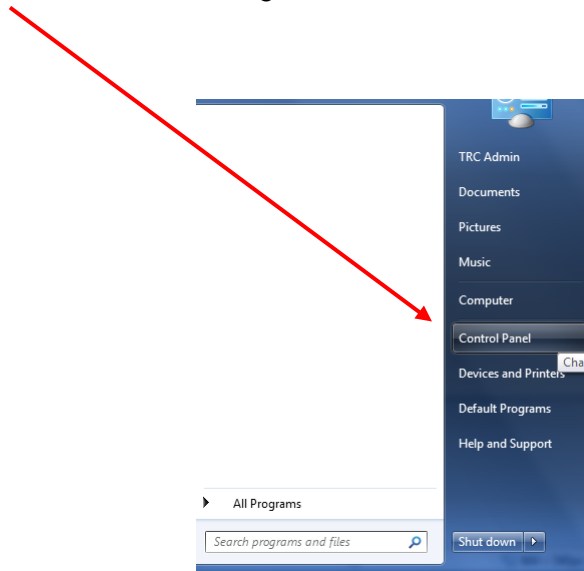


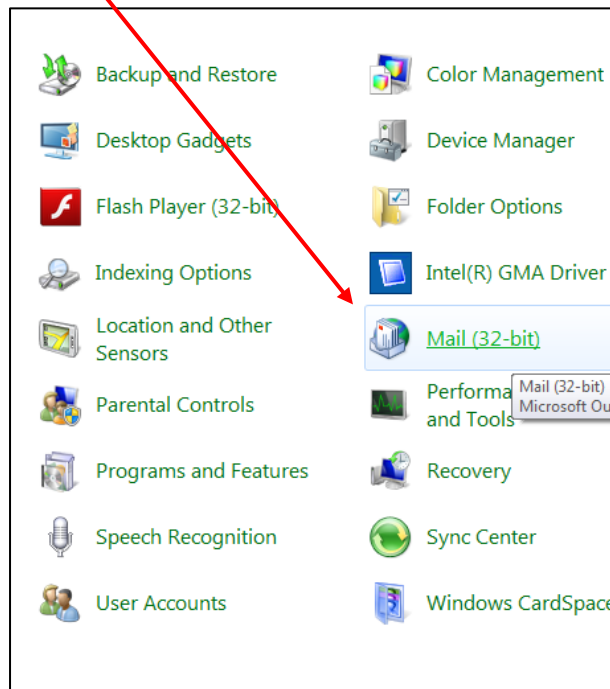
Configure Outlook 2010 with Exchange Server



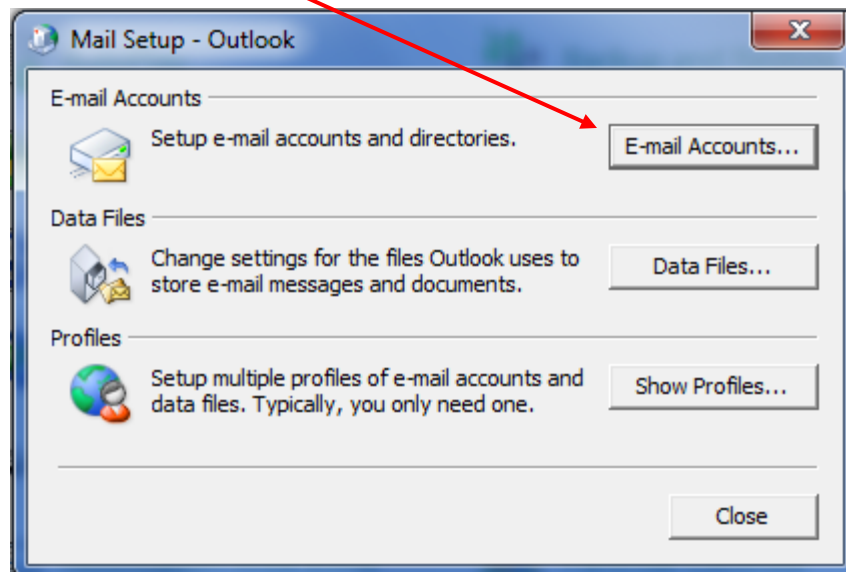
1. Navigate to the Windows **Start Menu** (or press the “**Windows**” key-board button).
2. Select **Control Panel** on the right-hand side of the **Start Menu**.



