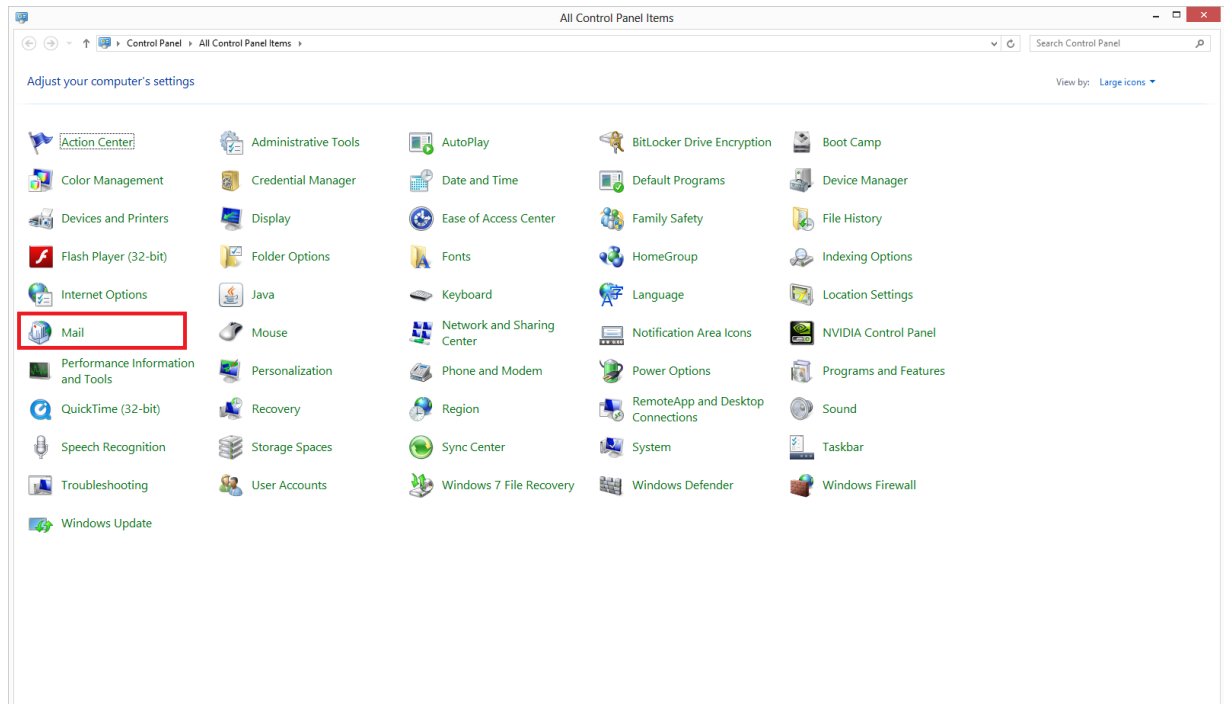


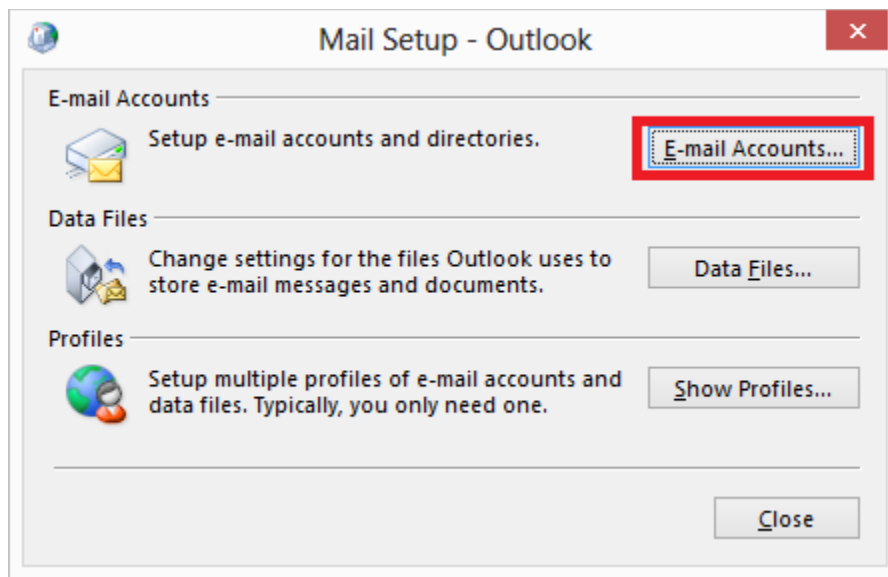


Configuring Exchange