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:

🔱 Mail			×
General			
Ine fol	lowing profile	s are set up on t	his computer:
			×
Add	Remove	Properties	Сору
When startin	g Microsoft O	utlook, use this j	orofile:
Prompt for a profile to be used			
Se Always	use this prom	c	
			_
	ОК	Cancel	Apply

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.

💭 Mail
General
The following profiles are set up on this computer:
A
🖏 New Profile 🔀
Create New Profile OK
Profile Name: Cancel
When starting Microsoft Outlook, use this profile:
O Prompt for a profile to be used
Always use this profile

OK Cancel Apply

11. A new window will appear:

È E-mail <u>A</u> ccount		
Your Name:		
	Example: Ellen Adams	
<u>E</u> -mail Address:	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you	
Manual setup or ad	ditional server types	

Add Account	
Auto Account Setup Outlook can automatically configure many email accounts.	÷

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

• E-mail Account

Your Name:	Sean Felhofer			
	Example: Ellen Adams			
<u>E</u> -mail Address:	sean.felhofer@mitchellhamline.edu			
	Example: ellen@contoso.com			
Password:	****			
Retype Password:	****			
	Type the password your Internet service provi	der has given you.		
O <u>M</u> anual setup or a	dditional server types			
			<u>N</u> ext >	Cancel

13. A confirmation screen will appear.

Add Accour	t	x
Congratula	tions!	长
Configuring		
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for sean.felhofer@wmitchell.edu settings	
~	Logging on to the mail server	
Cong	atulations! Your email account was successfully configured and is ready to use.	
🗖 <u>C</u> hange a	ccount settings	Add another account
	< <u>B</u> ack	Finish Cancel

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