To Add an Organizational Email Account to Your Outlook Profile:
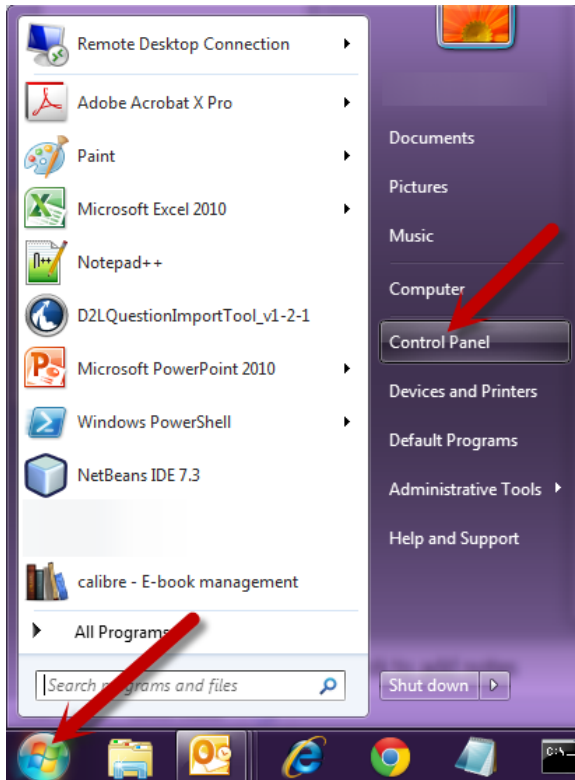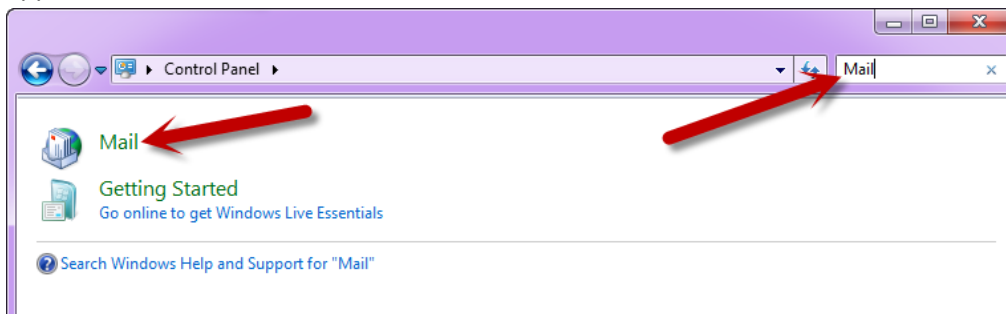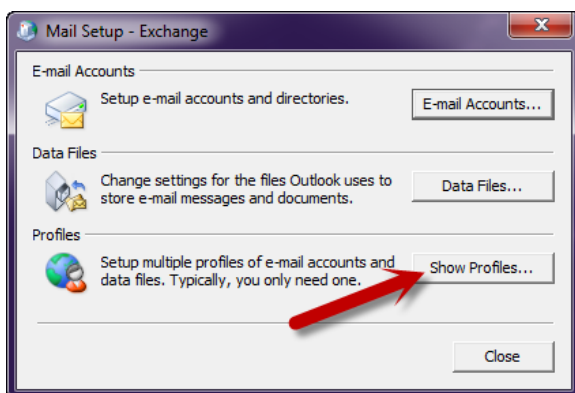
1. Outlook cannot be running for this to work, so before you begin, make sure you close Outlook. Click on your "Start" button and go to the "Control Panel".