Account for Outlook 2013

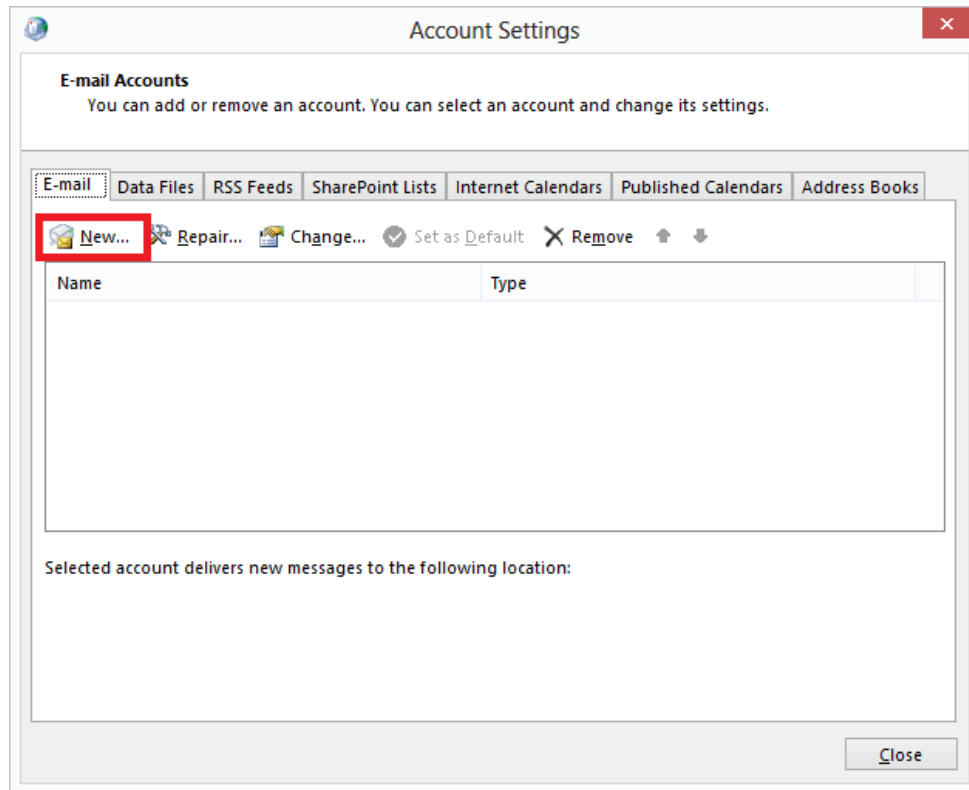
1. Open “Control Panel” and Click on “Mail”.



