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Setting up Email on Outlook 2007

- 1. Click the **Start** button in the bottom left hand corner of Windows.
- 2. Click Control Panel.



3. Click **Category** in the top right corner and choose **Small icons** from the drop down list.



4. Click on the Mail (32-bit).



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5. Click on Email Accounts.

🧿 Mail S	etup - Outlook2	—		
E-mail Ac	counts			
	Setup e-mail accounts and directorie:	E-mail Accounts		
Data Files				
\$	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files		
Profiles -				
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles		
_				
		Close		

6. Click on New.



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7. Fill in the information and click Next.

Auto Account Setu Clicking Next will Exchange server	p contact your e-mail server and configure your Internet service provider or M account settings.	Microsoft
'our Name:	Your Name	
	Example: Barbara Sankovic	
-mail Address:	username@my.uno.edu	
	Example: barbara@contoso.com	
assword:	************	
letype Password:	**********	
	Type the password your Internet service provider has given you.	
Manually configure	server settings or additional server types	

8. You will be prompted for your password twice. Change the username to **username@uno.edu.**



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8. Click **Finish**. Congratulations! You have now successfully set up your UNO email account.



If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at <u>helpdesk@uno.edu</u>. You may also stop by the Help Desk, located in the UCC Room 101.

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