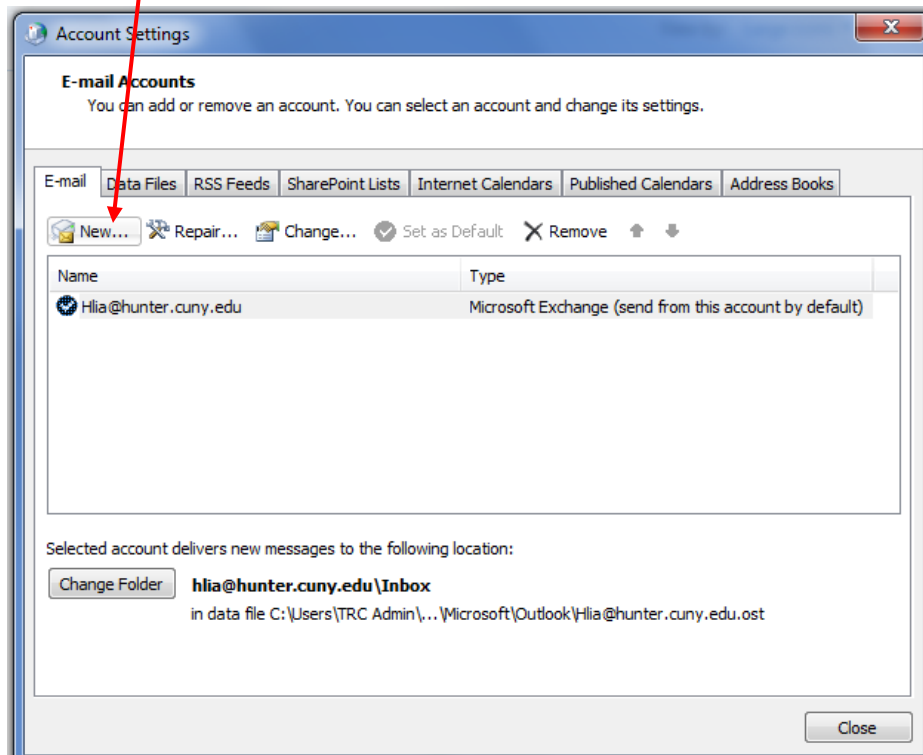
3. In the **Control Panel**, depending on which version of Windows, select either:
 - a. **Mail** (older versions of Windows)
 - or
 - b. **Mail (32-BIT)**



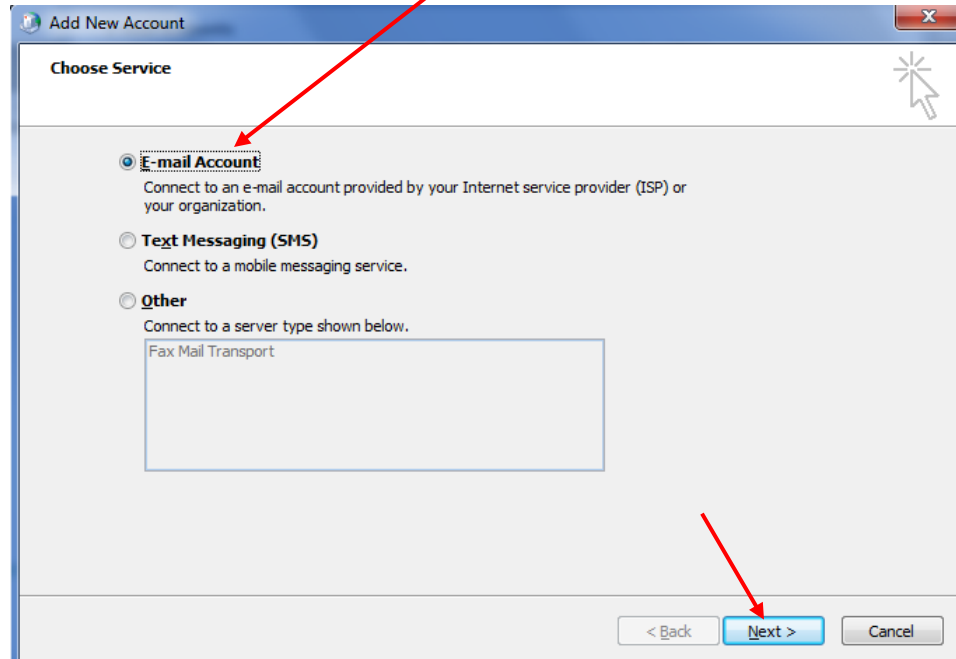
4. After selecting **Mail** (or **Mail (32-BIT)**), the **Mail Setup** dialog box will open.
5. Click on the **E-mail Accounts...** button.