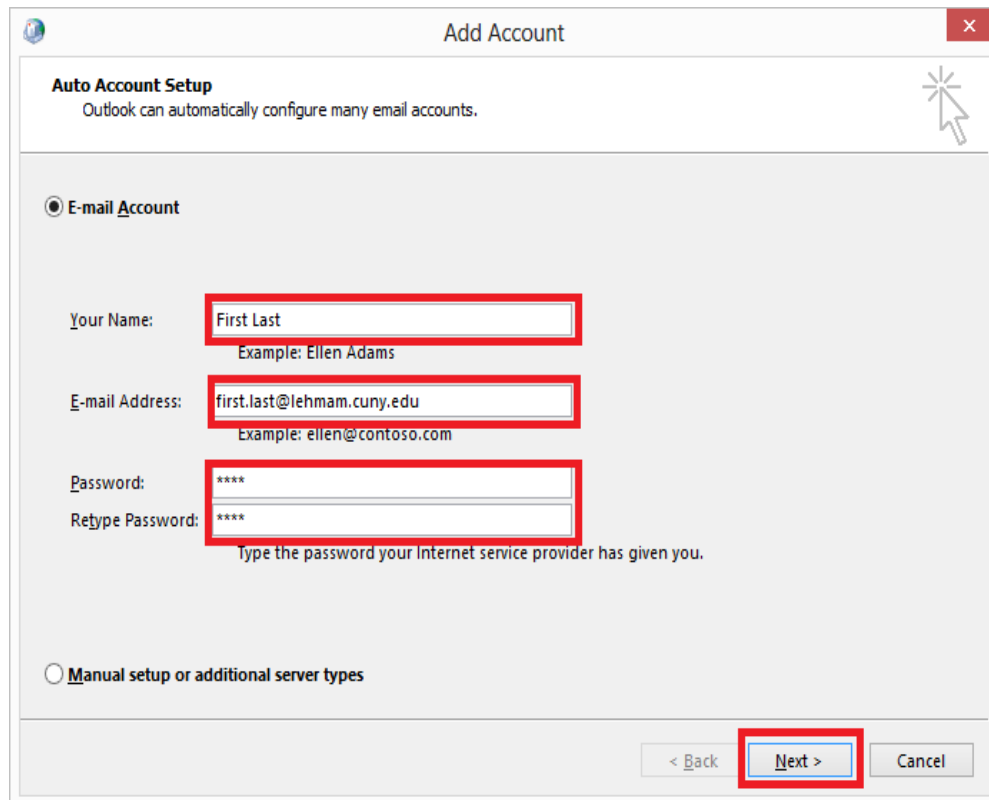
2. Click on “E-mail Accounts”



3. Click on “New”,

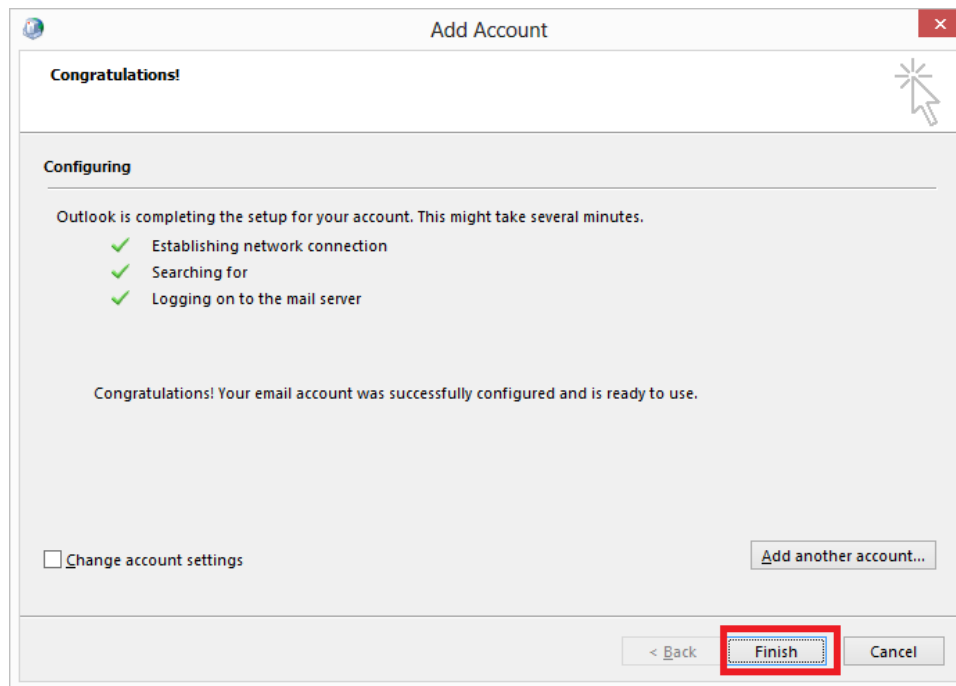


4. Enter your name, (e.g. **First Last**), E-mail address (e.g. first.last@lehman.cuny.edu), and your **password**, then click “**Next**”.





5. Click **Finish**.



Please contact the IT Center Help Desk
Carman Hall 108 or (718) 960-1111 or
help.desk@Lehman.cuny.edu if further
assistance is needed.