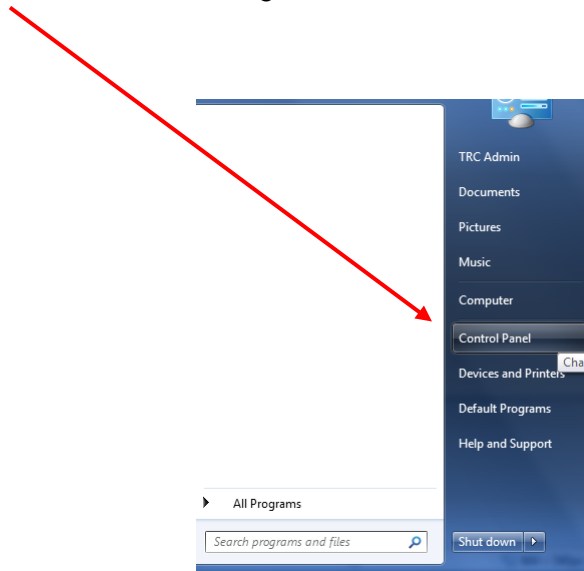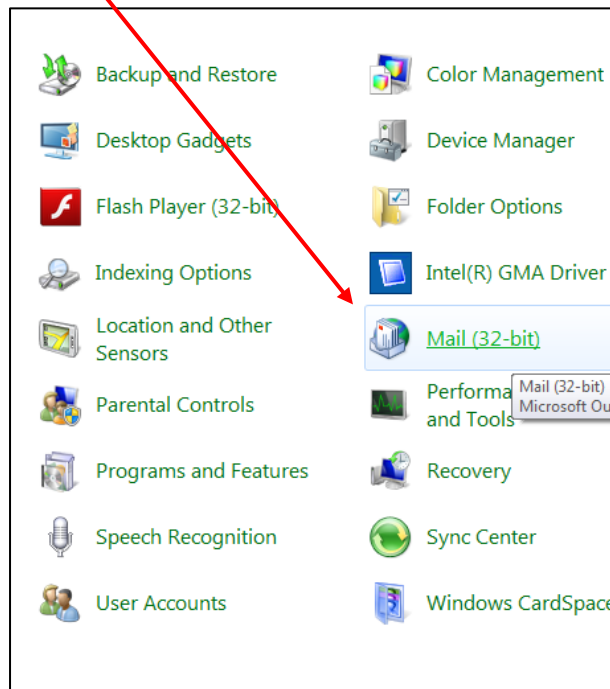# Configure Outlook 2010

