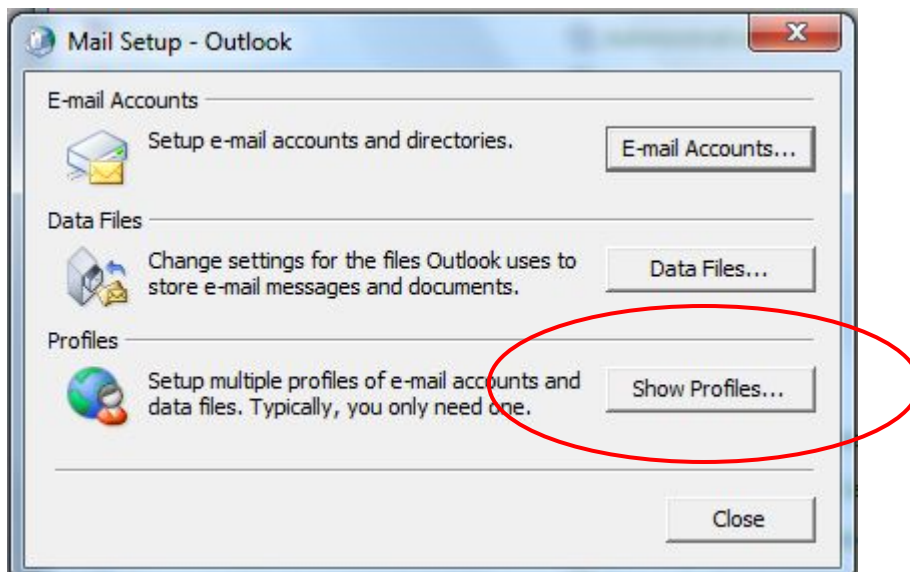


Installation Instruction for Field Office based UNIDO Staff

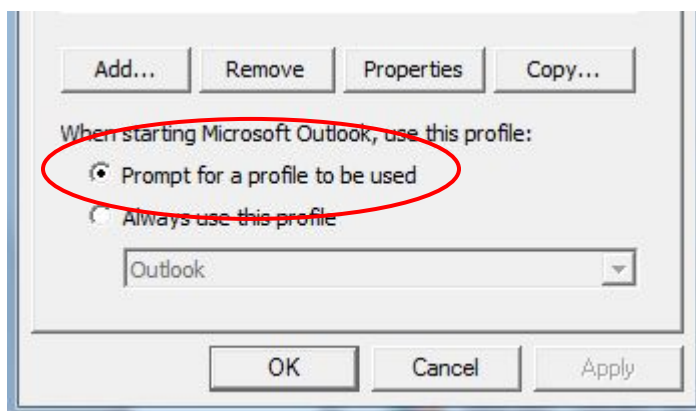
to configure Microsoft Outlook

A new E-Mail Profile needs to be created.

Go to Control Panel – MAIL → and click on Show Profiles



Make sure that Prompt for a profile to be used is acted.

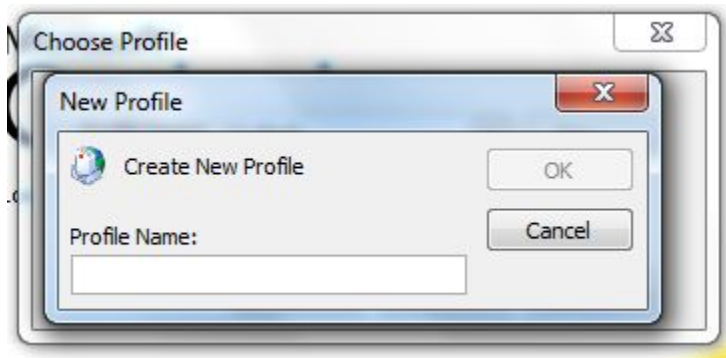


Click OK.

