

Configuring Exchange Account on Outlook 2010 Windows

1. Open "Control Panel" and Click on "Mail".



2. Click on "E-mail Accounts"





3. Click on "New",

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

Add New Account	1 m 1 m	X				
Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.						
E-mail <u>A</u> ccount						
Your Name:	First Last Example: Ellen Adams					
<u>E</u> -mail Address:	first.last@lehman.cuny.edu Example: ellen@contoso.com					
<u>P</u> assword: Re <u>t</u> ype Password:	**** **** Type the password your Internet service provider has given you.					
Text Messaging	(SMS)					
Manually configure	Manually configure server settings or additional server types					
	< <u>B</u> ack <u>N</u> ext > Ca	ncel				



5. Click "Finish".

Add New Account	×
Congratulations!	×.
Configuring	
Configuring e-mail server settings. This might take s Establish network connection Search for Log on to server Your e-mail account is successfully configured	several minutes:
Manually configure server settings	Add another account

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