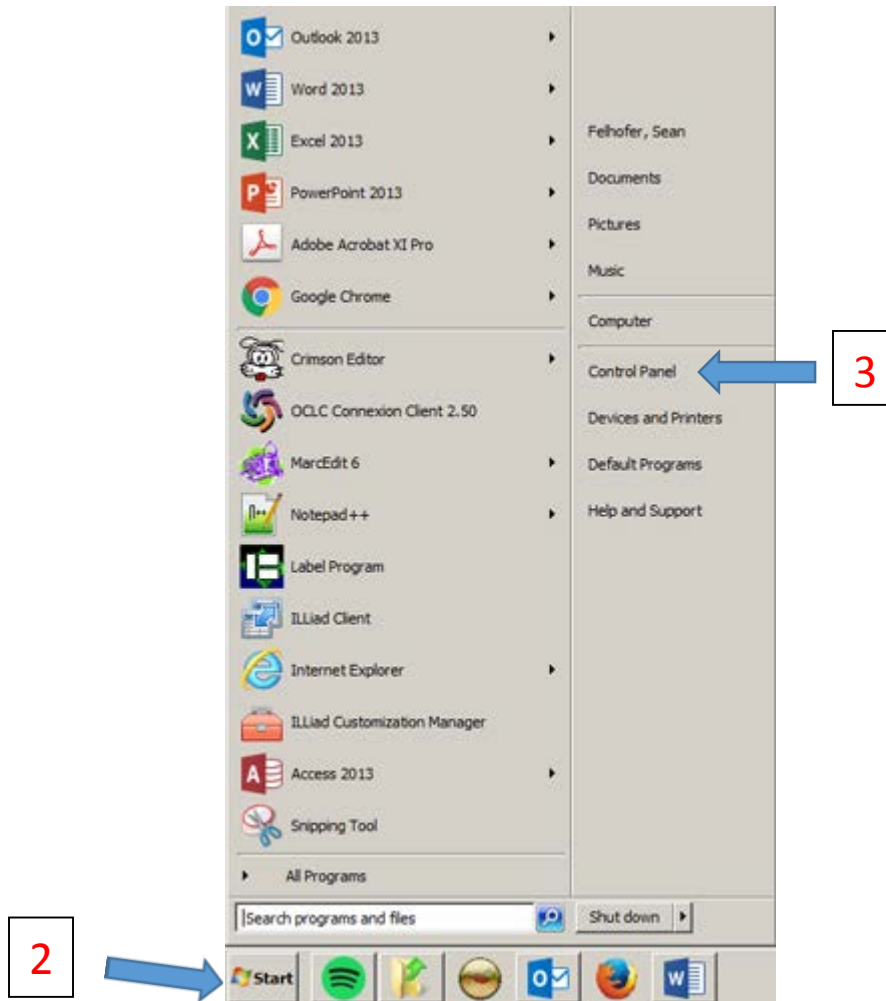
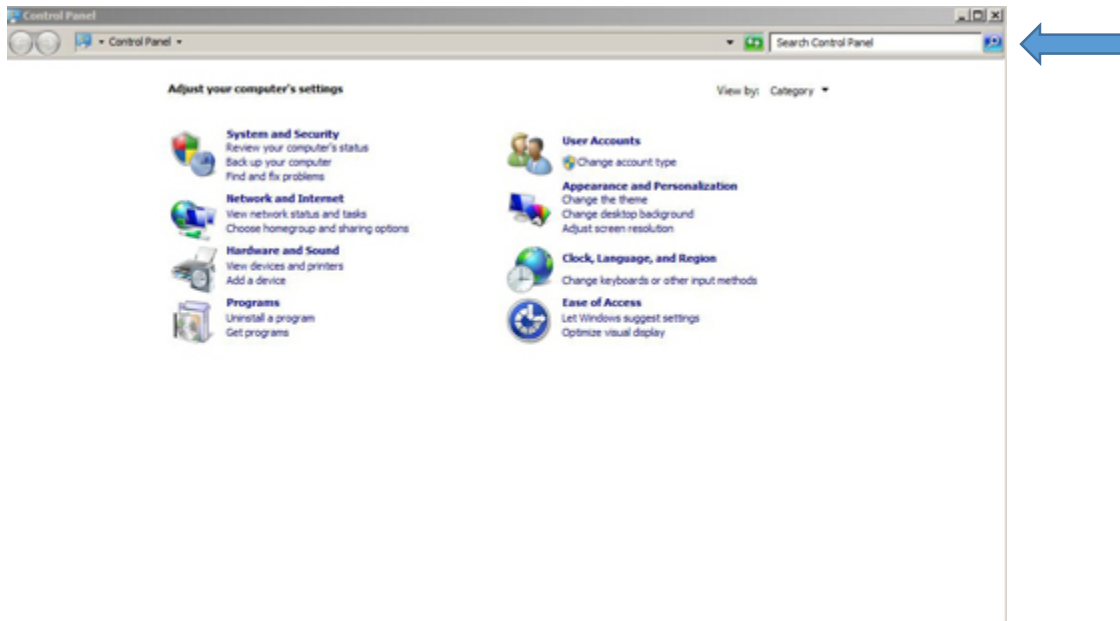


