Setting up an email account on your desktop for Microsoft Outlook

- 1. Click on the Outlook icon on your desktop or go to Programs and select Microsoft Office, then Microsoft Outlook.
- 2. The Add New Account window will appear.

Click Next to conne	ct to the mail server and automatically configure your account settings.	R
E-mail Account		
Your Name:	Oit Help Desk	
	Example: Ellen Adams	
E-mail Address:	OitHelp Desk@coppin.edu	
	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
Text Messaging (S	SMS)	
Manually configur	e server settings or additional server types	
	< Back Next > Ca	incel

3. Type your Full Name and Email Address (if it's not typed in already). Type your Password in and retype it. Then click **Next**.

4. The screen should say Congratulations showing that you have successfully configured your email account. Click the **Manually configure server settings**. Click **Next**.

Add New Account				
Congratulations!	×			
Configuring				
Configuring e-mail server settings. This might take several minutes:				
 Establish network connection 				
Search for treed@coppin.edu server settings				
Log on to server				
Your e-mail account is successfully configured.				
Manually configure server settings				
< Back Next >	Cancel			

5. On the Server Settings screen, uncheck the **Use Cached Exchange Mode.** Then click **Finish** and your Outlook email will appear shortly thereafter.

Add New Account	Ball Sand agents Proper and	X
Server Settings Enter the information requ	ired to connect to Microsoft Exchange or a compatible service.	×~
Type the server name for your account provider.	account. If you don't know the server name, ask your	
Server:	CasArray2010.coppin.edu	
	Use Cached Exchange Mode	
Type the user name for your a	ccount.	
User Name:	Reed, Tykesha Check Name]
		More Settings
	< Back	Finish Cancel
And the second second		