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## Setup Outlook 2010 for Titan Live.

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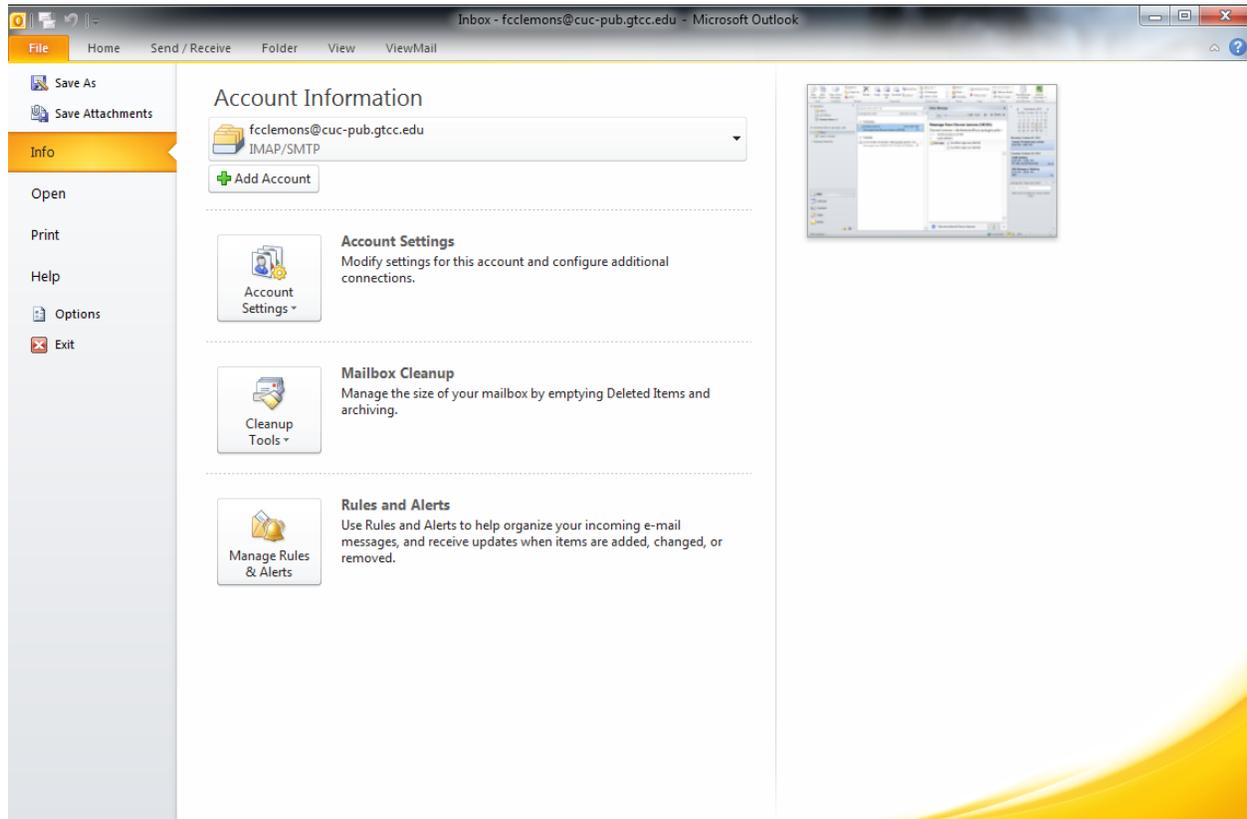
Follow the steps below to configure Outlook for Titan Live.

**Step 1:** Open Outlook. Office icons are not put on the desktop during Office installations. To get to Outlook click on the Start menu -> All Programs -> Microsoft Office. To create a desktop shortcut for Outlooks right click Microsoft Outlook 2010 and select Send To -> Desktop (create shortcut). You may then double click the Outlook Icon on your desktop to Open Microsoft Outlook. If asked to make your default email program say yes. If asked to enable Instant Search click do not show this message again and select No. If asked to synchronize RSS feeds you may say No. Outlook may import Groupwise automatically. To remove we need to add your Titan Live account first. We will go over the steps to remove Groupwise synchronization in a later step.