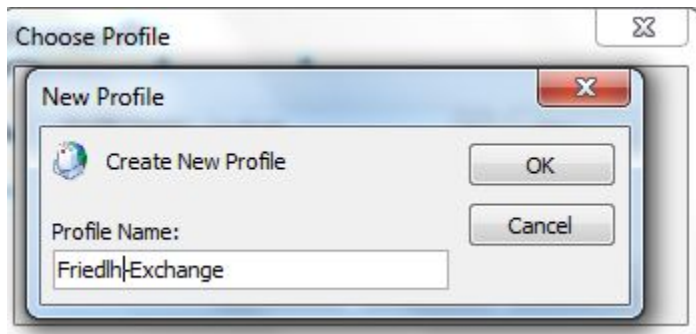
Start Microsoft Outlook



Click on New...



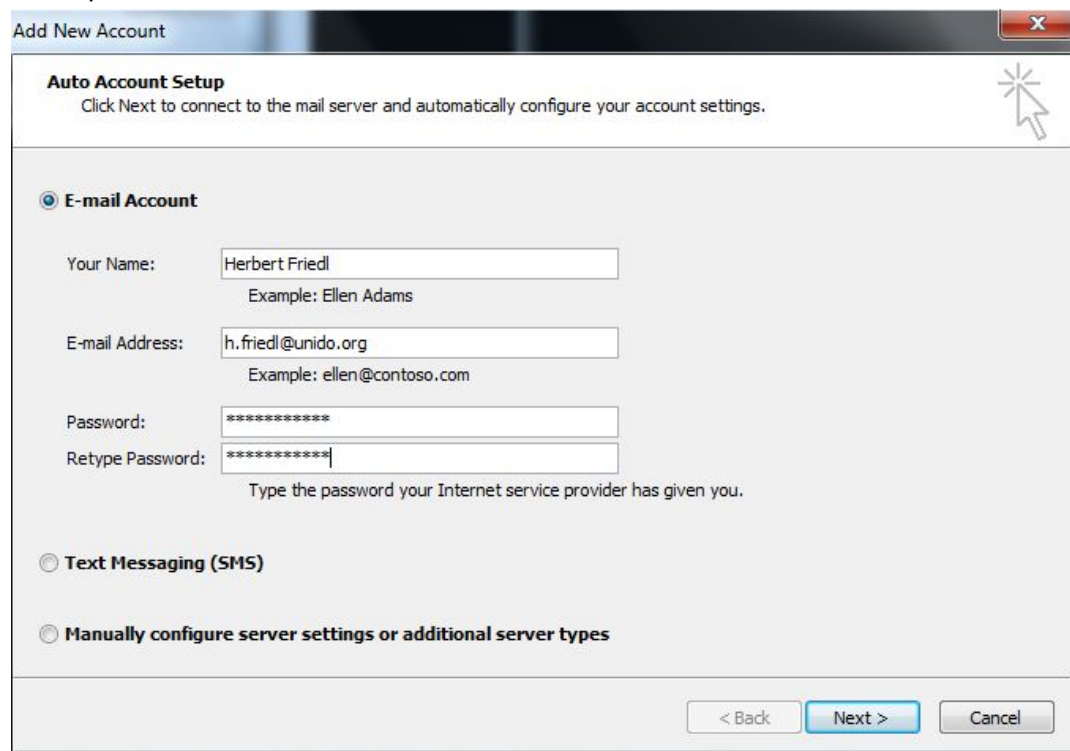
Give the Profile a new name



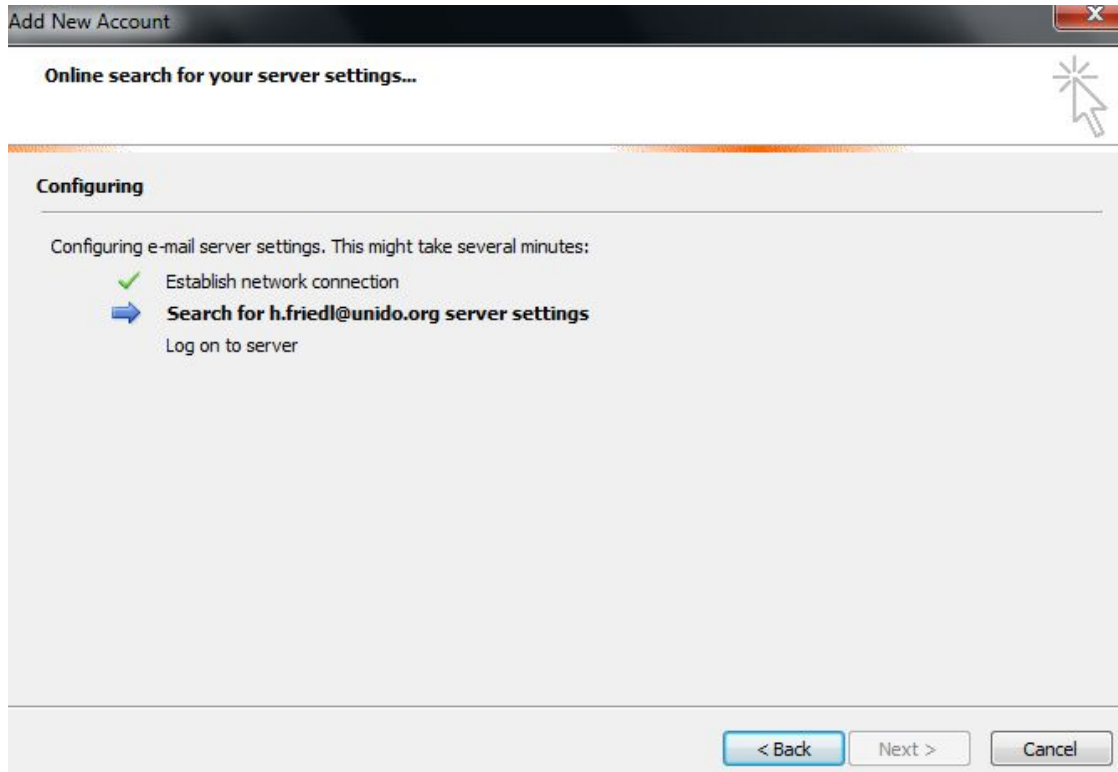