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.
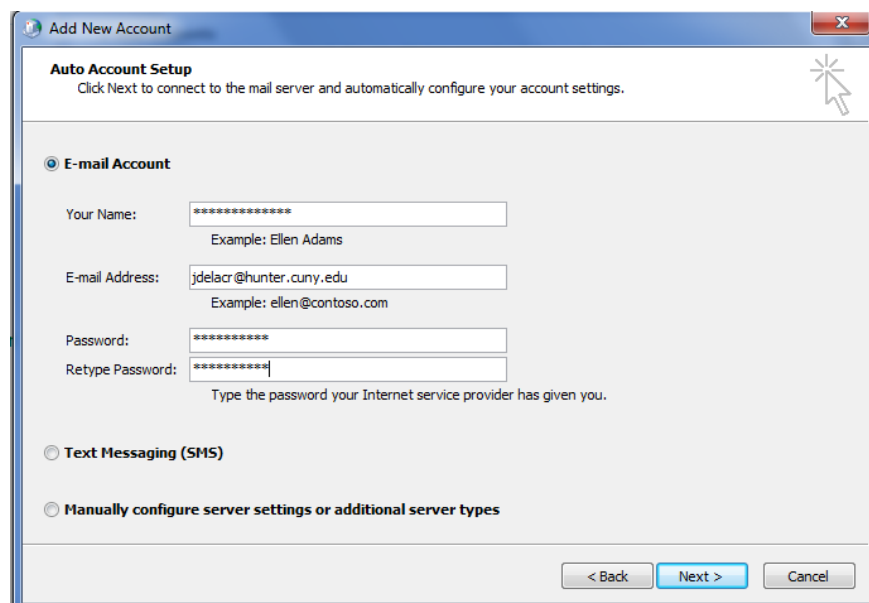5. Click on the **E-mail Accounts…** button.
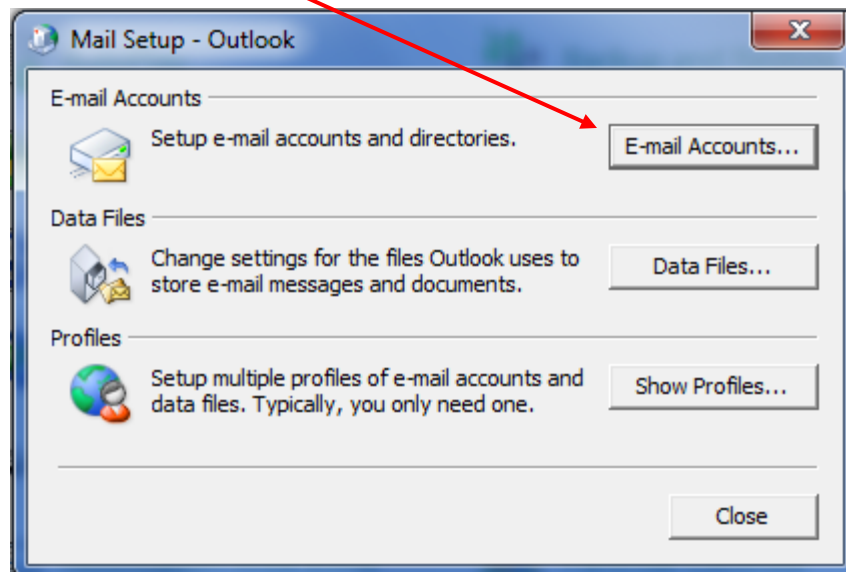
6. The **Account Settings** dialog box will open. You will see several tabs. Verify that you are viewing the **E-Mail** tab.
7. Click on the **New…** (or **Add…** in older versions of Windows) button.