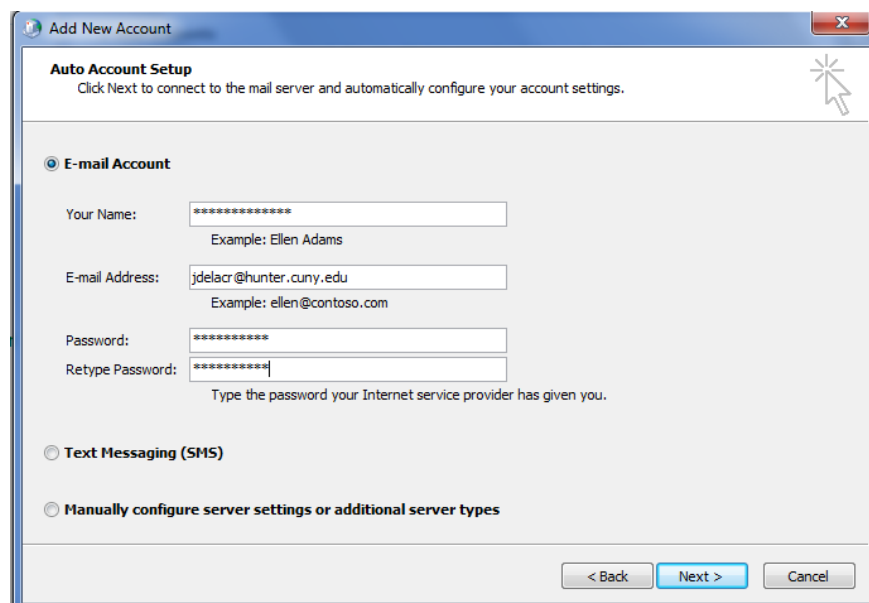
6. The **Account Settings** dialog box will open. You will see several tabs. Verify that you are viewing the **E-Mail** tab.
7. Click on the **New...** (or **Add...** in older versions of Windows) button.



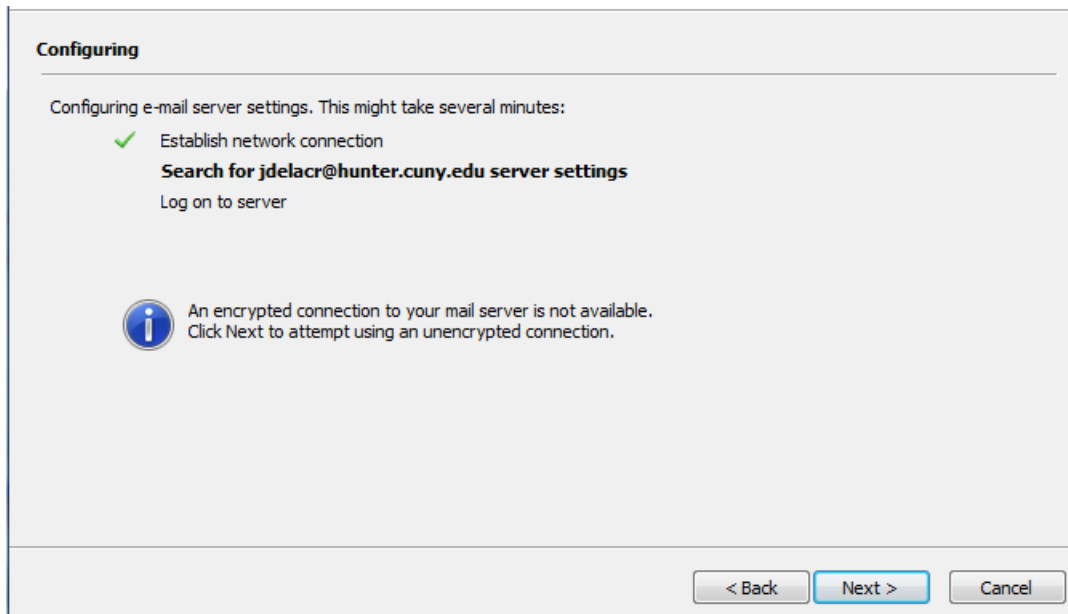
8. The **Add New Account** dialog box will now open.
9. Select the radio button next to **E-mail Account**.
10. Click on the **Next >** button to proceed.