2. In the search box in the top right corner, type "Mail" (without the quotes). Click the "Mail" category that now appears.
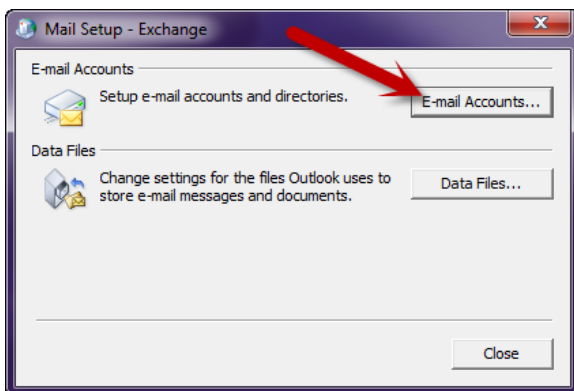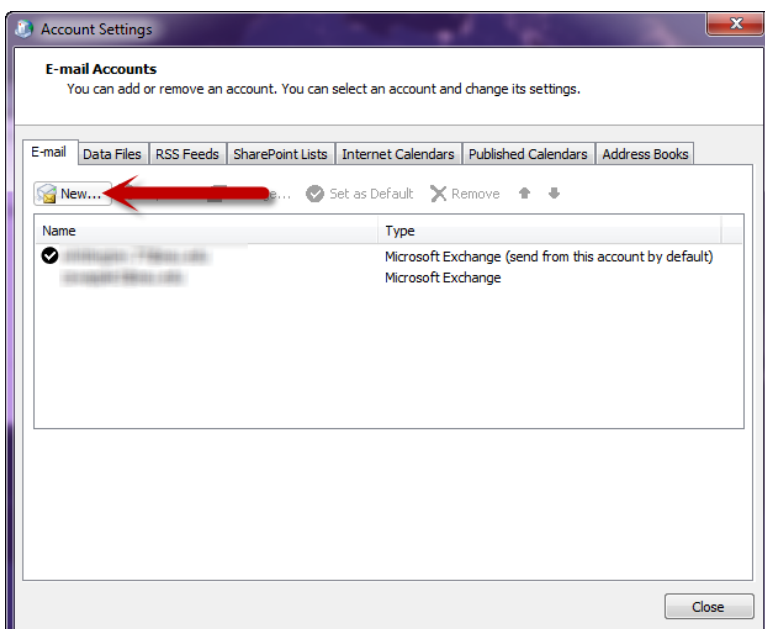

3. Click "Show Profiles".

4. If you have multiple profiles set up on your computer, select the one that matches the one displayed under "Always use this profile". In most cases, this will be "Exchange". Once you have the correct profile highlighted in blue, click the "Properties" button.
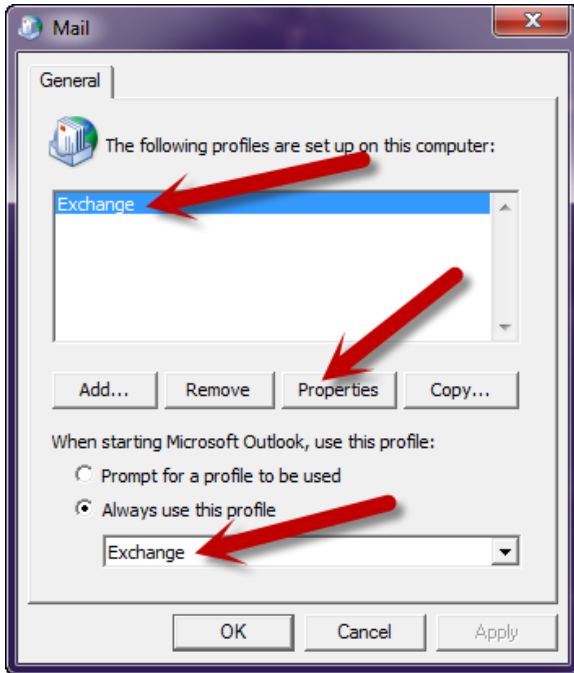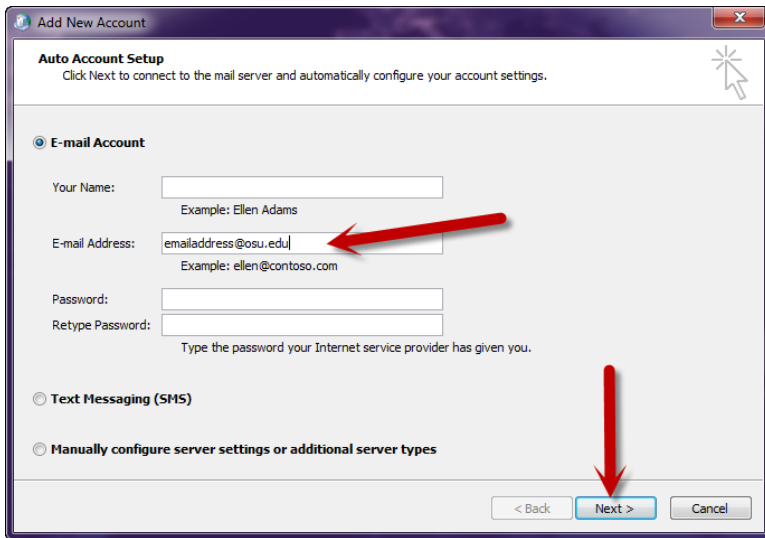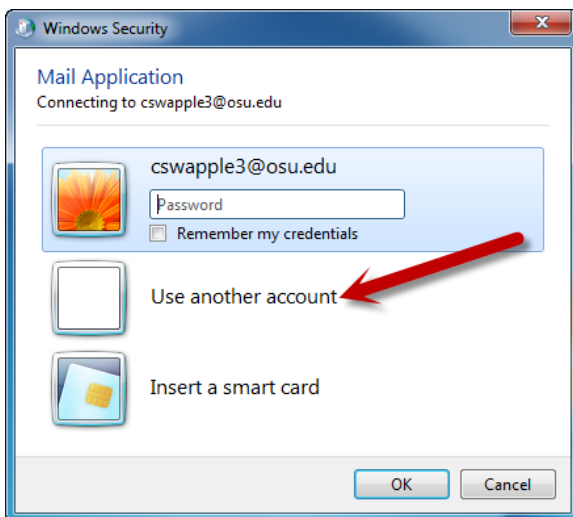