and Click on OK.

Provide your Account Details:

This is your: UNIDO E-Mail address and Domain Passwrd

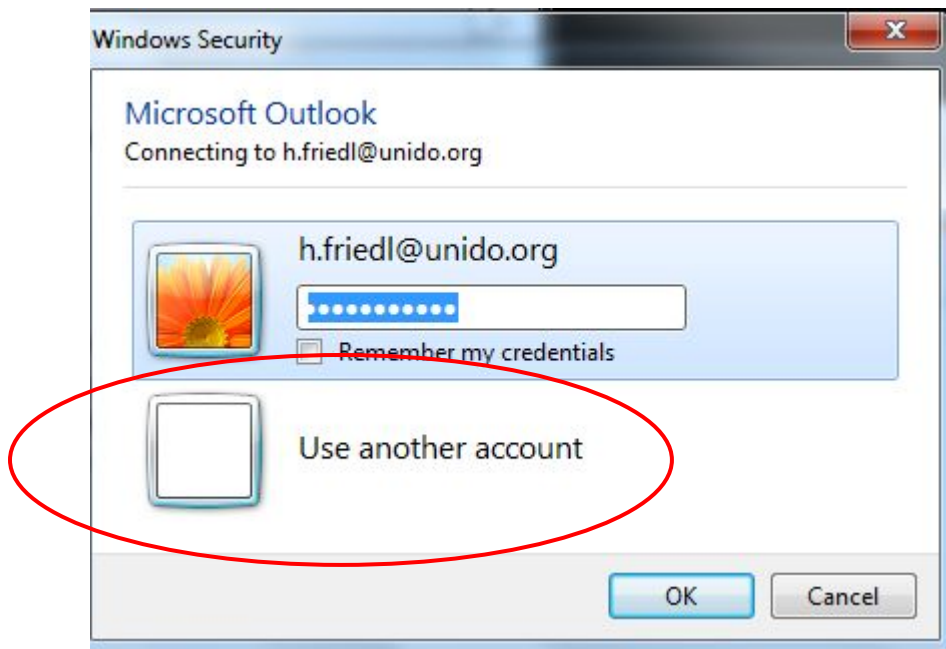


Click on Next.