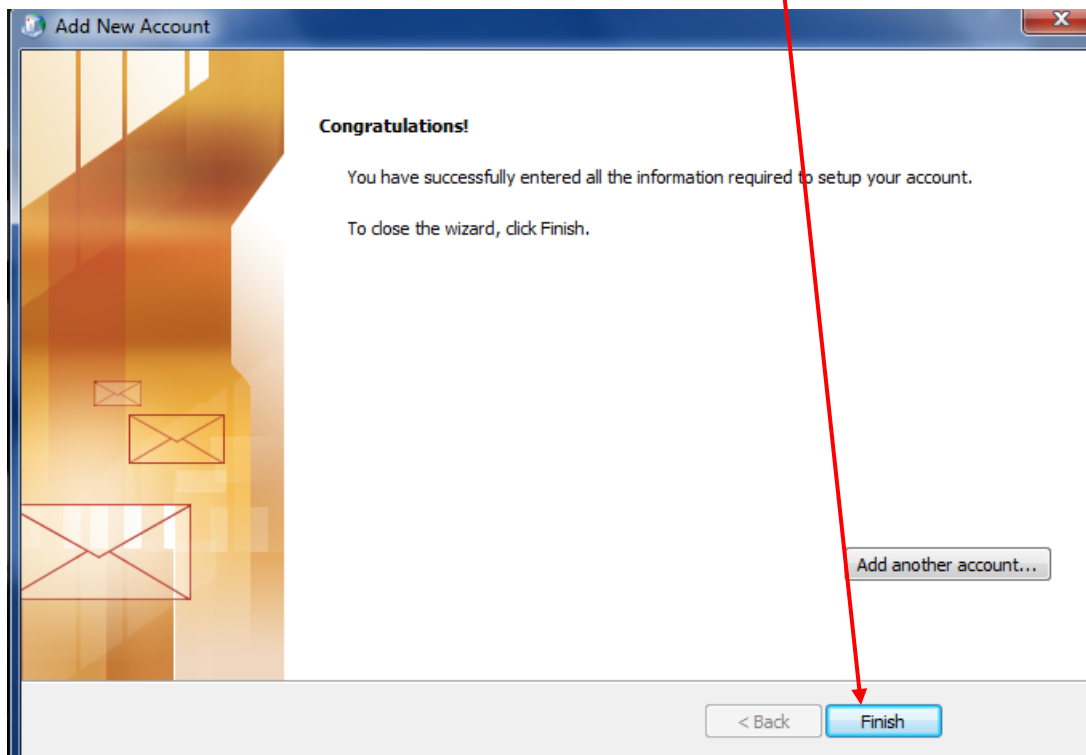
11. You will now see the **Auto Account Setup** dialog box.
12. Select the radio button next to **E-Mail Account**.
13. Complete the form fields with the pertinent information:
 - a. **Your Name:** user's first and last names.
 - b. **E-Mail Address:** user name followed by the "@hunter.cuny.edu" domain.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



