## 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.

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$\bigcirc$	♥♥ ♥ Control Panel ▶		🕶 🌜 Mail	×
	Mail			
	Getting Started Go online to get Windows Live Essentials			
0	Search Windows Help and Support for "Mail"			
Click	"Show Profiles".			l
🧶 N	lail Setup - Exchange	<b>— X</b> —		
E-m	ail Accounts			
Ş	Setup e-mail accounts and directories.	E-mail Accounts		
Dat	a Files			



3.

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.

3 Mail					
General					
The following profiles are set up on this computer:					
Exchange					
-					
Add Remove Properties Copy					
When starting Microsoft Outlook, use this profile:					
C Prompt for a profile to be used					
• Always use this profile					
OK Cancel Apply					

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.

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:	emailaddress@osu.edu					
	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						
	< Badk Next >	Cancel				

8. Click "Use another account".



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

Windows Security					
Mail Application Connecting to cswapple3@osu.edu					
	cswapple3@osu.edu				
	Iastname.#@osu.edu  Domain: osu.edu  Remember my credentials				
	Insert a smart card				
	OK Cancel				

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!

Add New Account				
Congratulations!	× ×			
Configuring				
Configuring e-mail server settings. This might take several minutes:				
Manually configure server settings	Add another account  < Back Finish Cancel			