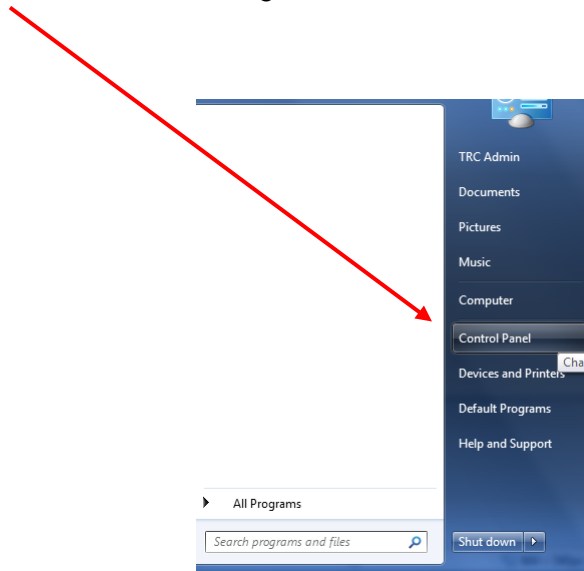


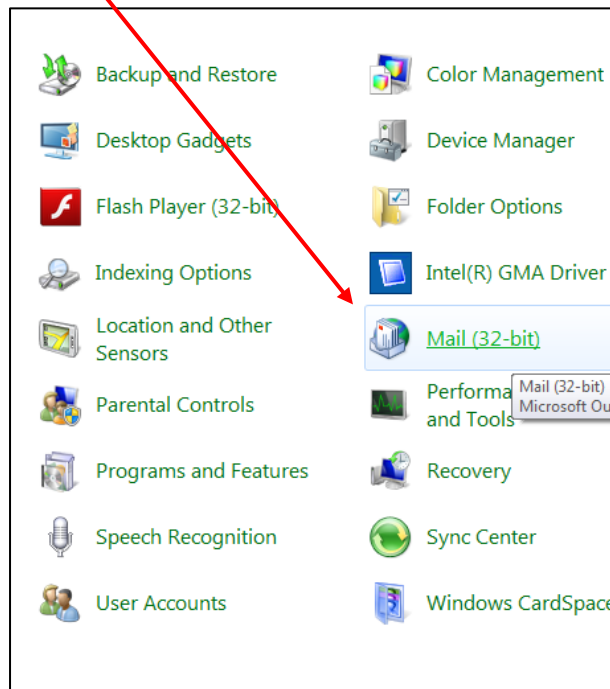
Configure Outlook 2010 with Exchange Server



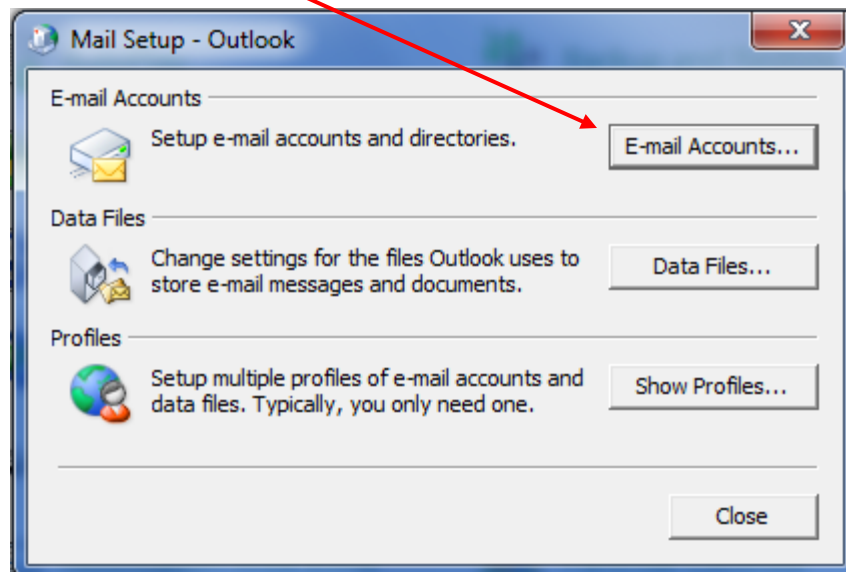
1. Navigate to the Windows **Start Menu** (or press the “**Windows**” key-board button).
2. Select **Control Panel** on the right-hand side of the **Start Menu**.