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

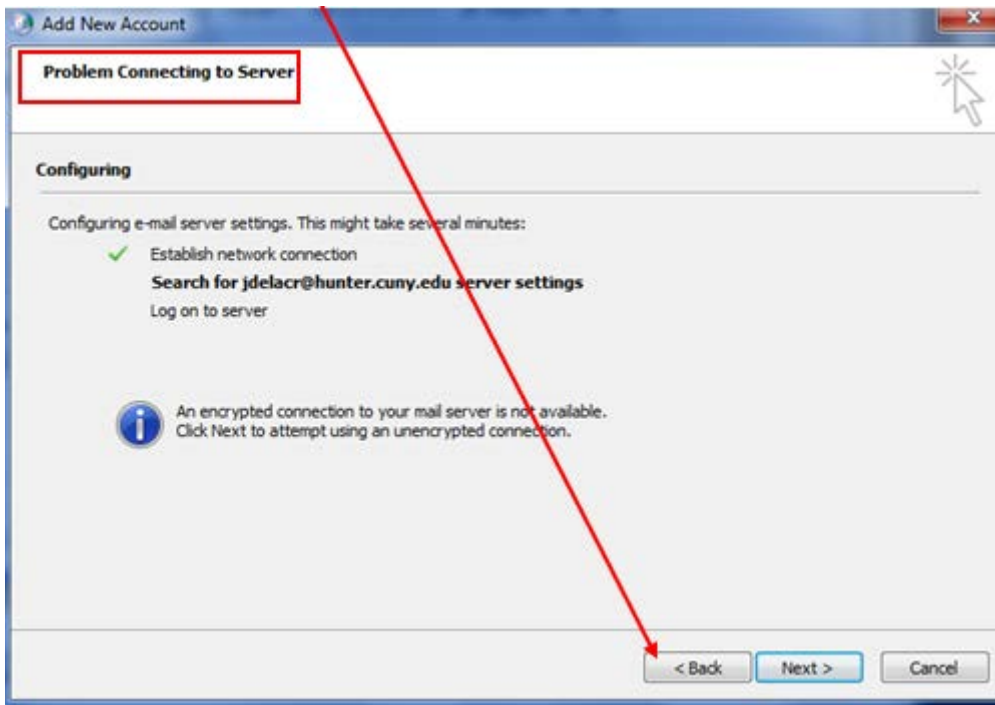


15. Once the **Auto Account Setup** is configured click the **Finish** button located in the bottom right hand corner.

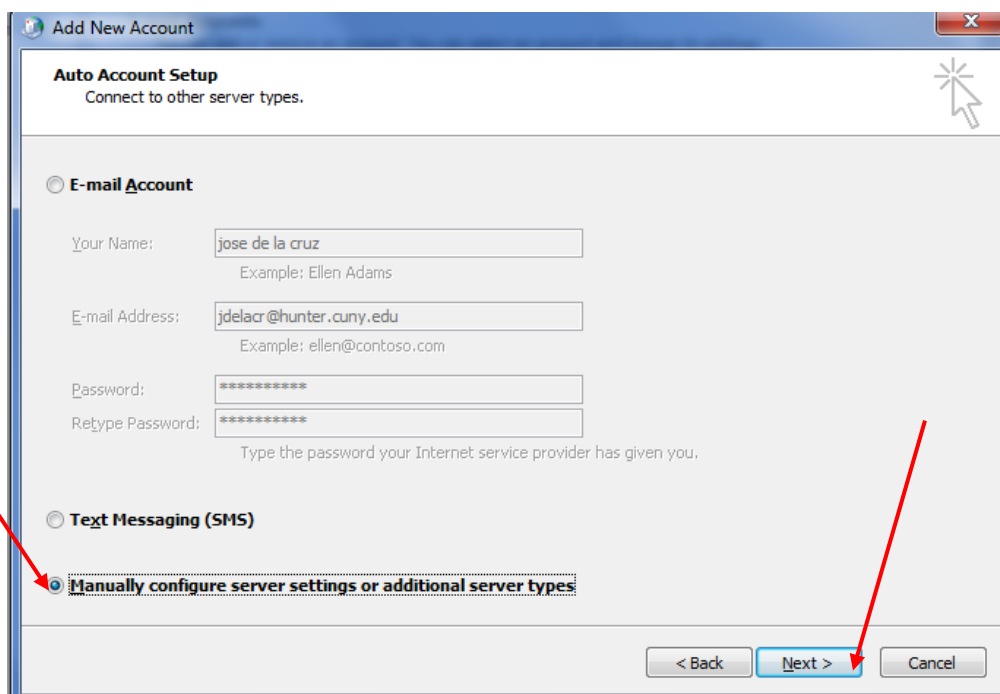


Only use next set of instructions if an auto configuration problem has occurred like the in the example below.