How to configure your Outlook client for mitchellhamline.edu

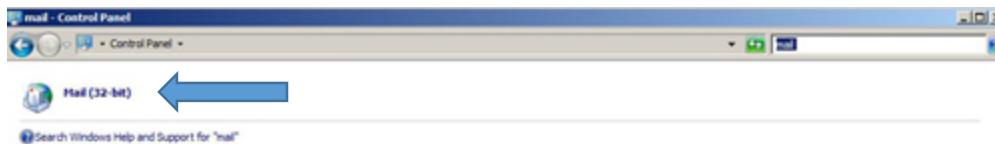
1. Close your Outlook client before proceeding.
2. Click on the Start Button in the lower left side of your computer screen
3. Click on “Control Panel” on the menu that appears



4. Search for “mail” in the Control Panel search box



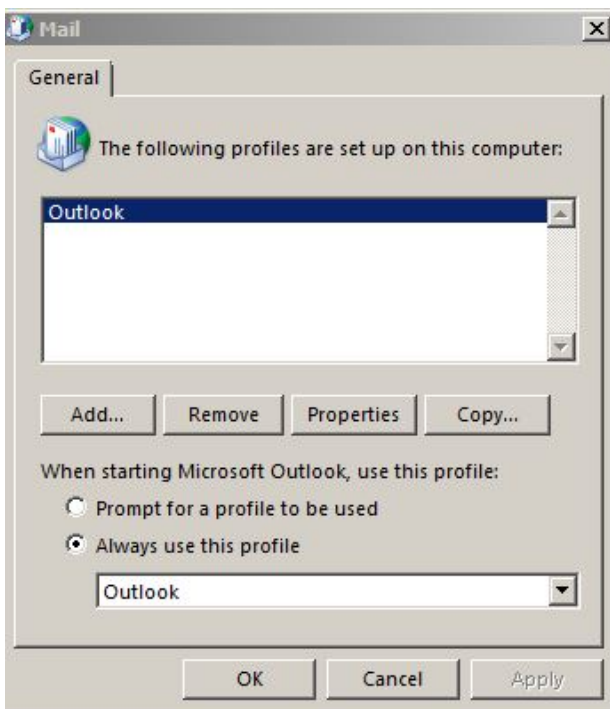
5. Click on the “Mail (32-bit)” link



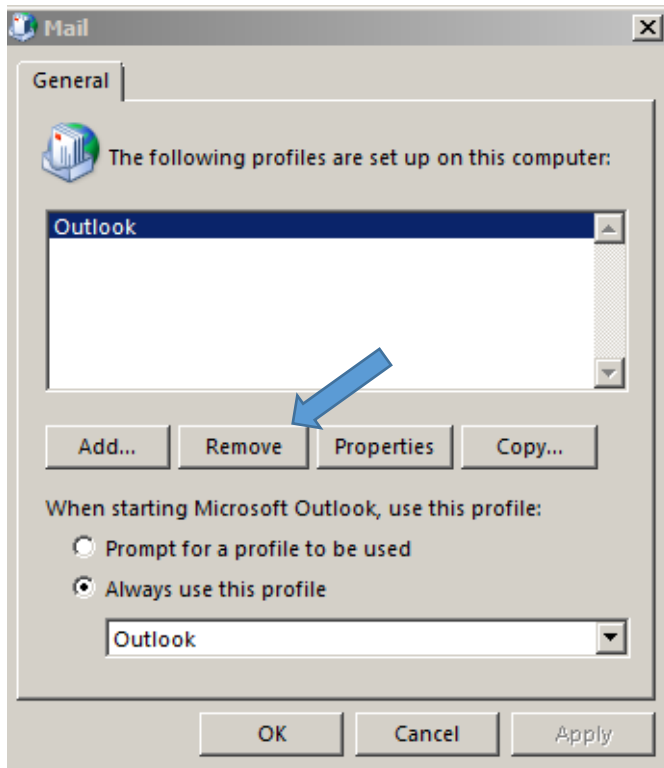
6. A new window will open. Click on the “Show Profiles” link



