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)**.
5. Click on **Email Accounts**.

![Email Accounts window](image)

6. Click on **New**.

![Account Settings window](image)
7. Fill in the information and click **Next**.

8. You will be prompted for your password twice. Change the username to **username@uno.edu**.
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 helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.