

## Outlook not configured correctly

### SUMMARY

This article describes how to set up Outlook 2007 as a No Email Client

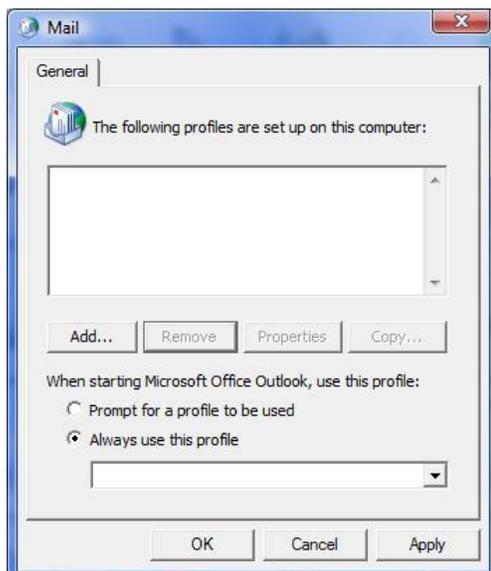
### PROCEDURE

If Outlook has already been configured and you need to remove the profile, proceed to Step 1 otherwise go to Step 7

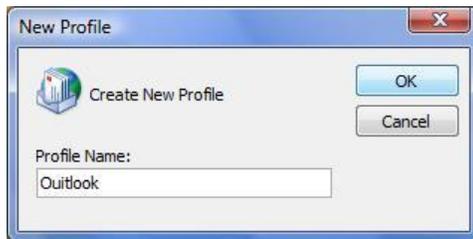
1. Open the Control Panel and Click on the Mail Icon. You will see the Mail Setup – Outlook screen. Click on Show Profiles.



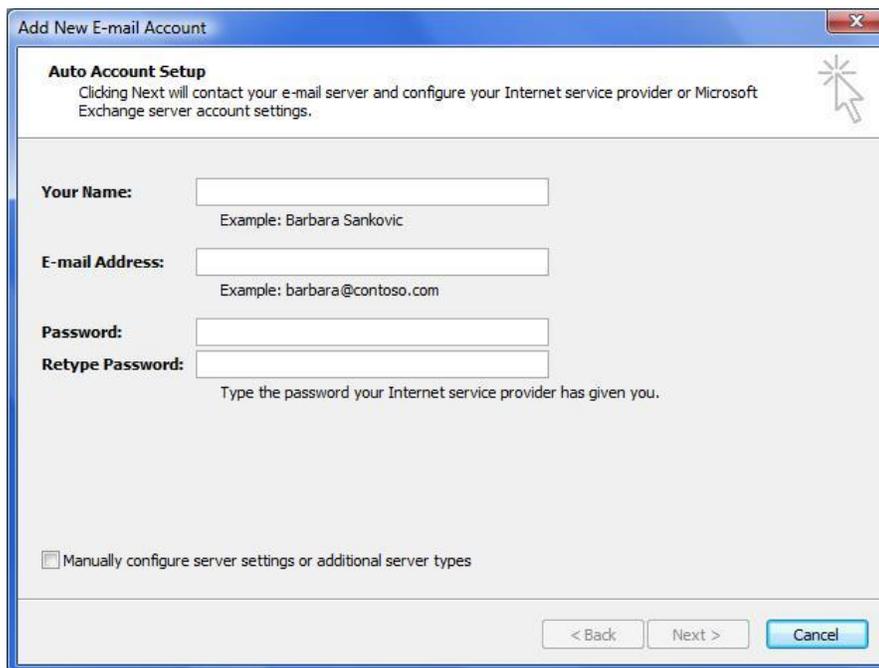
2. Click on the Profile and click on Remove. **Note: Any Emails in this profile will be lost.** The Profiles should now be blank.



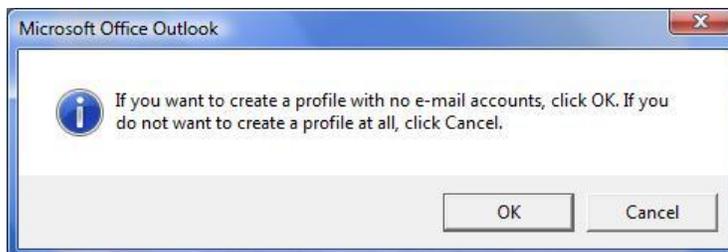
3. Click the Add... Button and enter Outlook at the Profile name, then click OK.