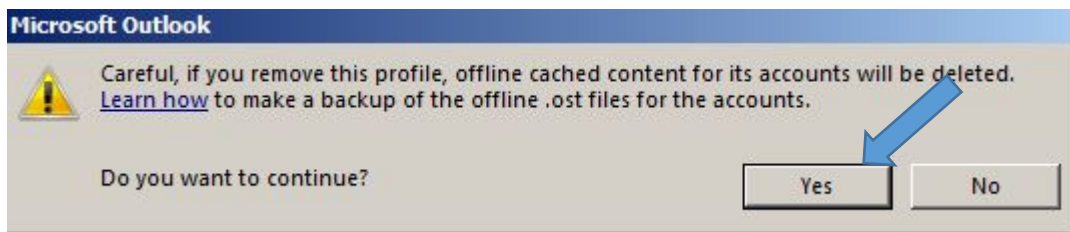
7. The window will change to the following:



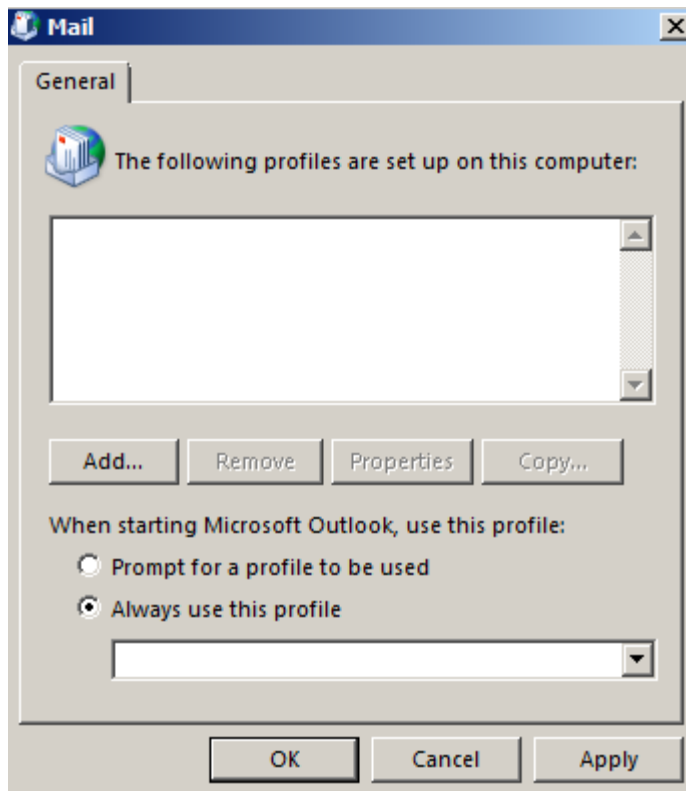
8. Click on remove:



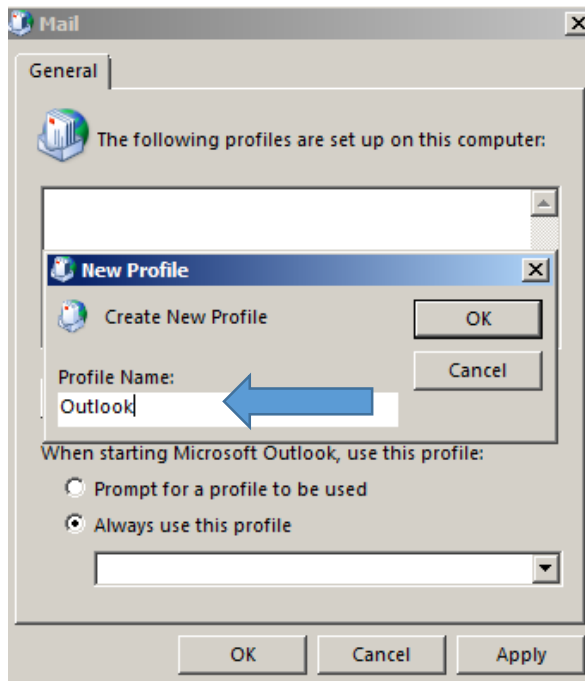
A warning will appear on the screen. This is expected. Click on Yes



