How To
Set up Outlook 2010

1. Open Outlook-
   **Automatically**: When the Microsoft Outlook 2010 Startup wizard opens, click Next.

   ![Microsoft Outlook 2010 Startup Wizard](image)

   The Email Accounts page, will ask you if you are ready to configure an E-mail account. To continue the process of setting up an email account, click Next.

   ![Email Accounts Configuration](image)

   **Manually**: If the Microsoft Outlook 2010 Startup wizard doesn’t appear, on the Outlook 2010 toolbar, click the File tab. Then, just above the Account Settings button, click Add Account.

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2. **Auto Account Setup**

   **Automatically:** Outlook will fill in the Your Name and Email Address settings based on how you’re logged on to your computer. If the settings are filled in and they’re correct, click **Next** to have Outlook finish setting up your account.

   ![Auto Account Setup](image)

   **Manually:** If the information on the Auto Account Setup page isn’t filled in for you, type the correct settings based on your current email address.

   If the information isn’t correct, delete the email address in the Email Address field, and new boxes will populate, where you can make changes to any of the fields provided.

   ![Auto Account Setup](image)
3. Outlook will perform a search to find your email server settings. You will be prompted to enter your user name and password during this search. Make sure that you enter your full email address (for example: jsmith@qc.cuny.edu) as your username.

4. Once your account is set up, you will see the following text: **Your email account is successfully configured.** Click **Finish**.