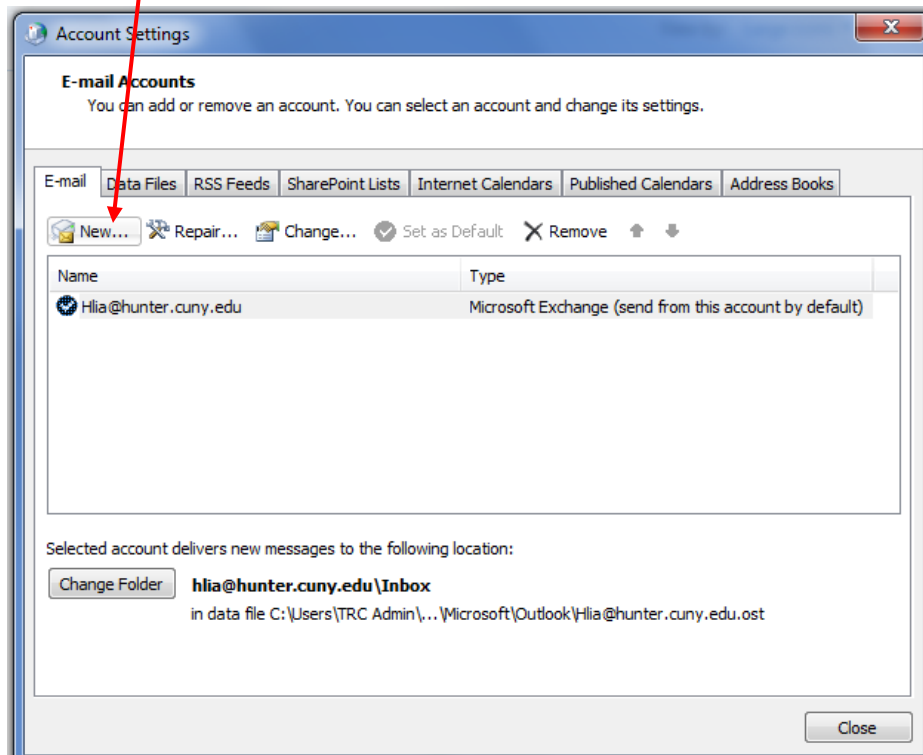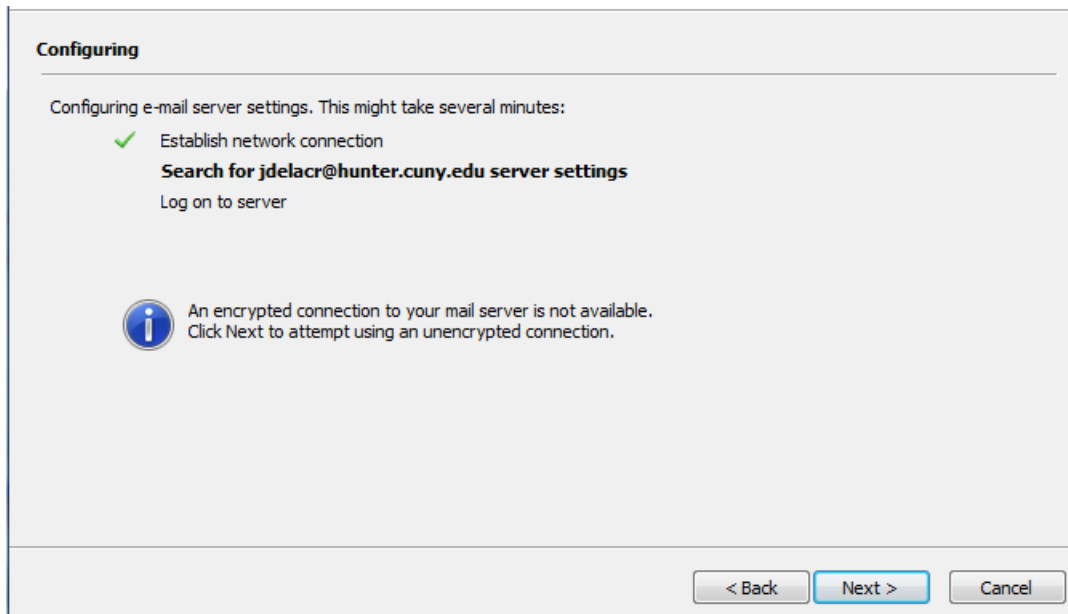
8. The **Add New Account** dialog box will now open.
9. Select the radio button next to **E-mail Account**.
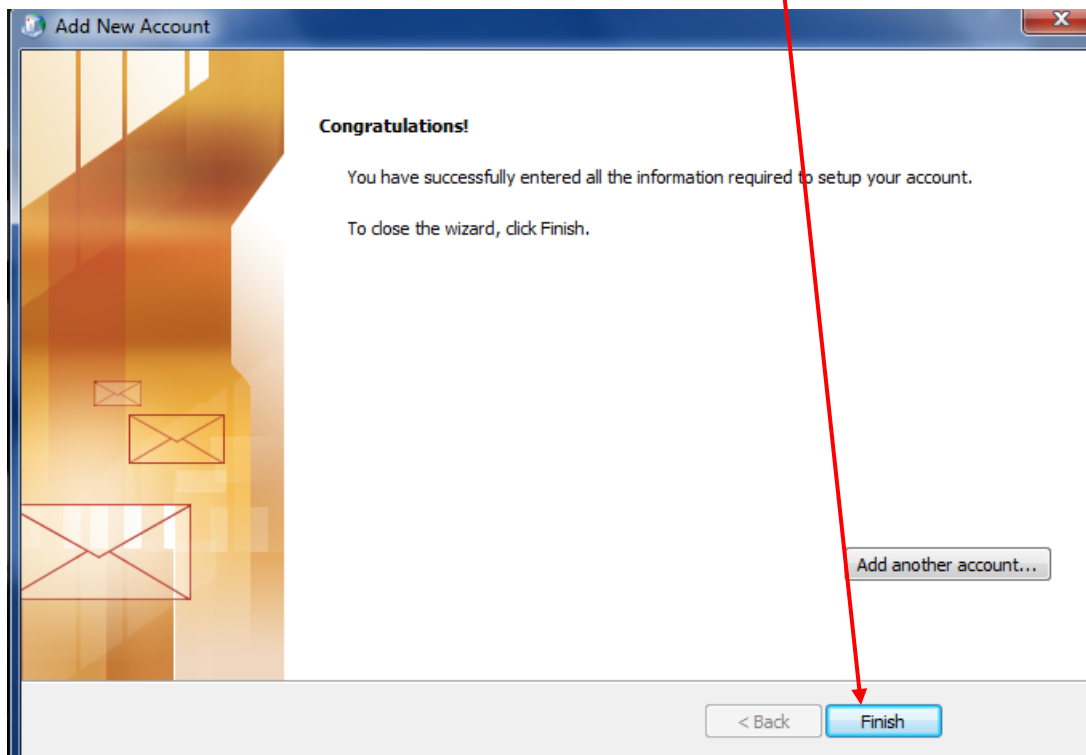10. Click on the **Next >** button to proceed.
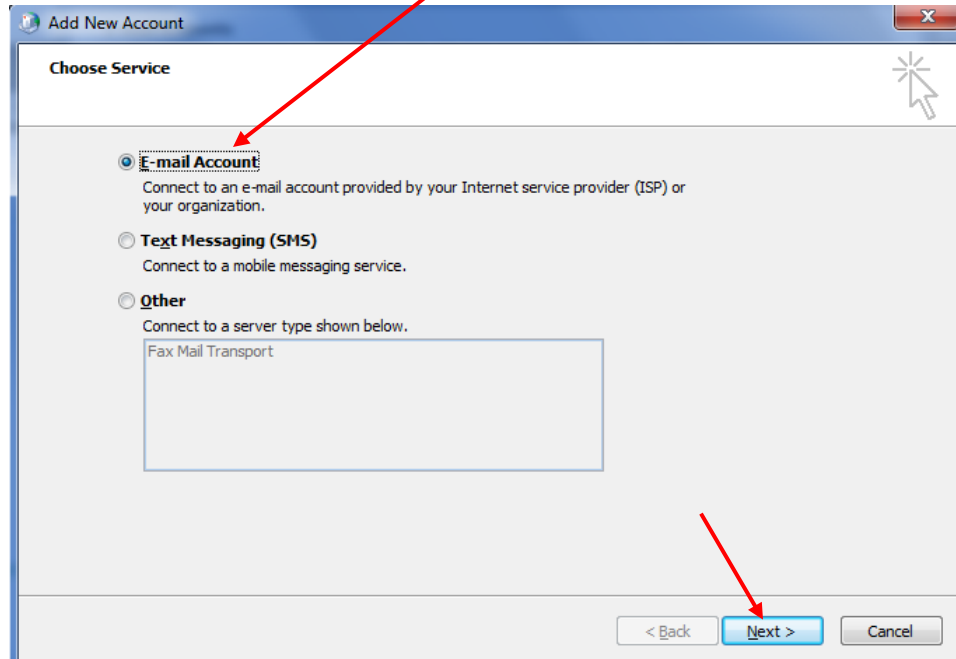
11. You will now see the **Auto Account Setup** dialog box.
12. Select the radio button next to **E-Mail Account**.
13. Complete the form fields with the pertinent information:
    a. **Your Name:**   user's first and last names.
    b. **E-Mail Address:**   user name followed by the "@hunter.cuny.edu" domain.
    c. **Password:**   user's Hunter NetID password.