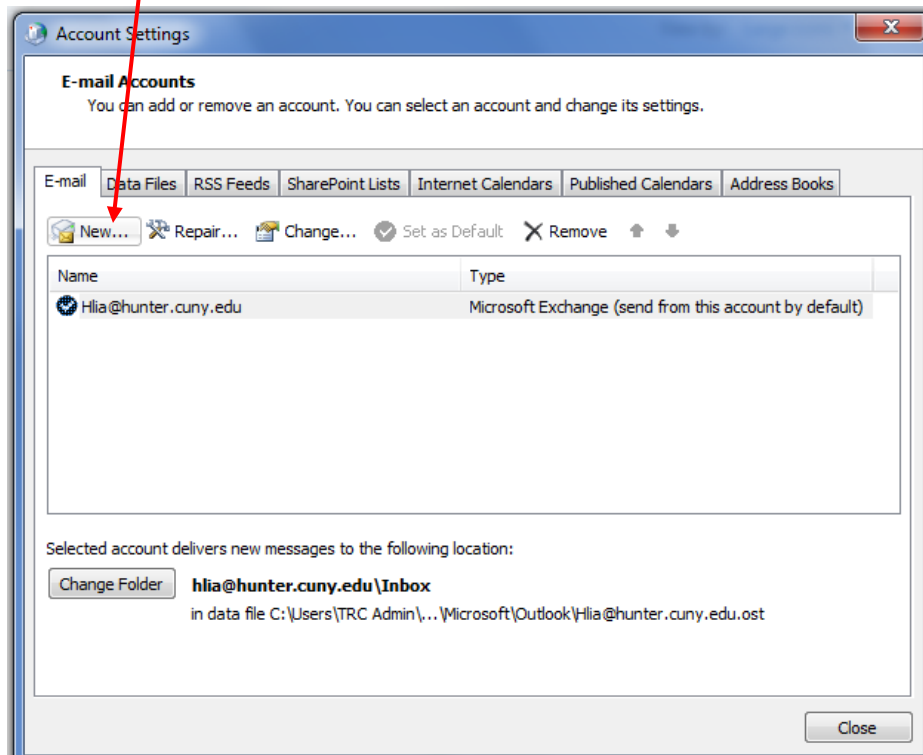
3. In the **Control Panel**, depending on which version of Windows, select either:
 - a. **Mail** (older versions of Windows)
 - or
 - b. **Mail (32-BIT)**



