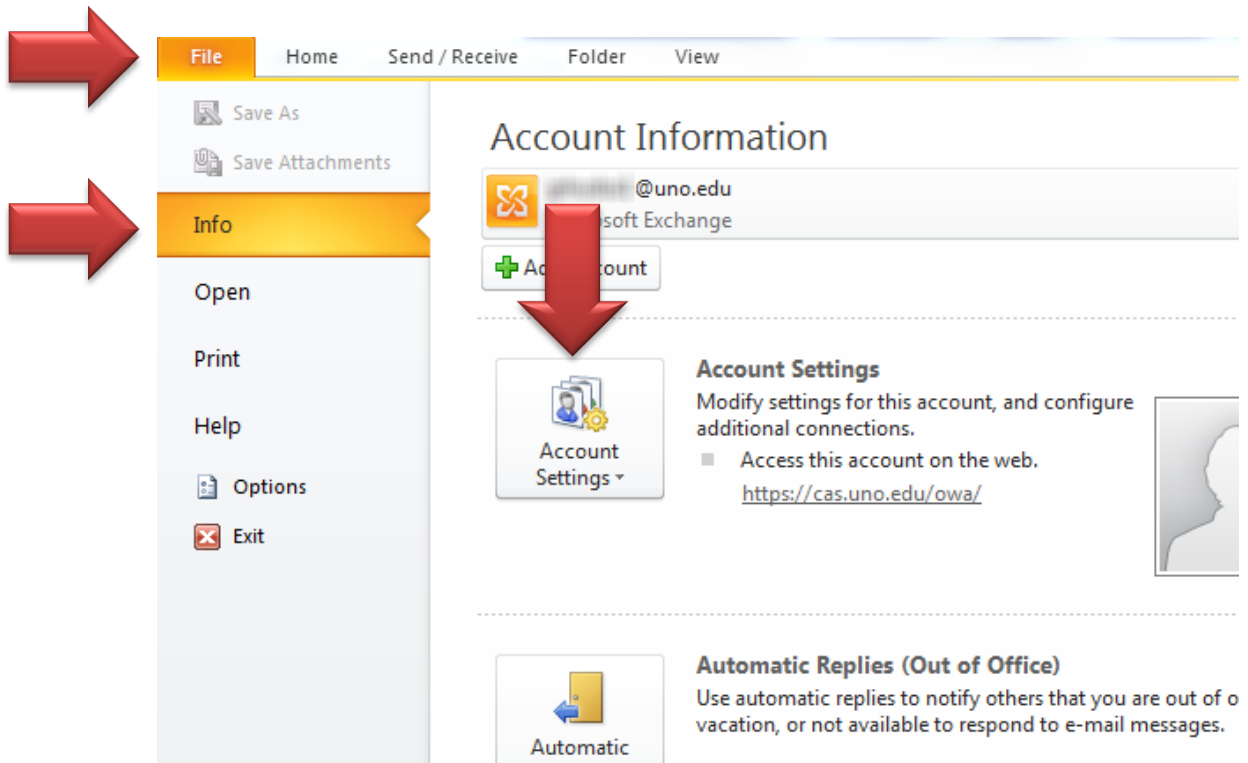


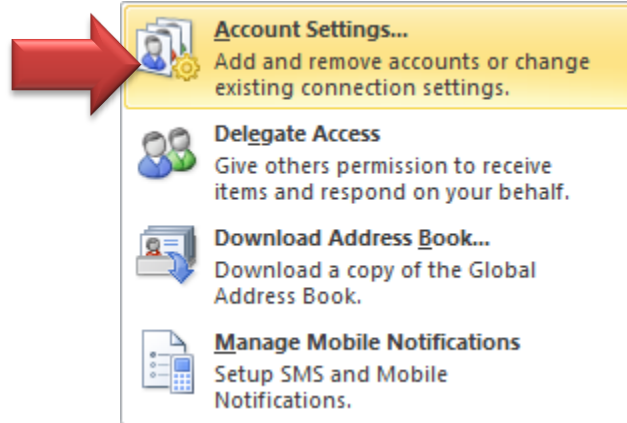
## Setting up Email on Outlook 2010

If you have an account set up in Outlook, proceed with the first step. If you do not have an account set up with Outlook proceed to step 6.