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

Configuring

Configuring e-mail server settings. This might take several minutes:

✓ Establish network connection

Search for jdelacr@hunter.cuny.edu server settings

Log on to server

ⓘ An encrypted connection to your mail server is not available.
Click Next to attempt using an unencrypted connection.

[< Back] [Next >] [Cancel]

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

Add New Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

[Add another account...]

[< Back] [Finish]

Only use next set of instructions if an auto configuration problem has occurred like the in the example below.
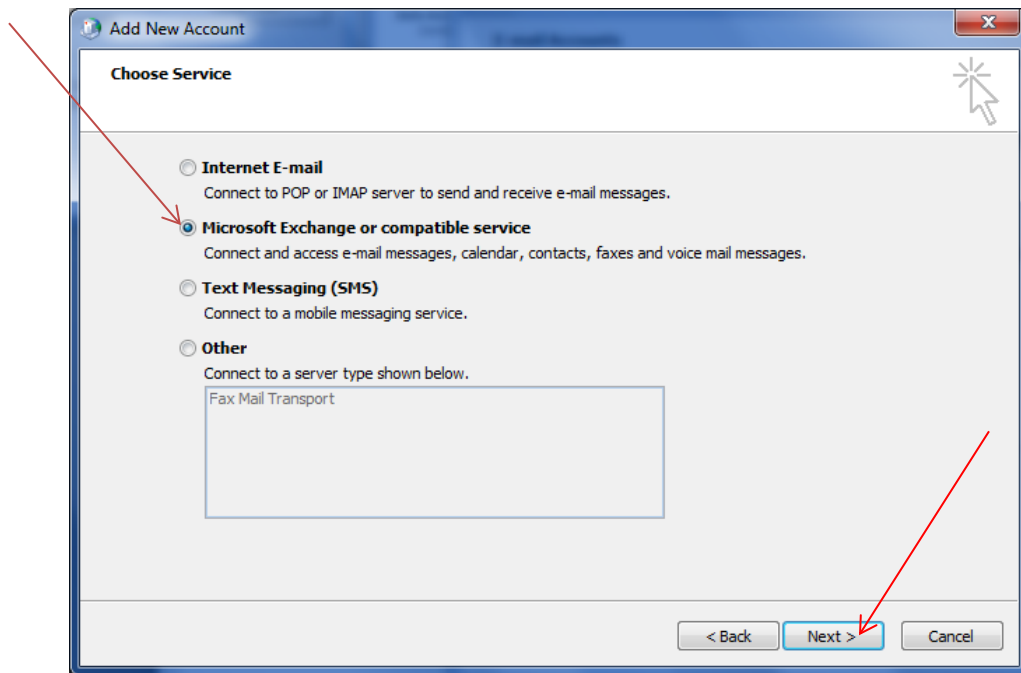
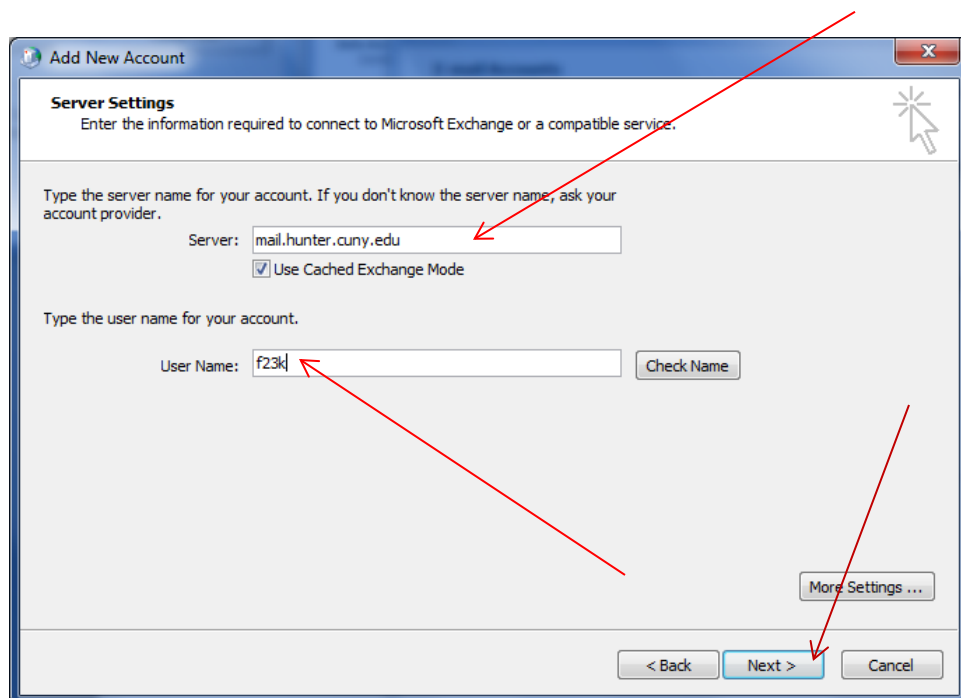1. Click the **< Back** button located on the lower right hand corner
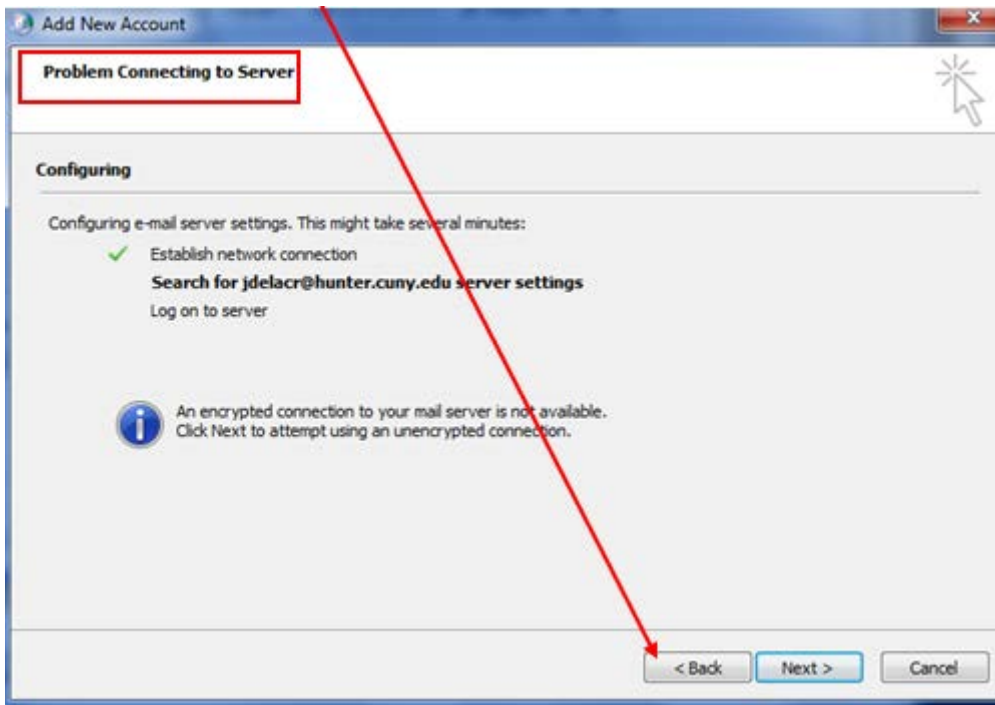
2. On the Auto Account Setup window, select **Manually configure server settings or additional server types.**