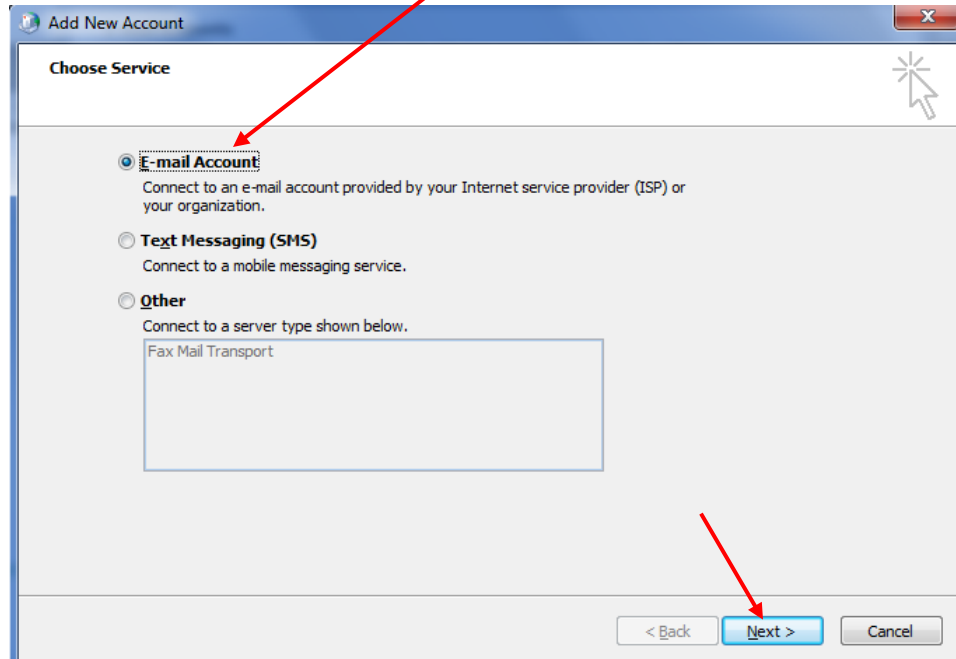
4. After selecting **Mail** (or **Mail (32-BIT)**), the **Mail Setup** dialog box will open.
5. Click on the **E-mail Accounts...** button.



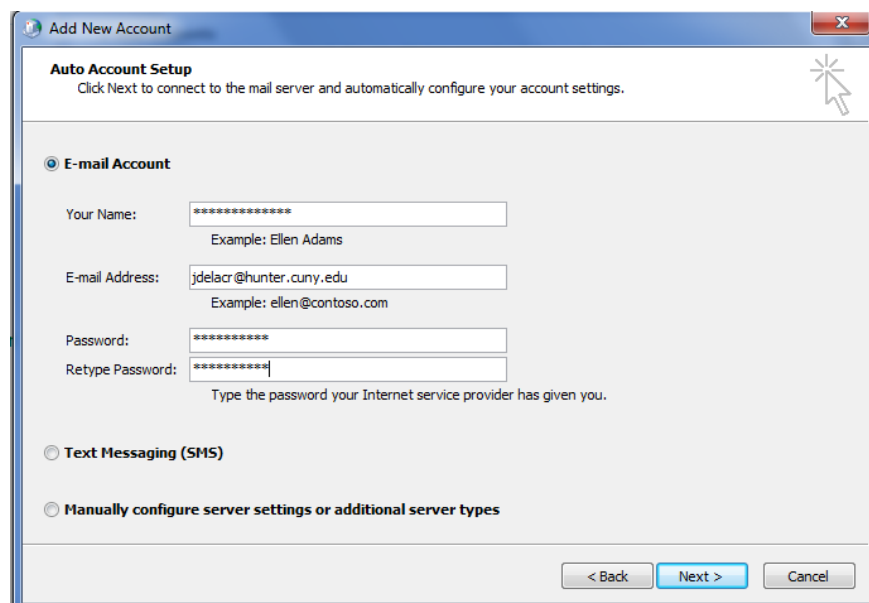
6. The **Account Settings** dialog box will open. You will see several tabs. Verify that you are viewing the **E-Mail** tab.
7. Click on the **New...** (or **Add...** in older versions of Windows) button.