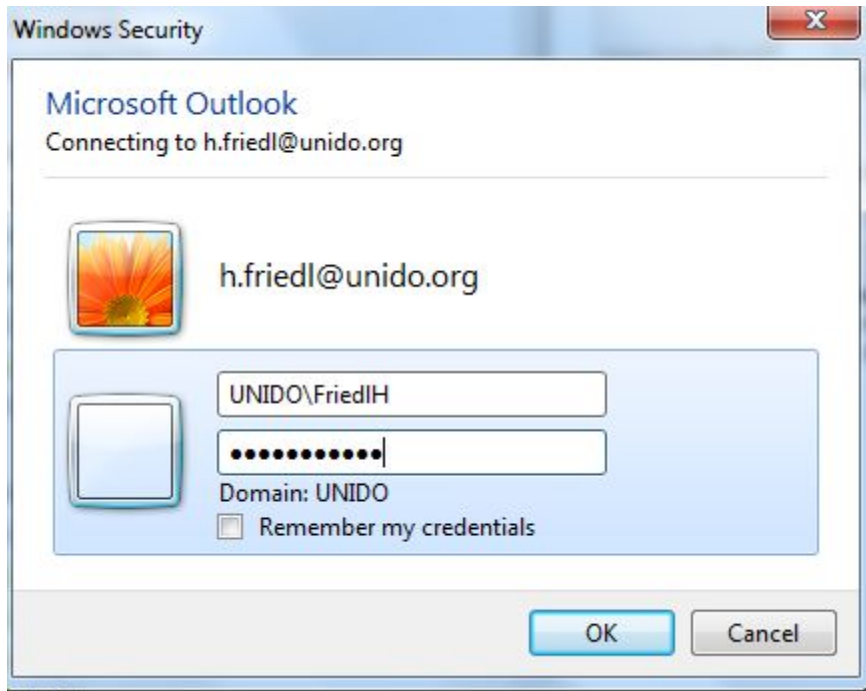


This can take some time, up to 20 seconds is normal.

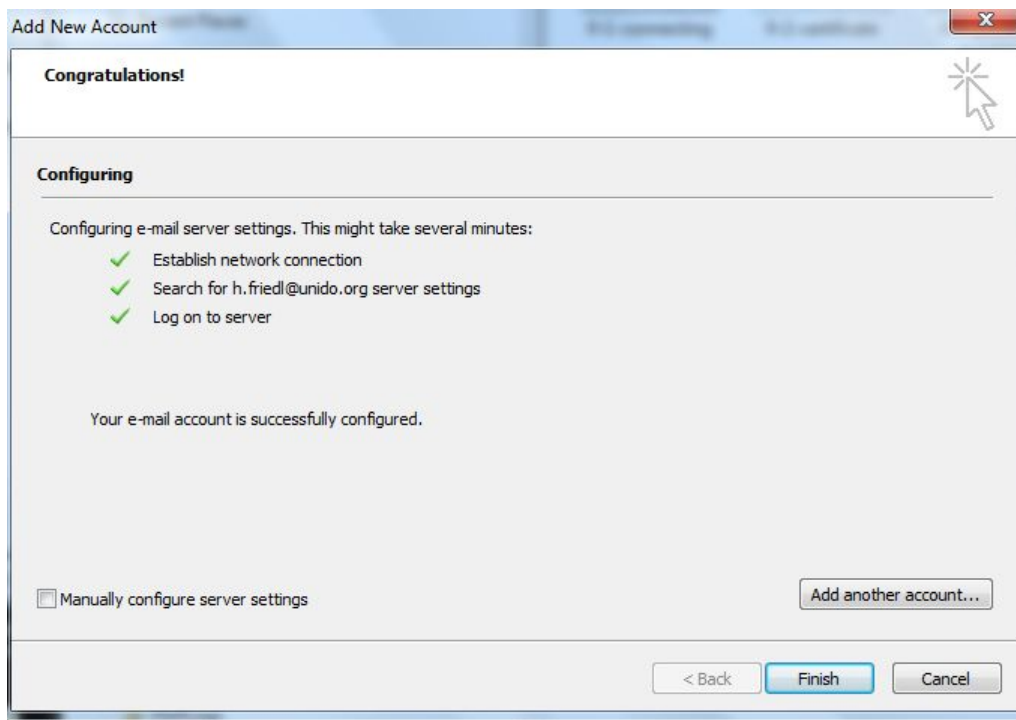
A Windows Security Message will come up asking for username and Password.



