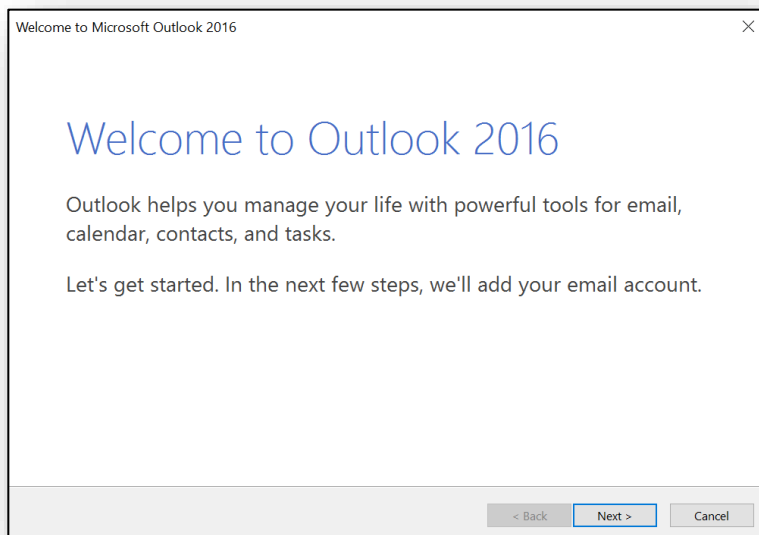


# Teacher Laptop Restore Outlook

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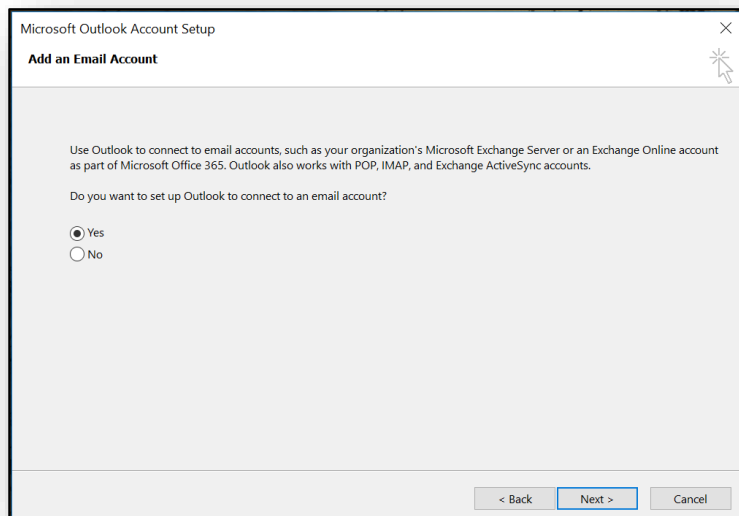
These directions provide guidance for restoring Outlook on teacher laptops.