4. Click Cancel on the Add New E-mail account screen.



5. Click OK on the Microsoft Office Outlook Screen

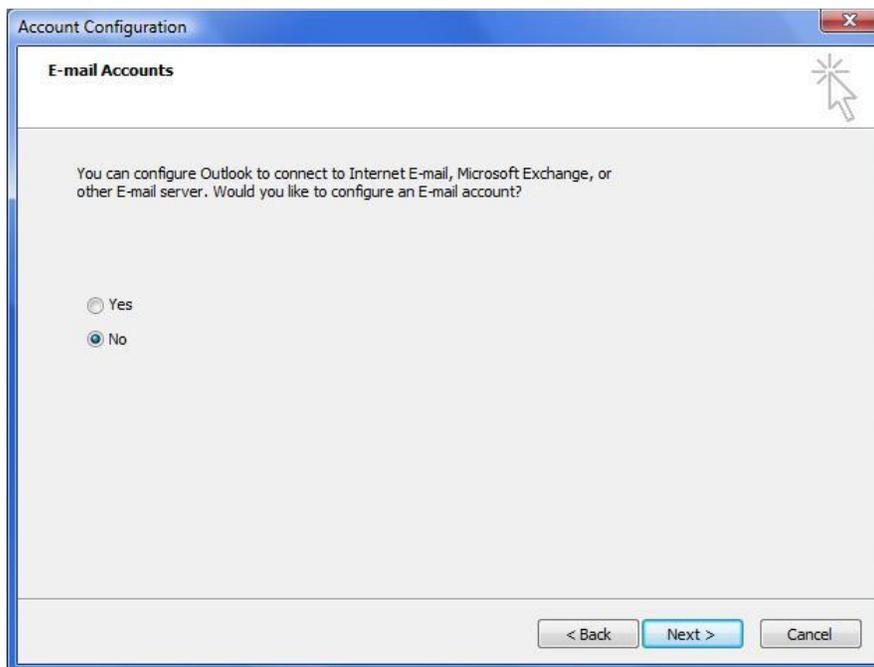


6. Open Outlook. If Outlook has not yet been configured you will see the following screen; otherwise, go to Step 1.

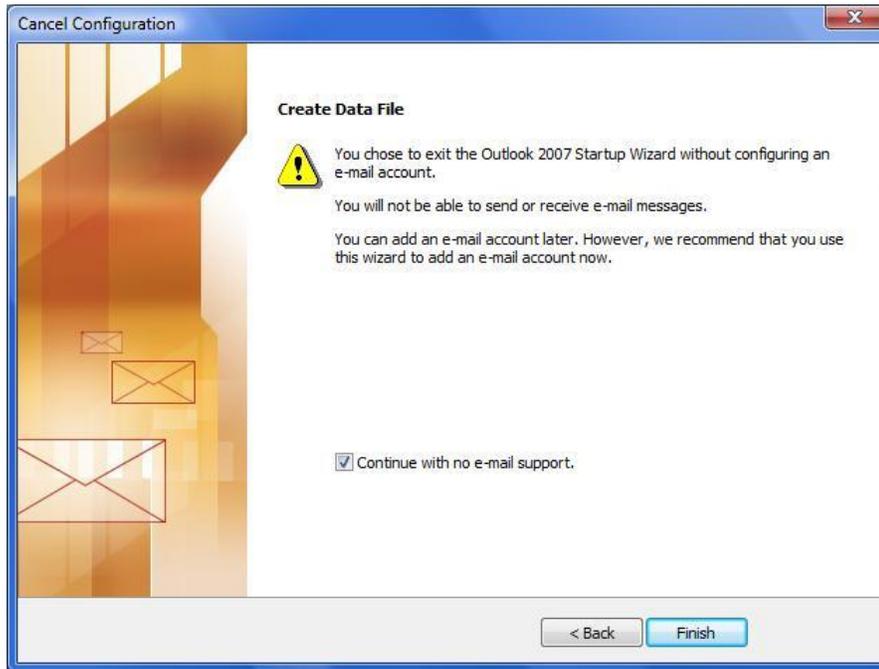
*Note: If setting up Outlook 2010 this screen will show Outlook 2010 instead of Outlook 2007*



7. Click Next>, select No then Next>



8. Check the box for Continue with no e-mail support. Then click Finish.



Congratulations, Outlook 2007 or Outlook 2010 is now configured with no email. Log into iQsystem tools and run a configuration exam for Outlook. If there are **no emails** or **contacts listed** then you will want to disable the add-ins for Outlook. To disable the add-ins, follow the steps below for the version of Office you are using.

To disable the add-ins if depends on what version of Outlook you are using

#### **Outlook 2007**

Open Outlook

Click on Tools

Click on Trust Center...

Click on Add-Ins

Click on Go next to the Manage: COMM Add-ins at the bottom of the screen Remove the Checkmarks from All Add-in and click Ok

#### **Office 2010**

Click File Tab

Click Options

Click Add-Ins

Click on Go next to the Manage: COMM Add-ins at the bottom of the screen Remove the Checkmarks from All Add-in and click Ok

**Certiport Customer Support**

Phone: (801) 847-3100

Toll Free: (888)999-9830, option 9

Technical Inbox: [technicalsupport@certiport.com](mailto:technicalsupport@certiport.com)

NOTE: Your feedback is always welcome; it will help the Certiport Operations team serve you better.

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