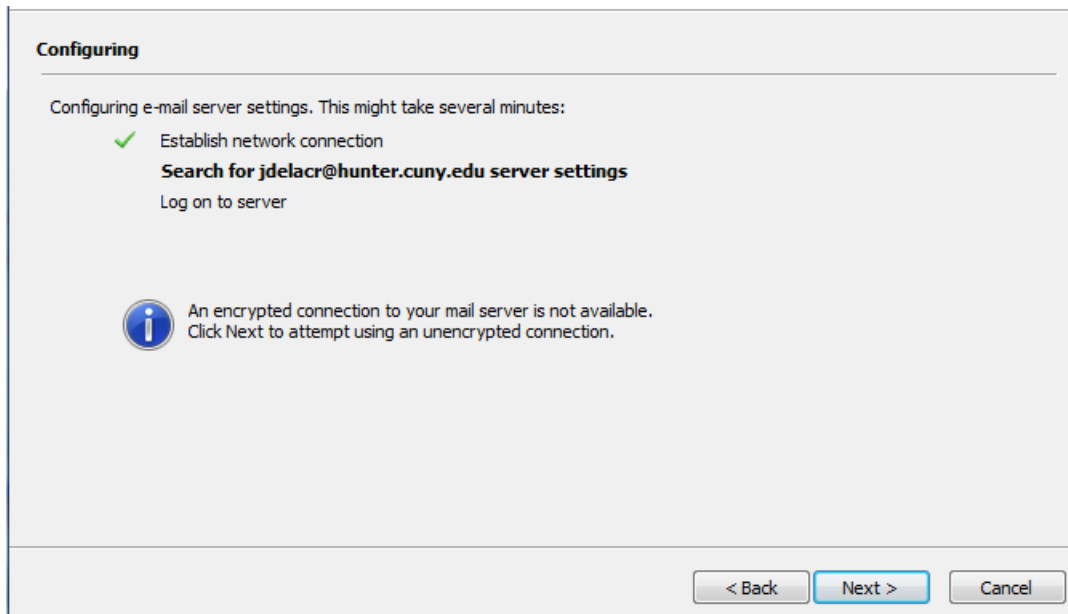
8. The **Add New Account** dialog box will now open.
9. Select the radio button next to **E-mail Account**.
10. Click on the **Next >** button to proceed.



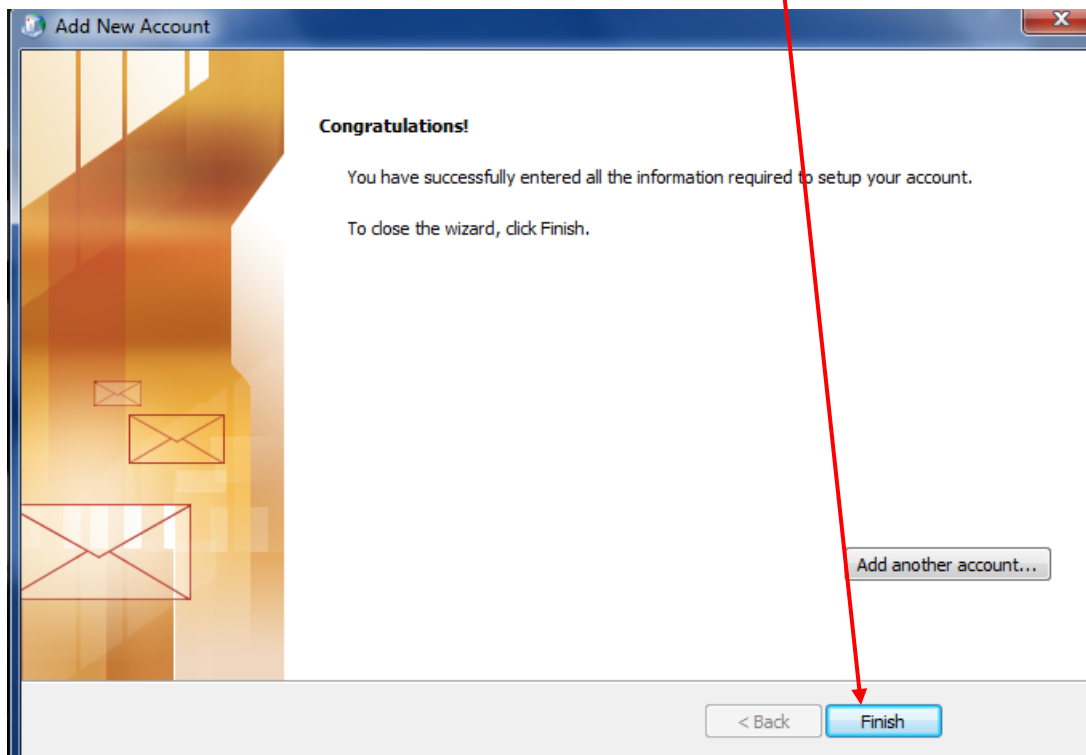
11. You will now see the **Auto Account Setup** dialog box.
12. Select the radio button next to **E-Mail Account**.
13. Complete the form fields with the pertinent information:
 - a. **Your Name:** user's first and last names.
 - b. **E-Mail Address:** user name followed by the "@hunter.cuny.edu" domain.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