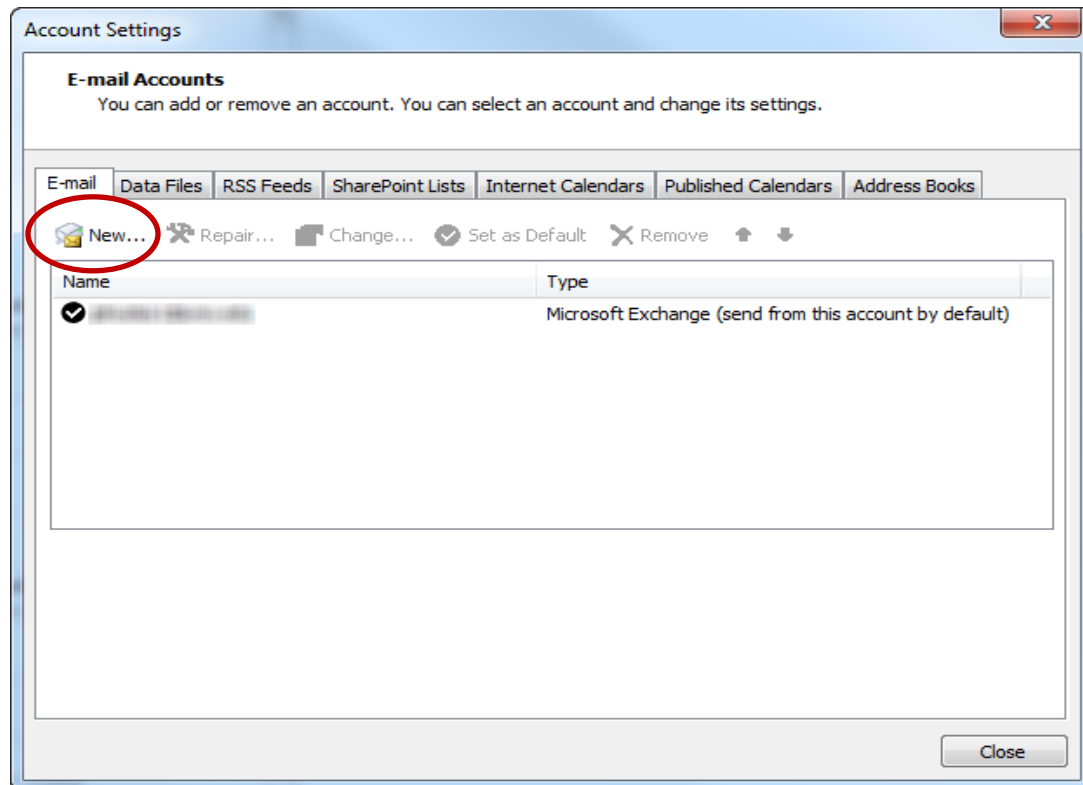
1. Open Outlook.
2. Click **File**.



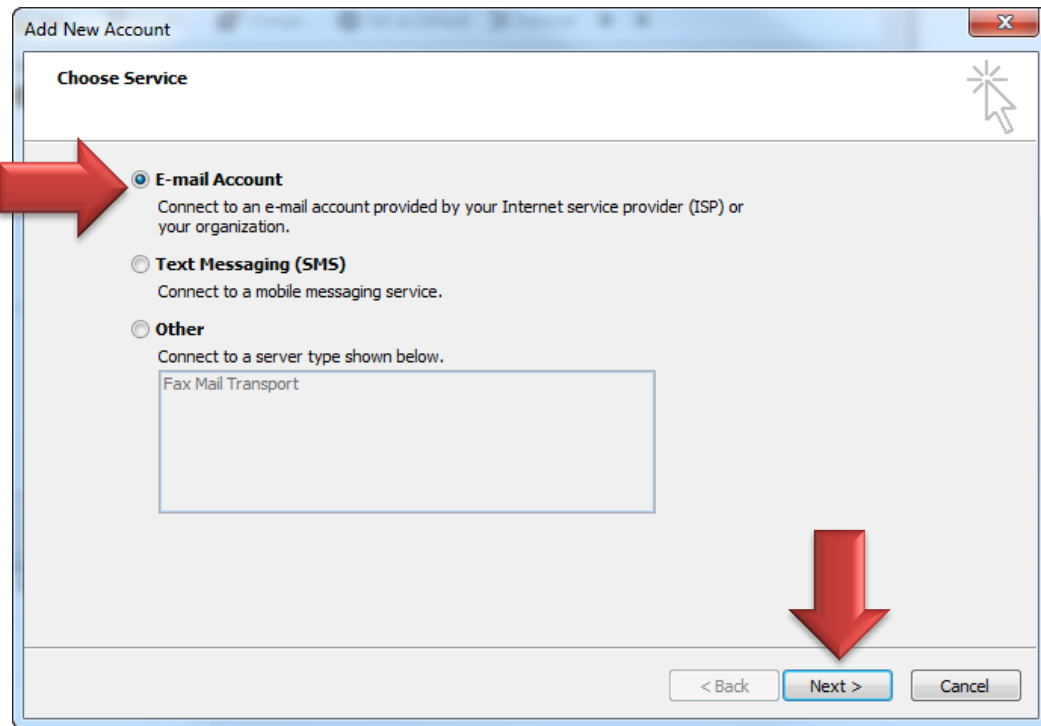
3. Click **Account Settings** and choose **Account Settings** from the drop down menu.



