Configure Outlook 2010 with Exchange Server
1. Navigate to the Windows **Start Menu** (or press the “Windows” key-board button).
2. Select **Control Panel** on the right-hand side of the **Start Menu**.
3. In the **Control Panel**, depending on which version of Windows, select either:
   a. **Mail** (older versions of Windows)
   or
   b. **Mail (32-BIT)**
4. After selecting **Mail** (or **Mail (32-BIT)**), the **Mail Setup** dialog box will open.
5. Click on the **E-mail Accounts**… button.

6. The **Account Settings** dialog box will open. You will see several tabs. Verify that you are viewing the **E-Mail** tab.
7. Click on the **New**… (or **Add**… in older versions of Windows) button.
8. The Add New Account dialog box will now open.
9. Select the radio button next to E-mail Account.
10. Click on the Next > button to proceed.

11. You will now see the Auto Account Setup dialog box.
12. Select the radio button next to E-Mail Account.
13. Complete the form fields with the pertinent information:
   a. **Your Name:** user’s first and last names.
   b. **E-Mail Address:** user name followed by the “@hunter.cuny.edu” domain.
   c. **Password:** user’s Hunter NetID password.
14. E-mail server settings will now auto configure.

15. Once the **Auto Account Setup** is configured click the **Finish** button located in the bottom right hand corner.
Only use next set of instructions if an auto configuration problem has occurred like the in the example below.

1. Click the < Back button located on the lower right hand corner

2. On the Auto Account Setup window, select Manually configure server settings or additional server types.
3. Click the Next > button.
4. Select **Microsoft Exchange or other Compatible Service**.
5. Click the **Next >** button.

6. Enter the following:
   a. **Server**: type in “mail.hunter.cuny.edu”
   b. **User Name**: type in your Hunter Netid
   c. **Use Cached Exchange Mode**, selected & don’t click the **Check Name** button.
7. Click the **Next >** button.
8. Click the **Finish** button.