14. E-mail server settings will now auto configure.

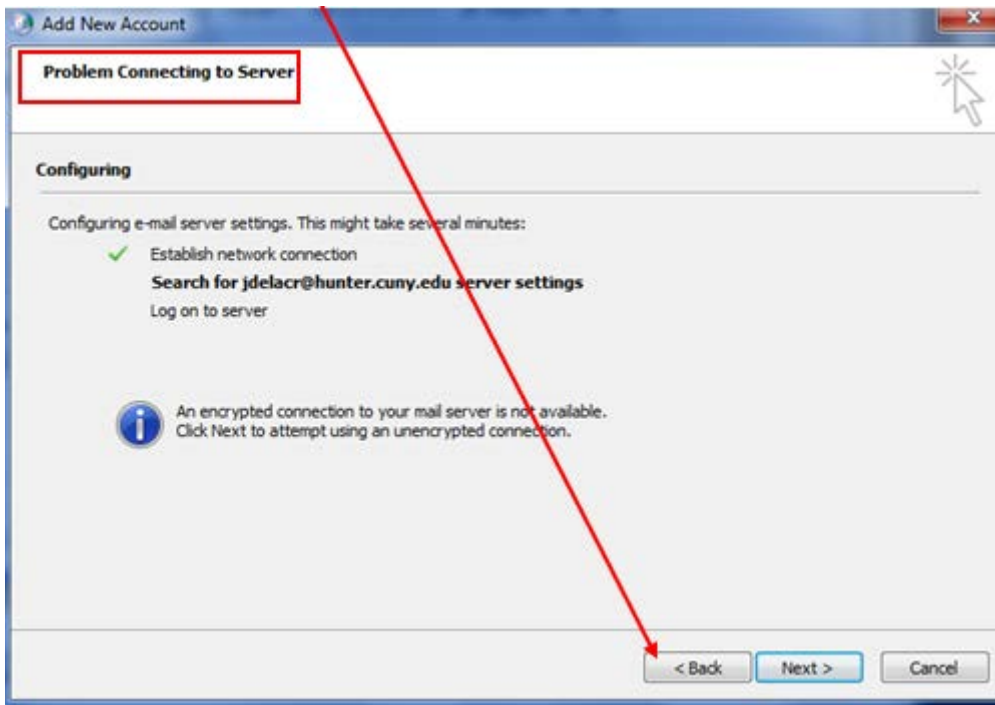


15. Once the **Auto Account Setup** is configured click the **Finish** button located in the bottom right hand corner.

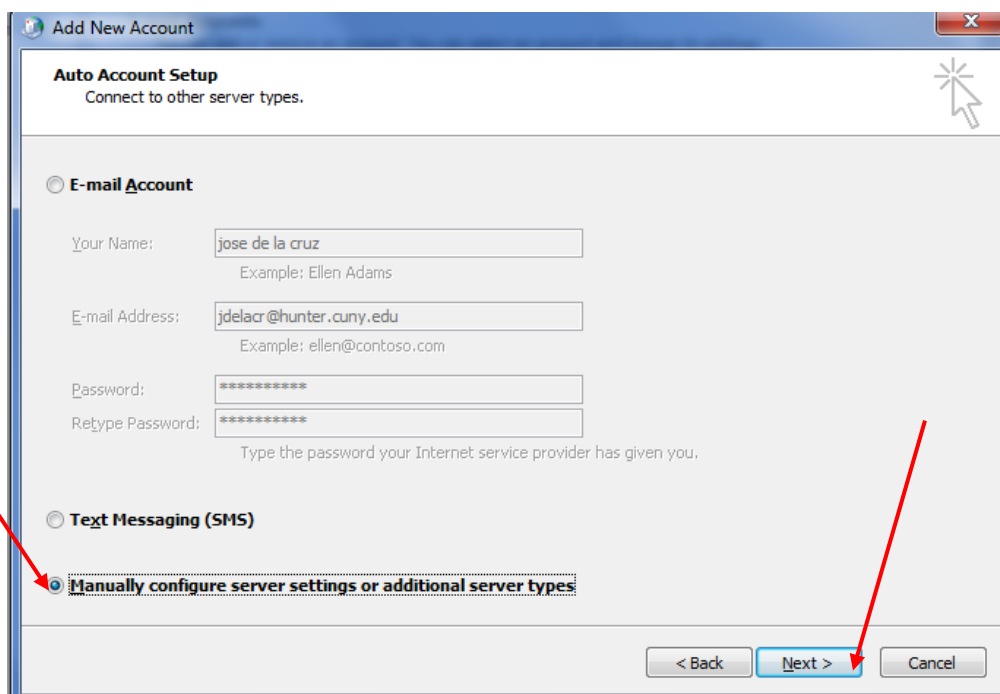