4. Click **New**.

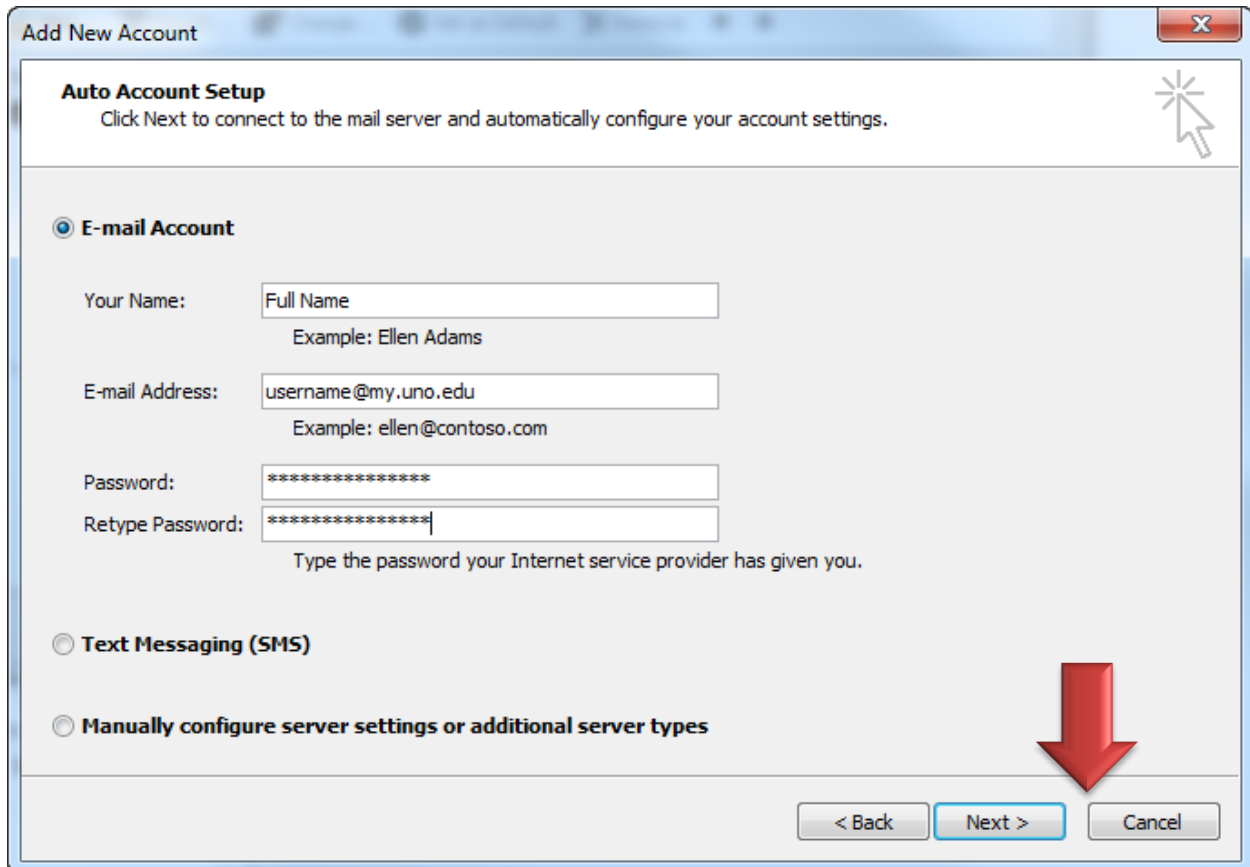


5. Select **E-mail Account**. Then click **Next**.



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6. If you have not set up Outlook with another account, open Outlook and fill in the proper information. Then, click **Next**.