Step 1: Click **Next** at the Welcome message window



Step 2: Click **Yes** to Add an Email Account

Step 3: Click **Next**

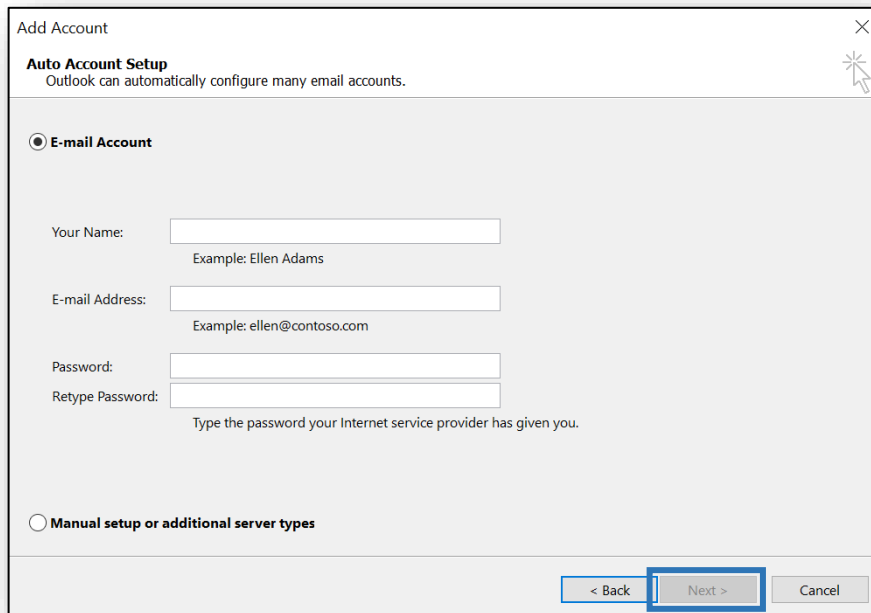


Step 4: Type your first name and last name in the first text box

Step 5: Type your Cobb County email exactly, including any digits

Step 6: Type your Cobb County email password then type again to confirm

Step 7: Click **Next**



**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

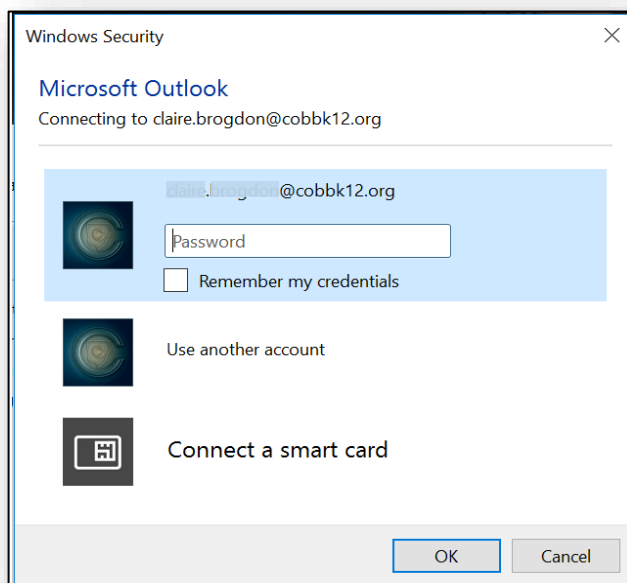
E-mail Address:   
Example: ellen@contoso.com

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

**Manual setup or additional server types**

< Back   **Next >**   Cancel

Step 8: Type Cobb County **email password** once again, Click **OK**



**Windows Security**

**Microsoft Outlook**  
Connecting to claire.brogdon@cobbk12.org

claire.brogdon@cobbk12.org

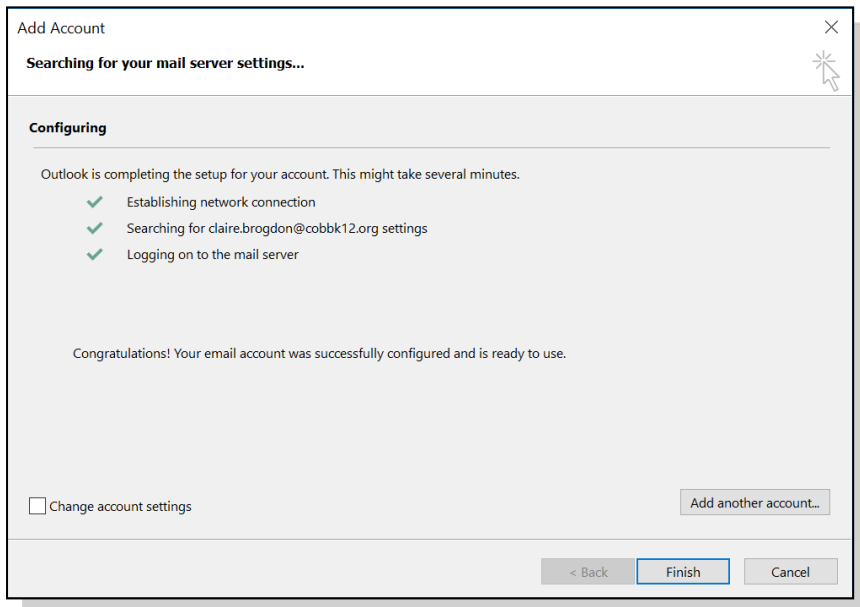
Password

Remember my credentials

Use another account

Connect a smart card

OK   Cancel



Step 9: After all three check marks appear, Click Finish

Step 10: Click "Install Updates Only

Step 11: Click **Accept**