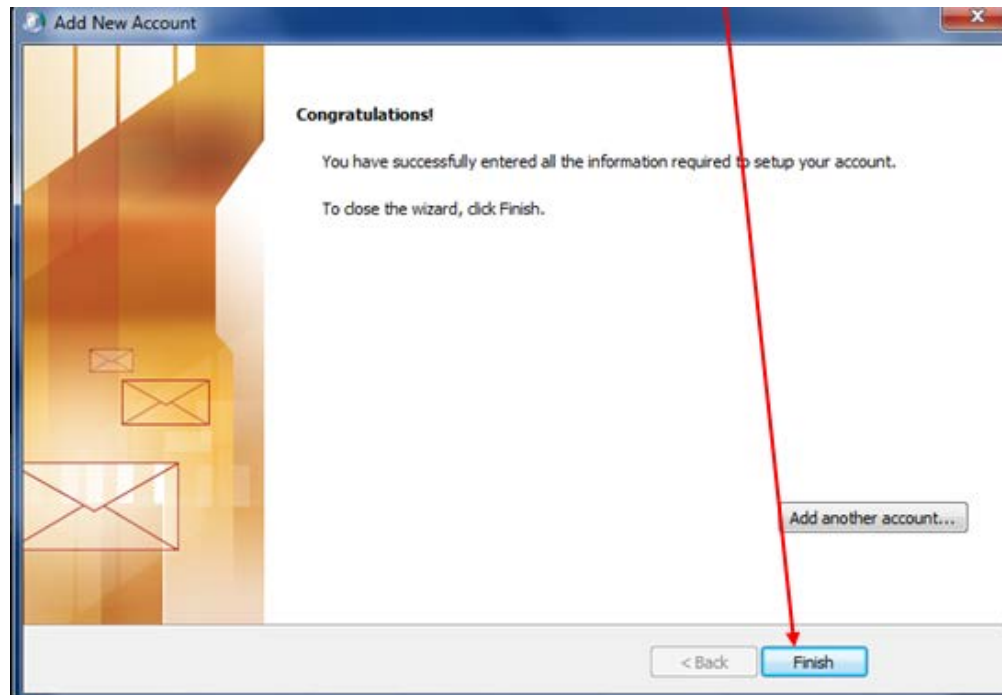3. Click the **Next >** button.
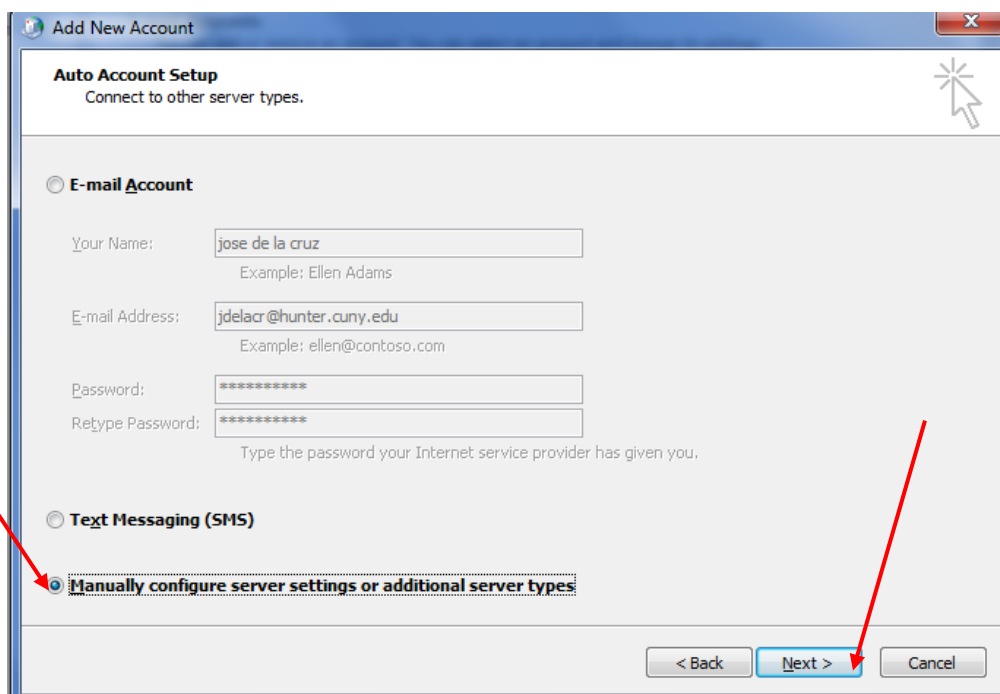
4. Select **Microsoft Exchange or other Compatible Service**.
5. Click the **Next >** button.

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.

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

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".

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