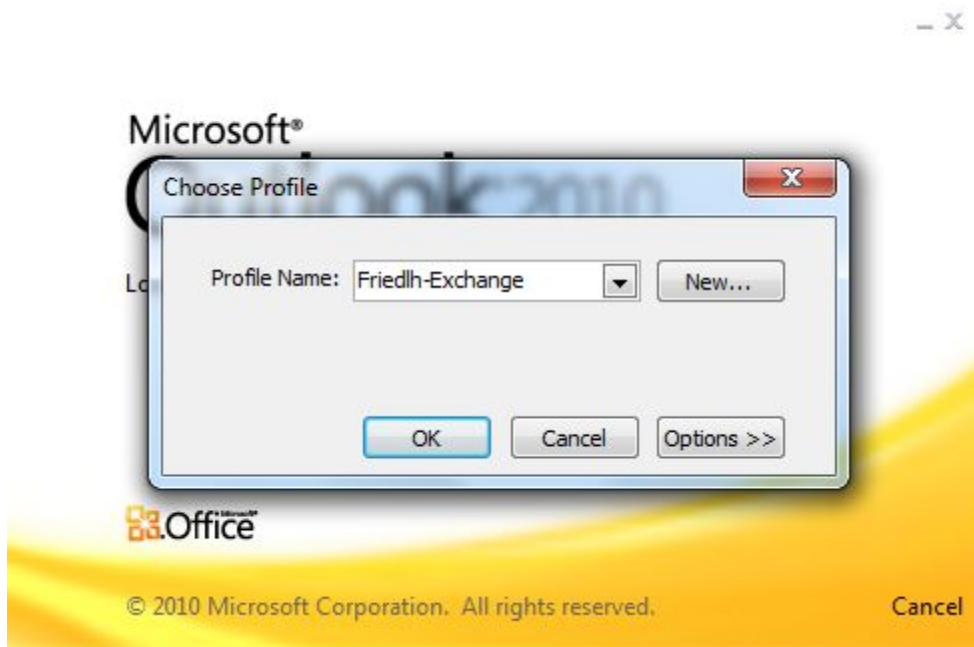
Select **Use another account** and specify your UNIDO Domain credentials



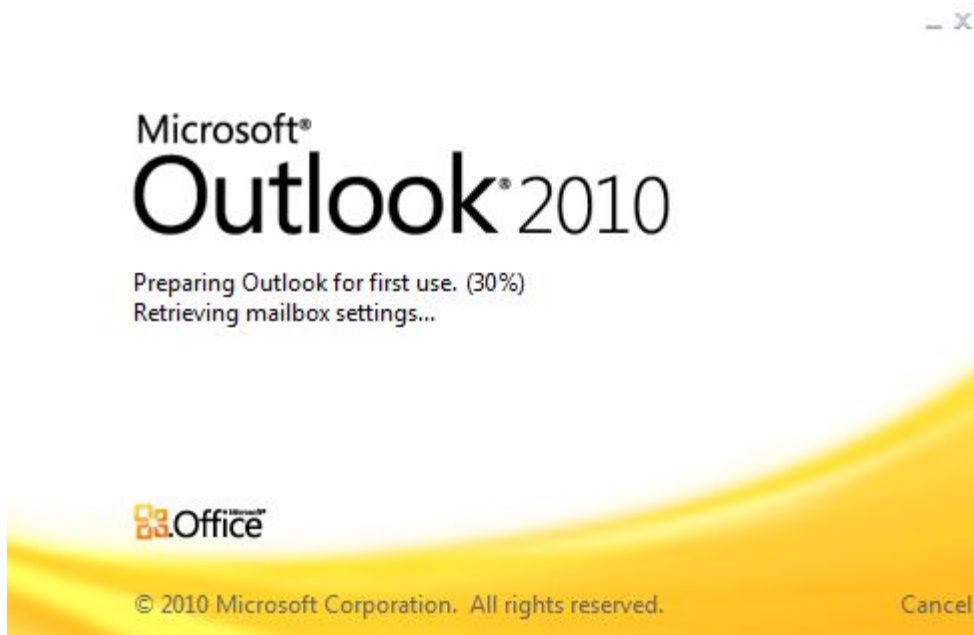
The connection can now be established.