Only use next set of instructions if an auto configuration problem has occurred like the in the example below.

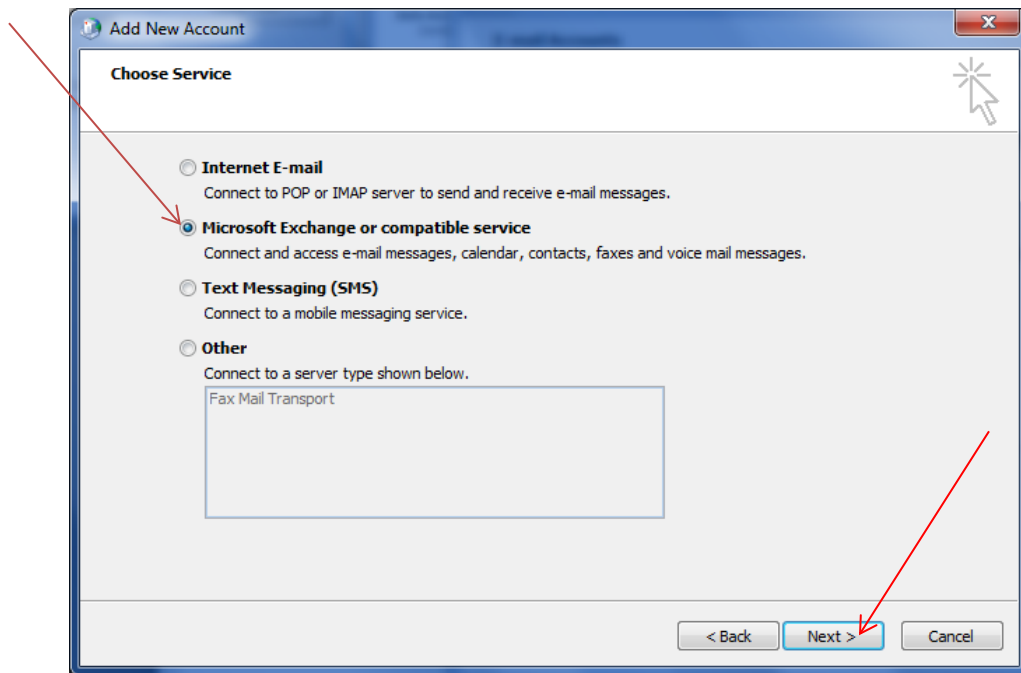
1. Click the **< Back** button located on the lower right hand corner



