

## Configuring Exchange Account on Outlook for Windows XP

1. Click on the Start button



2. Then click on Control Panel in the menu options



3. Within the Control Panel menu window, click on Mail





## 4. In Mail Setup select the E-mail Accounts button

Mail Setu	up - TestOutlook		
E-mail Ac	counts		
	Setup e-mail accounts and directories.	E-mail Accounts	E-mail Accounts Setup
Data Files	S		
<b>R</b>	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	

5. Click on New to add your new Exchange Account

	You can add or remove an account. You can select an account and change its settings.					
	E-mail	Data Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
ew 📃	Ne	ew 🔀 Repair 😭	Change 🚫	5et as Default 🗙 R	emove 🕈 🗸	(A) ( )
	Name	2		Туре		
	🛇 jol	hn.dono1@lehman.cuny.	edu	IMAP/SMTP (send from this account by default)		
	Selecte	d account delivers new m	essages to the fol	lowing location:		
	Selecte	d account delivers new m <b>john.dono</b>	essages to the fol	lowing location: .edu \Inbox		

6. Next select the E-mail Account radio button and click Next



7. Enter your Lehman email address and password; then click Next

Add New Account					
Auto Account Setu Click Next to conr	<b>p</b> lect to the mail server and automatically configure your account setting:	. ×			
E-mail Account					
Your Name:	John Dono2				
	Example: Ellen Adams				
E-mail Address:	john.dono2@lehman.cuny.edu				
	Example: ellen@contoso.com				
Password:	********				
Retype Password:	*****				
	Type the password your Internet service provider has given you.				
O Text Messaging (	(SMS) re server settings or additional server types				
	< Ba	ck Next > Cancel			



## 8. Once your account has been configured click Finish

Add New Account	
Congratulations!	X
Configuring	
Configuring e-mail server settings. This might take several minutes: Establish network connection Search for john.dono2@lehman.cuny.edu server settings Log on to server Your e-mail account is successfully configured.	
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.