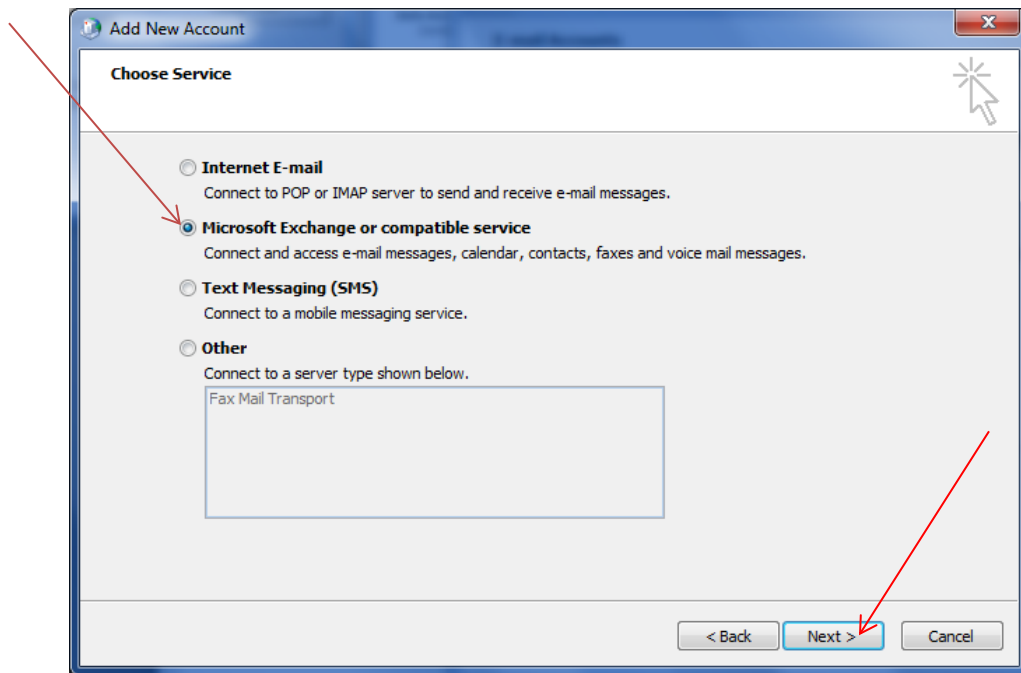
1. Click the **< Back** button located on the lower right hand corner



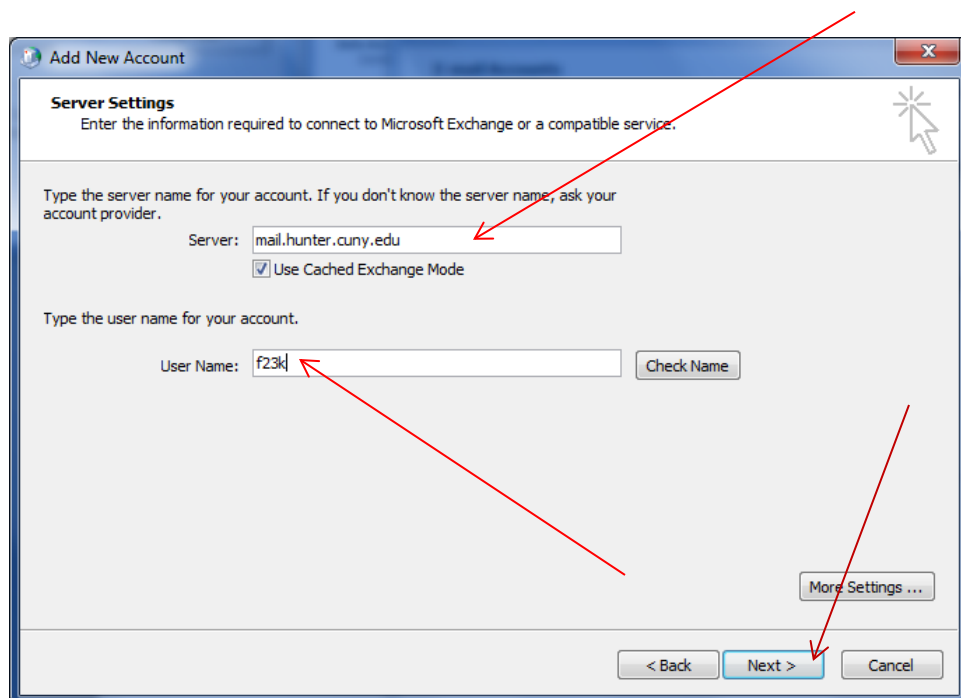
2. On the Auto Account Setup window, select **Manually configure server settings or additional server types**.
3. Click the **Next >** button.



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.

