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.

	ounts Setup e-mail accounts and directories.	E-mail Accounts
23		CHIMI ACCOUNTS
Data Files		
03	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles —		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

	owing profiles	are set up on	this computer:
			*
Add	Remove	Properties	Copy
When starting	Microsoft Off	ice Outlook, us	e this profile:
Prompt	for a profile to	be used	



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.

Auto Account Setu Clicking Next will c Exchange server a	p ontact your e-mail server and configure your Internet service provider or Microsoft account settings.	×
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Password:		
Ketype Passworu.	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	
	< Back Next >	Cancel

5. Click OK on the Microsoft Office Outlook Screen



CERTIPORT

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>

Account Configuration	×
E-mail Accounts	×××
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	
 ♥ Yes ● No 	
< Back Next >	Cancel



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

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