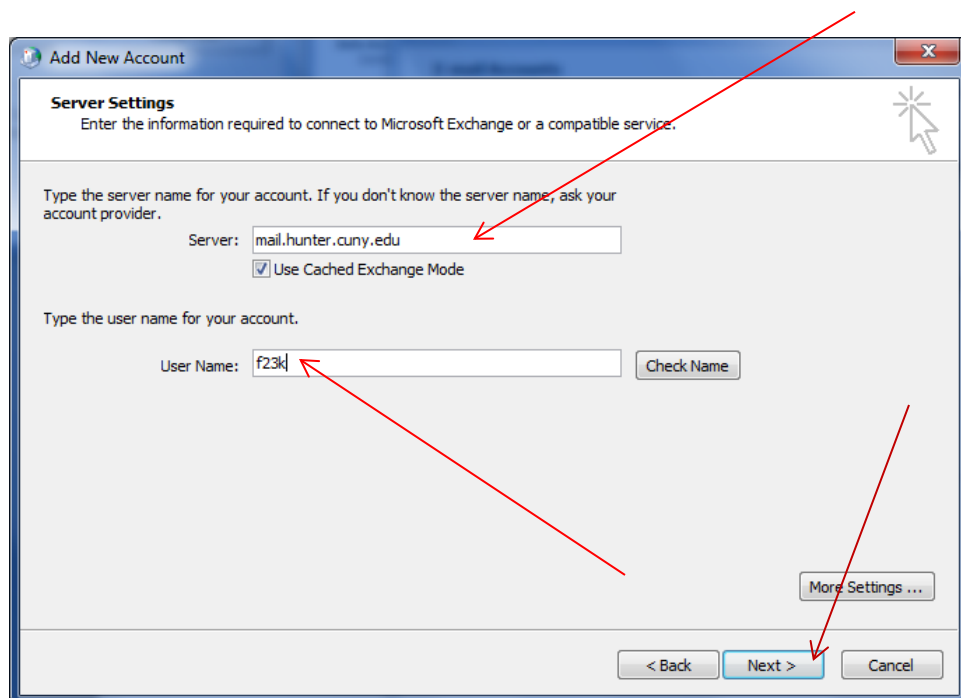
2. On the Auto Account Setup window, select **Manually configure server settings or additional server types**.
3. Click the **Next >** button.



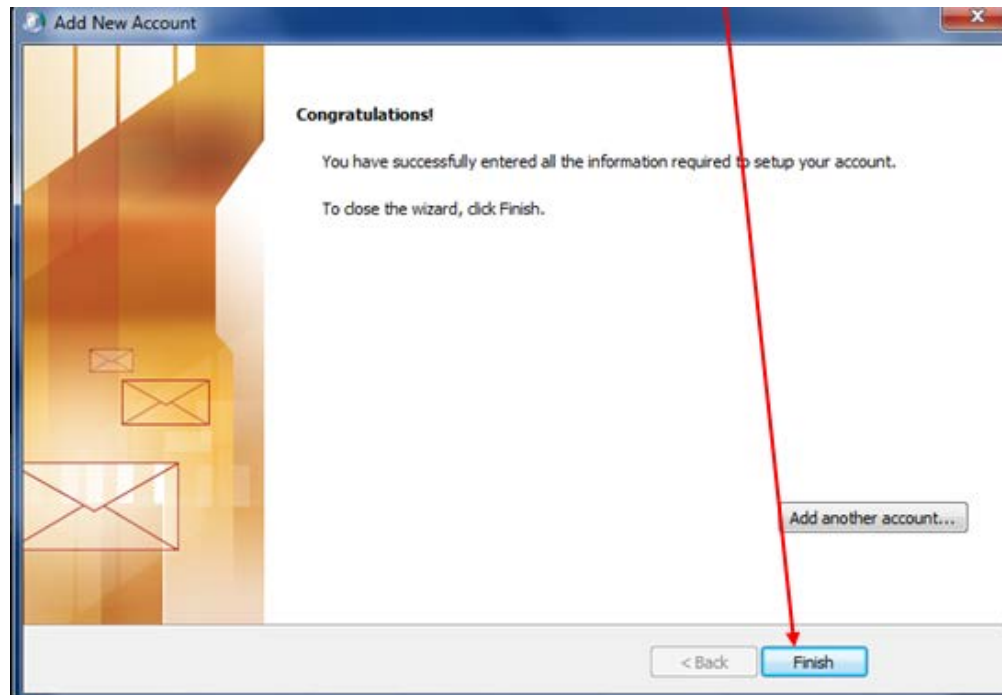
4. Select **Microsoft Exchange or other Compatible Service**.
5. Click the **Next >** button.



