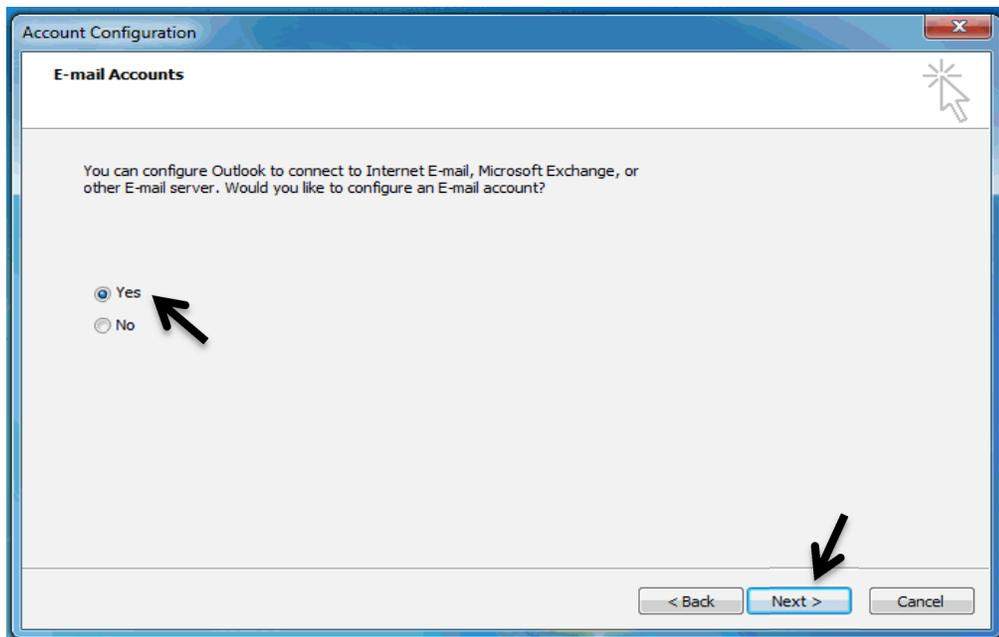
1. On desktop, click on Start> All Programs> Microsoft Office> Microsoft Outlook 2010