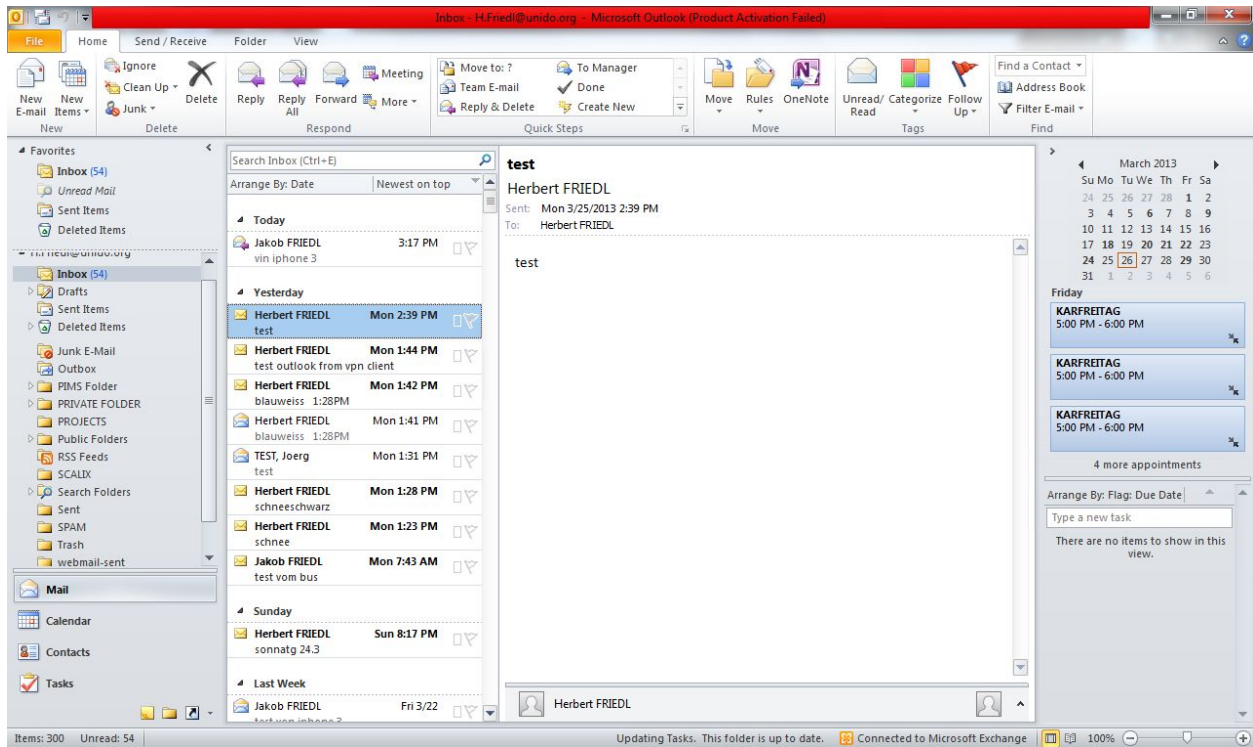
Click on Finish.



Make sure your new Profile is selected



Microsoft Outlook will connect to the UNIDO E-Mail Server



The Client has been setup successfully.