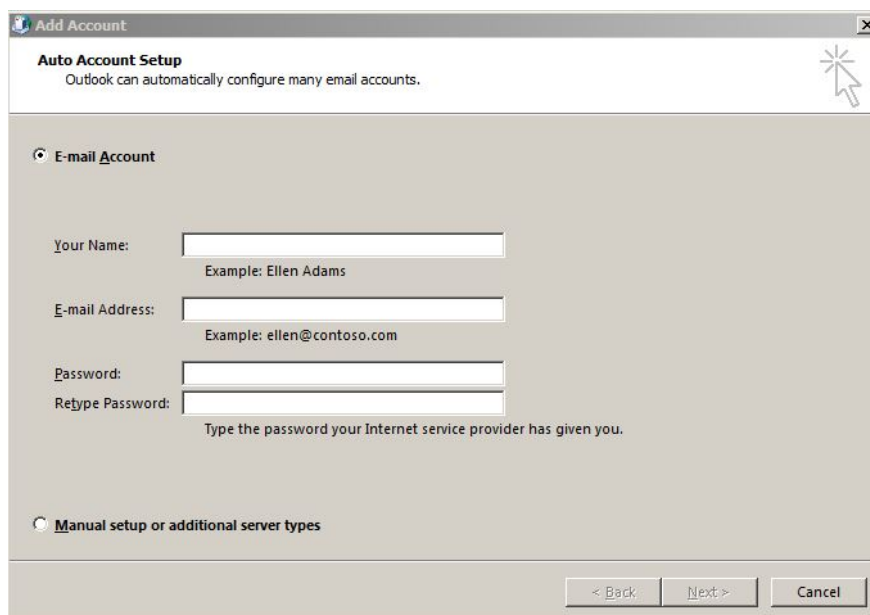
9. The previously existing Outlook profile is now removed from the window:



10. Click on the Add option. A new window will open prompting you to create a new profile. Call the new profile: Outlook Then click OK.



11. A new window will appear:



12. Fill in the Information. Remember to use @mitchellhamline.edu. Click Next.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

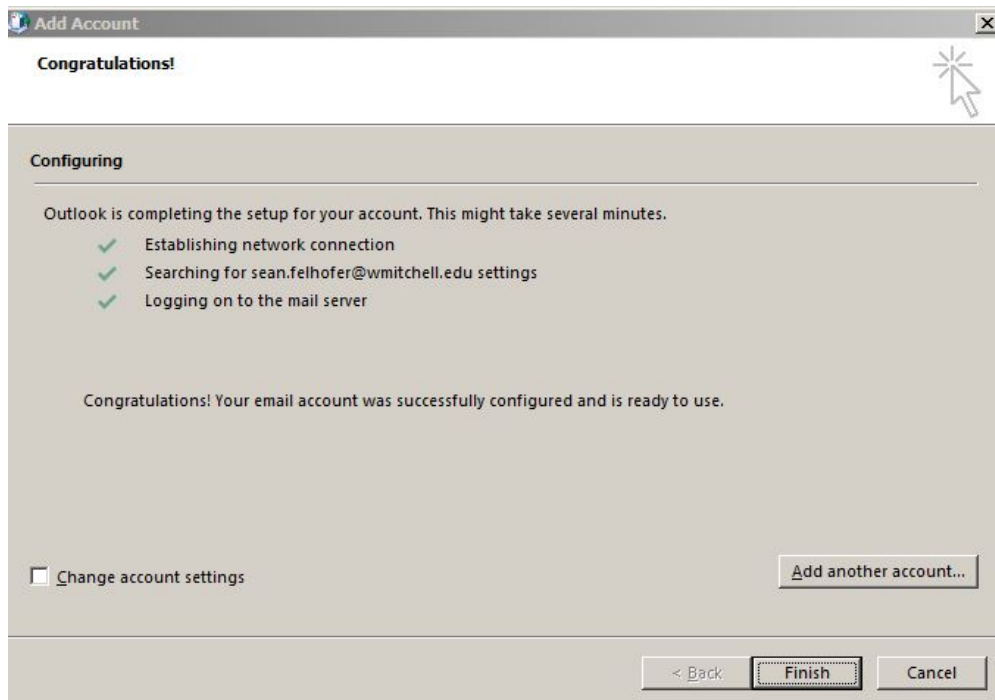
Retype Password:

Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

Next > **Cancel**

13. A confirmation screen will appear.



14. Open your Outlook client. It may take several minutes to populate your folders.