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**Step 2:** When Outlook is open Select File and then Click Add Account.  
This will open the Add Account dialog box.



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**Step 3:** Enter in Your User Name and your Titan Live email address and select Next.

**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)**

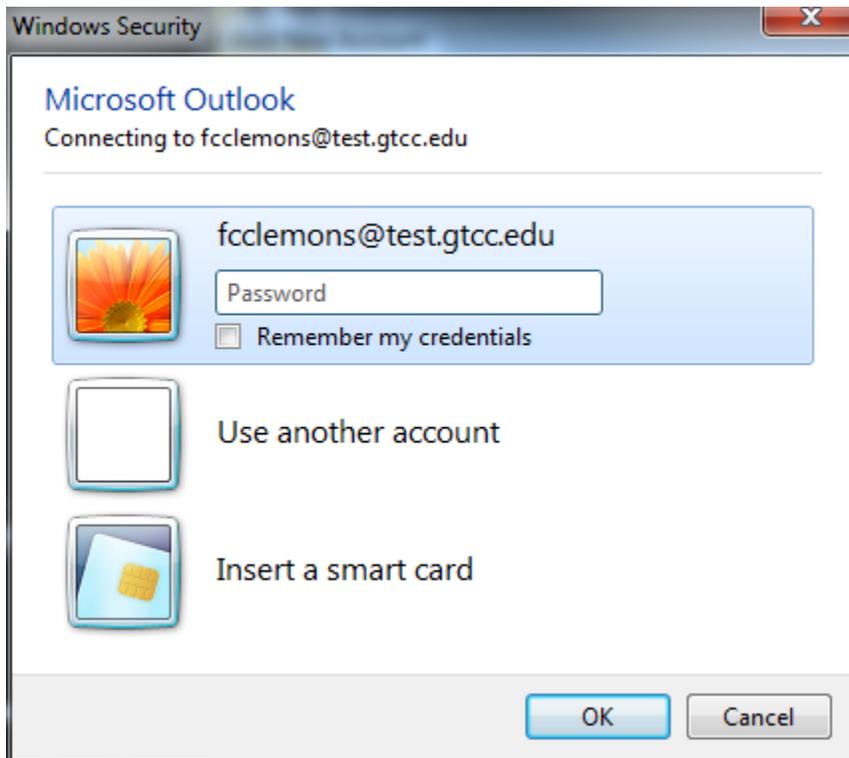
**Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