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.



If you want to set up Outlook at home, follow the next set of instructions starting from the **Auto Account Setup** dialog box.

1. Select **Manually configure server settings or additional server types**.
2. Click the **Next >** button.

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button (X) and a help icon (magnifying glass). The main content area is titled 'Auto Account Setup' with the subtitle 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected and highlighted with a red dashed box. A red arrow points from the left to this option. Below the radio buttons are input fields for 'Your Name' (containing 'jose de la cruz'), 'E-mail Address' (containing 'jdelacr@hunter.cuny.edu'), 'Password', and 'Re-type Password'. A red arrow points from the right to the 'Next >' button at the bottom right of the dialog. The 'Next >' button is highlighted in blue.

3. Under **Choose Service**, select the **Internet E-Mail** radio button.
4. Click the **Next >** button.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' tab selected. The dialog has a title bar with a close button (X) and a help icon (magnifying glass). The main content area is titled 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option is selected and highlighted with a red dashed box. A red arrow points from the left to this option. Below the radio buttons are descriptions for each service type. Under the 'Other' option, there is a text box containing 'Fax Mail Transport'. A red arrow points from the right to the 'Next >' button at the bottom right of the dialog. The 'Next >' button is highlighted in blue.

5. Complete the form fields with the pertinent information:
 - a. Under the **User Information** section:
 - i. **Your Name:** user's first and last names.
 - ii. **E-Mail Address:** user name followed by the "@hunter.cuny.edu" domain.
 - b. Under the **Server Information** section:
 - i. **Account Type:** select **IMAP** from the drop-down list.
 - ii. **Incoming mail server:** Type "mail.hunter.cuny.edu".
 - iii. **Outgoing mail server:** Type "mail.hunter.cuny.edu".
 - c. Under the **Logon Information** section:
 - i. **User Name:** username is the name that precedes "@hunter.cuny.edu".
 - ii. **Password:** user's Hunter NetID password.
6. Select the **Remember Password** check box.
7. Click the **Next >** button located in the lower right-hand corner.
8. **Uncheck** "Test Account Settings by clicking the Next button".

The screenshot shows a Windows-style dialog box titled "Add New Account" with a close button (X) in the top right corner. The main heading is "Internet E-mail Settings" with a sub-heading "Each of these settings are required to get your e-mail account working." and a help icon (mouse cursor over a star) in the top right.

The dialog is divided into two main sections: "User Information" and "Test Account Settings".

User Information:

- Your Name:
- E-mail Address:

Server Information:

- Account Type: (dropdown menu)
- Incoming mail server:
- Outgoing mail server (SMTP):

Logon Information:

- User Name:
- Password:
- Remember password
- Require logon using Secure Password Authentication (SPA)

Test Account Settings:

- After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
-
- Test Account Settings by clicking the Next button
-

At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

Two red arrows point from the "Test Account Settings by clicking the Next button" checkbox to the "Next >" button, indicating the action to be taken according to the instructions.

9. Finally, click the **Finish** button to complete setup.