**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

Password:

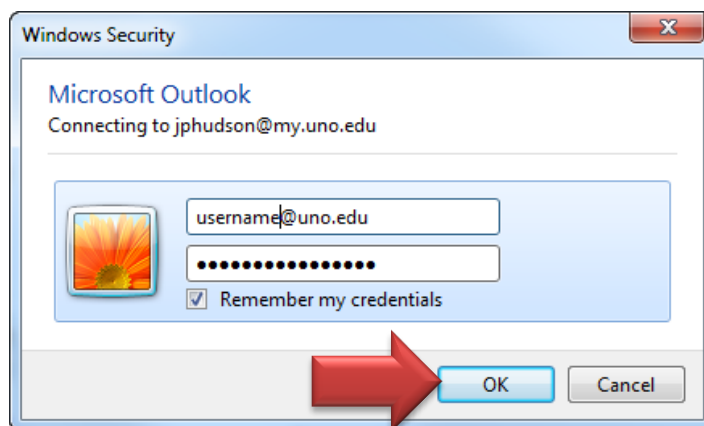
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

7. You will be prompted for your password twice. Change the [username@my.uno.edu](#) to [username@uno.edu](#). Then, click **OK**.



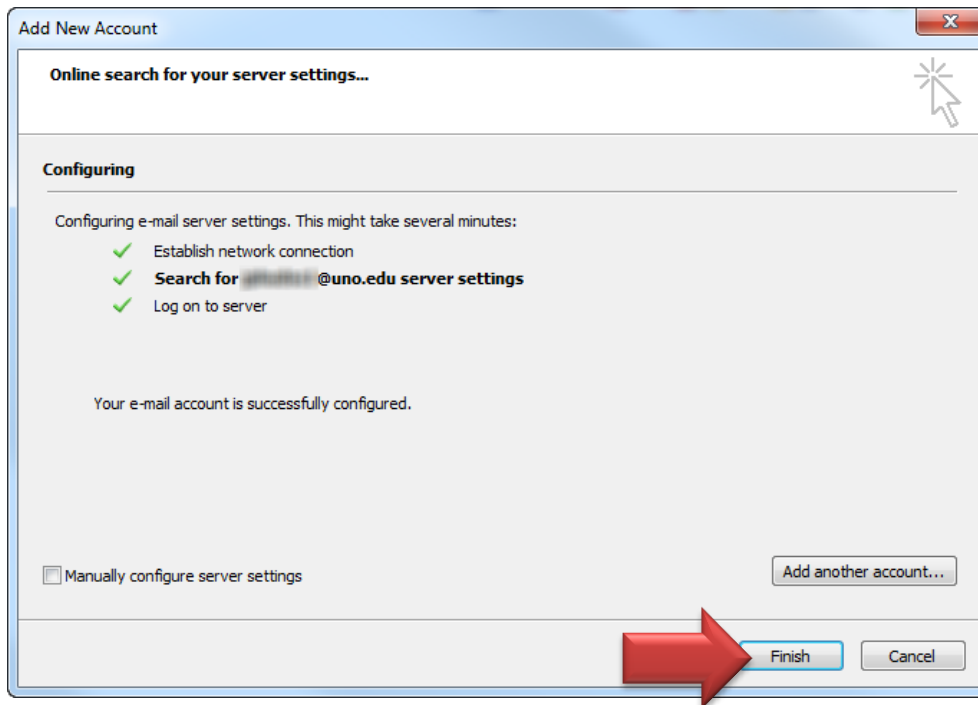
**Windows Security**

**Microsoft Outlook**  
Connecting to jphudson@my.uno.edu

Remember my credentials

**OK**   Cancel

8. Click **Finish**.



Congratulations! You have now setup your Student email in Outlook 2010!

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