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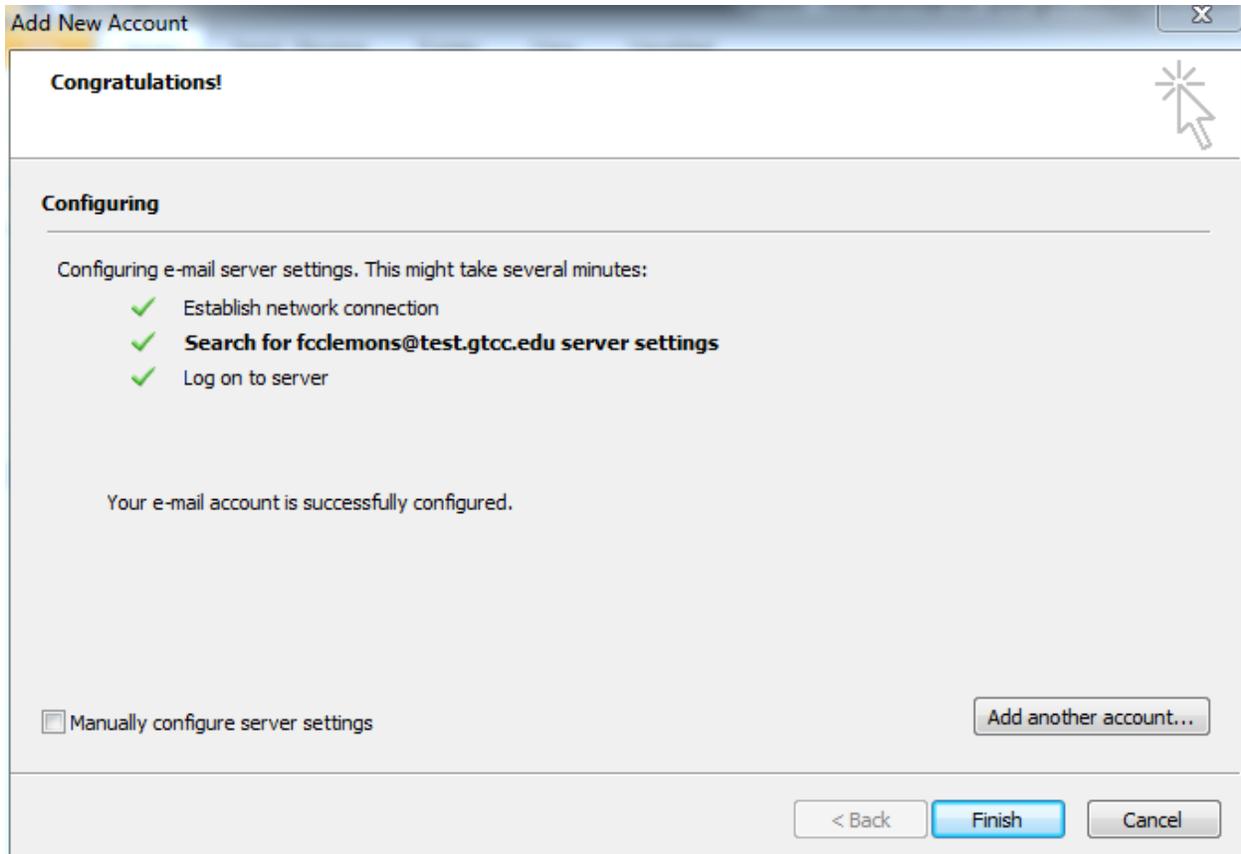
**Step 4:** A dialog box will open requesting your Titan Live credentials. Your username should auto-populate (it's your email address). Enter in your Titan Live password .



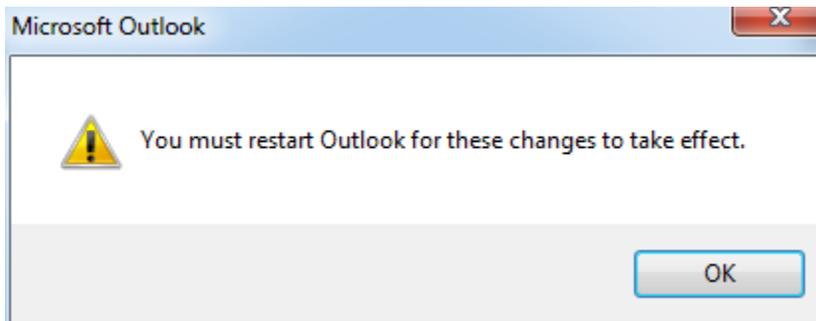
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**Step 5:** If you login successfully you will see the congratulation screen.  
Select Finish.



**Step 6:** You will be prompted you need to restart outlook. Select OK then close and restart Outlook. Your Titan Live ID is successfully configured on Outlook.



**Step 7:** To remove your Groupwise account from Outlook go to File -> Account Settings. Highlight your Titan Live account and Make default. Then Highlight Novell Groupwise and select Remove. Also go into the Address Book and Delete the Groupwise Address book and the Groupwise LDAP Address Book.

**Step 8:(optional)** If you would like Outlook to remember you login credentials Select Rember me when prompted for you login when you open the program.