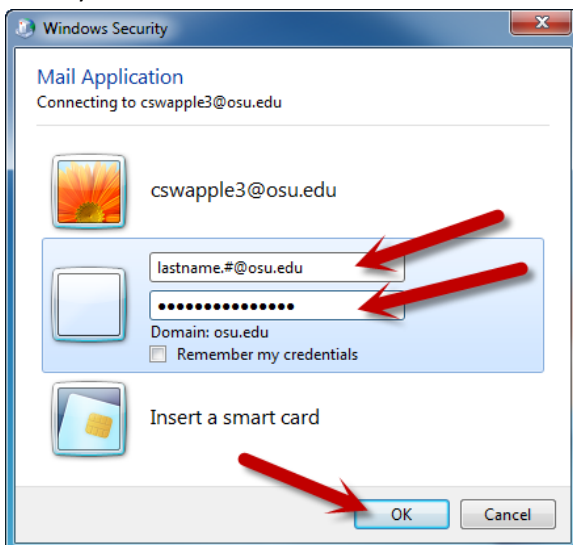5. Click "Email Accounts".

6. Click "New".

7. Enter the full organizational email address in the "Email Address" field. Leave all the other fields blank. Click the "Next" button.
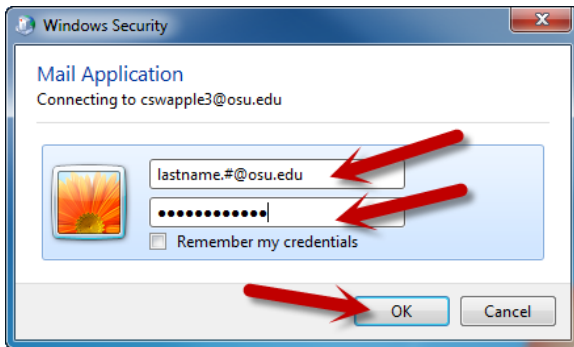

8. Click "Use another account".

9. Enter your full lastname.#@osu.edu email address and OSU password and click the "OK" button.

10. If the window pops up again asking for your credentials, enter your full lastname.#@osu.edu email address and OSU password and click the "OK" button.

11. Once you see the three green checkmarks under "Configuring", click the "Finish" button. Close all open windows and when you open your Outlook again, you should be good to go!