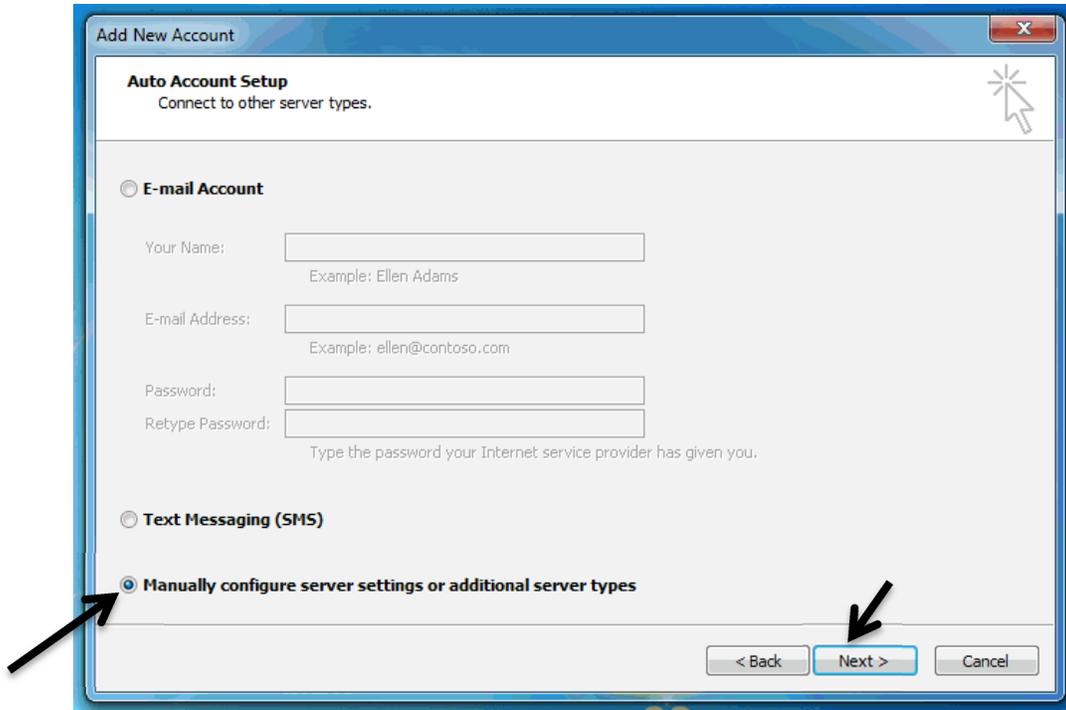
2. Click on Next



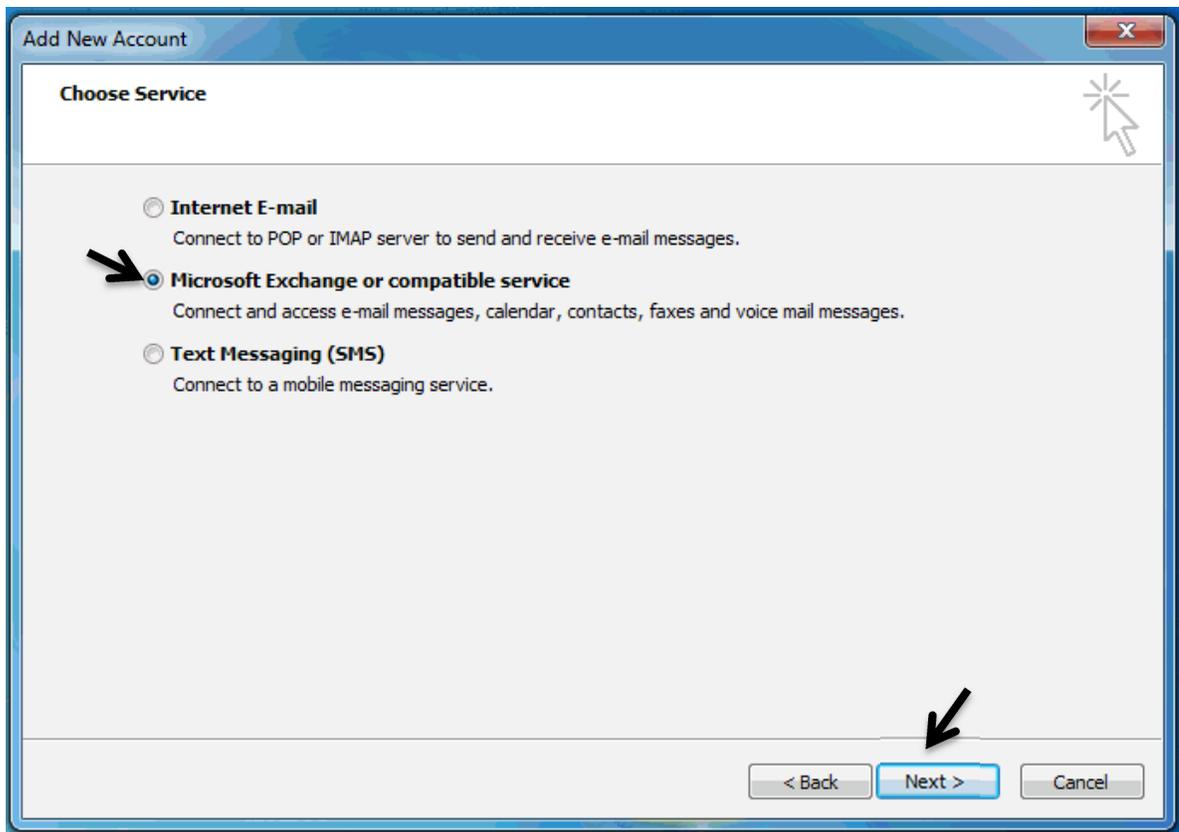
3. Click on Yes then Next



4. Click on Manually configure server settings or additional server types then Next

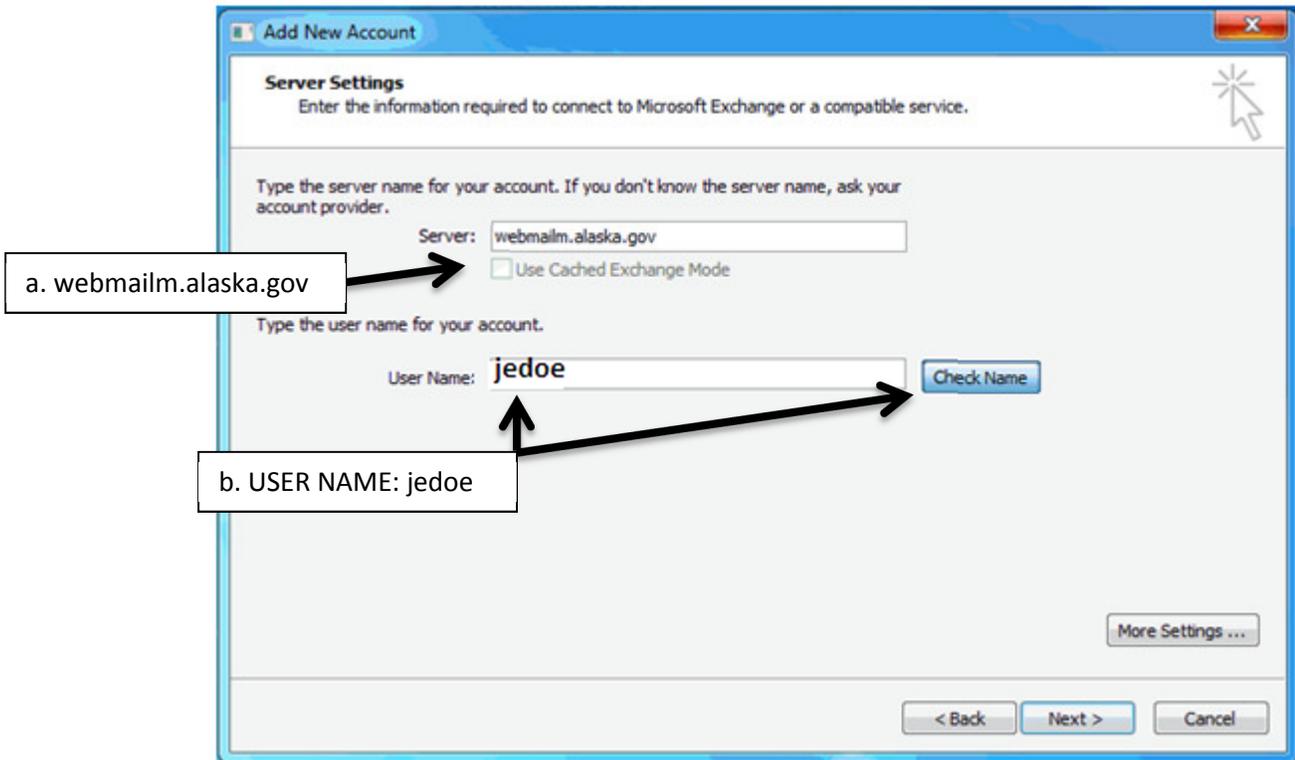


5. Click on Microsoft Exchange or compatible service then Next



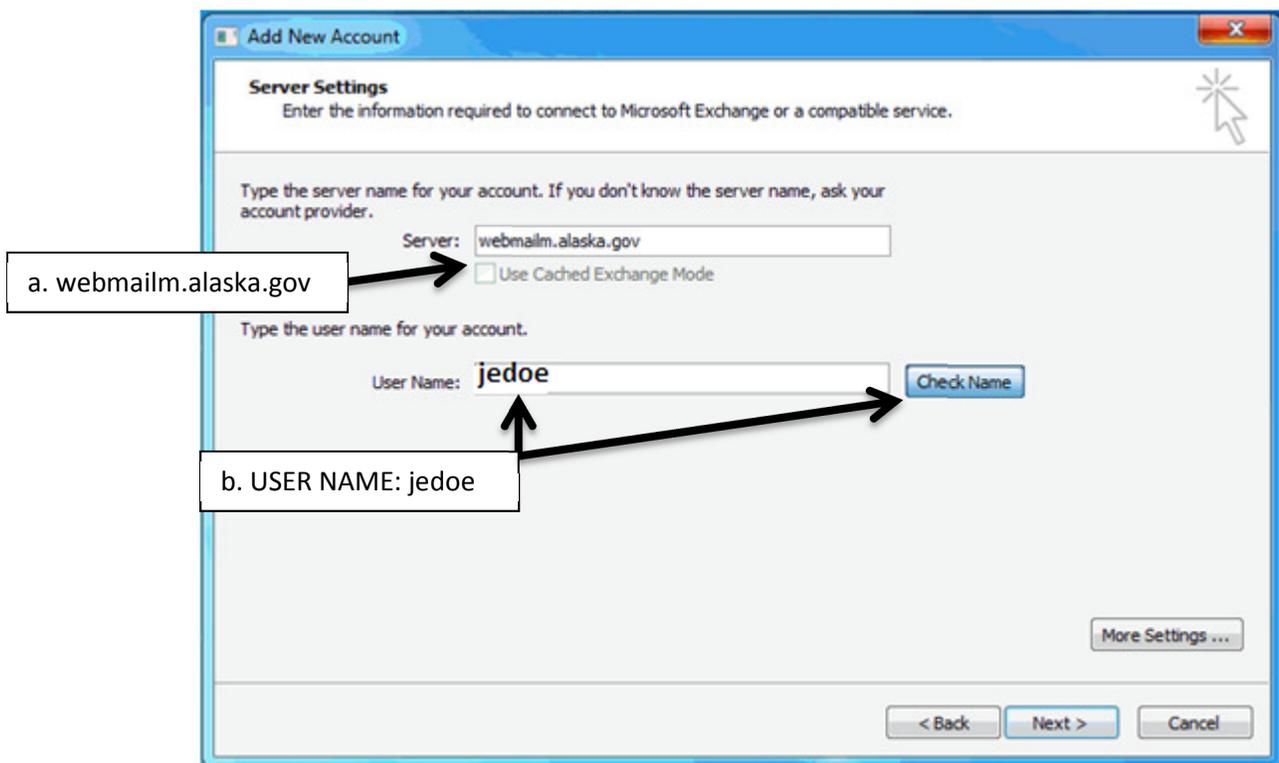
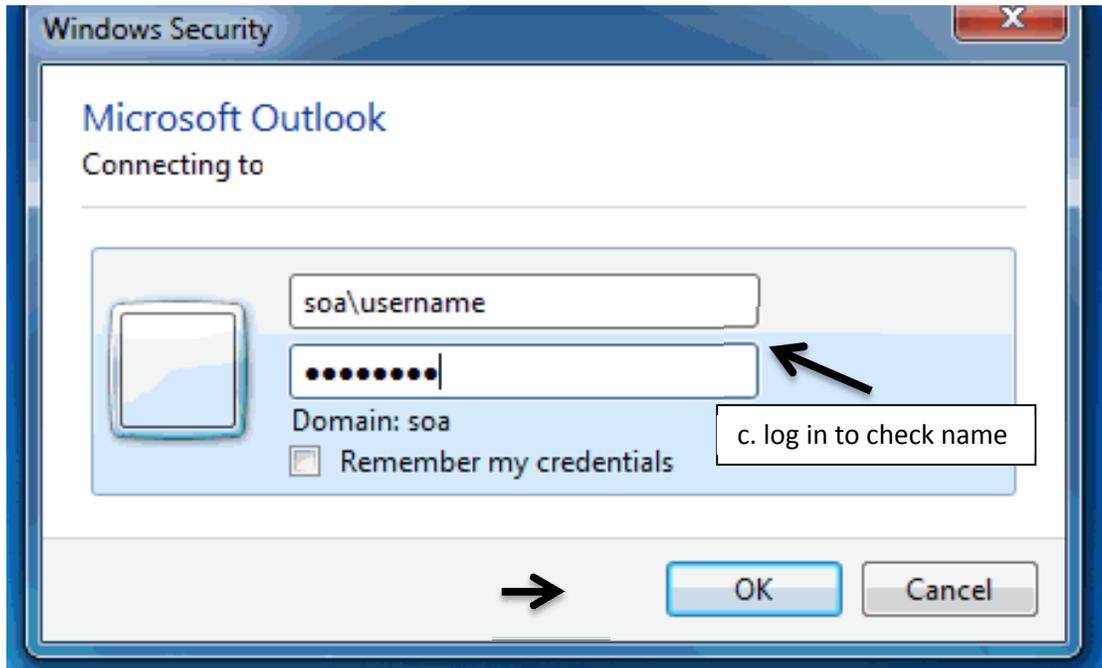
6. To set Server and User Name:

- a. In Server field type in server name: **“webmail.alaska.gov”**
- b. In the User Name field, type first initial, middle initial, and last name, all lower case with no spaces, then click Check Name. Example: For John E Doe the username is jedoe.



**\*\*\*If you don't have state of alaska email user name call DMVA IT @ 428-7187\*\*\***

- c. After Check Name is clicked a Windows Security pop up window shows, type soa\username in the first field, Example: soa\jedoe. Then type your password for Microsoft Outlook in the second field then select OK.



- d. Verify your email address in User Name field and if email address is accurate then click Next.

**Add New Account**

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

Use Cached Exchange Mode

Type the user name for your account.

User Name:

d. After successfully logging in to outlook,  
User Name field is replaced automatically  
from user name to user's email address.

7. After clicking Next another Windows Security pop up shows, enter you user name and password again and click OK. You are now logged into your email account.

