

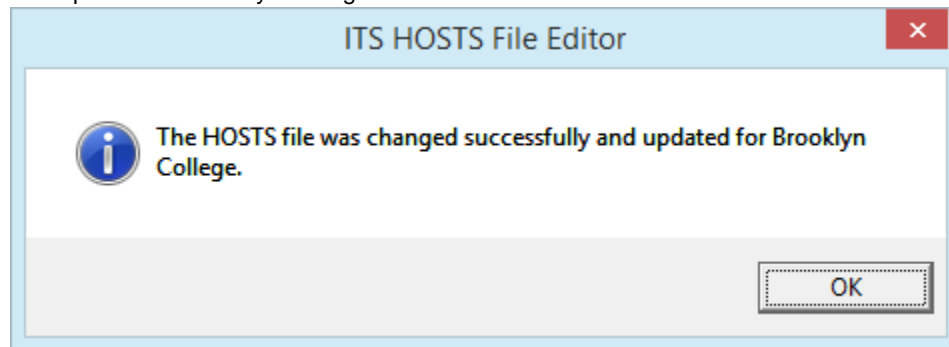
Configuring BC Mail for Microsoft Outlook on a Windows PC

Step 1: Install Microsoft Outlook

Step 2: Update your hosts file (if off campus)

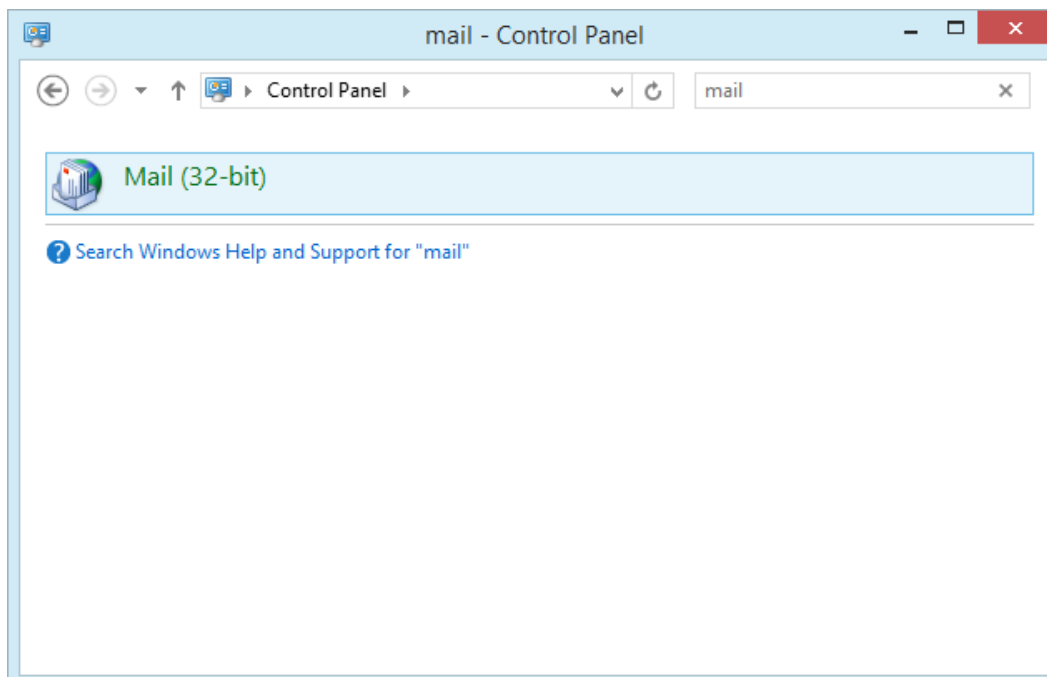
If you are looking to check your Brooklyn College email from off campus, you will have to update the hosts file in your machine. This will allow your machine to speak to Brooklyn College's mail servers.

- a) Visit <http://infotech.brooklyn.cuny.edu/netgroup/hostfile.vbs>. Download the file that is hosted here.
- b) Run the file you just downloaded, named hostfile.vbs. You should receive a pop up window saying that the hosts file was updated for Brooklyn College.

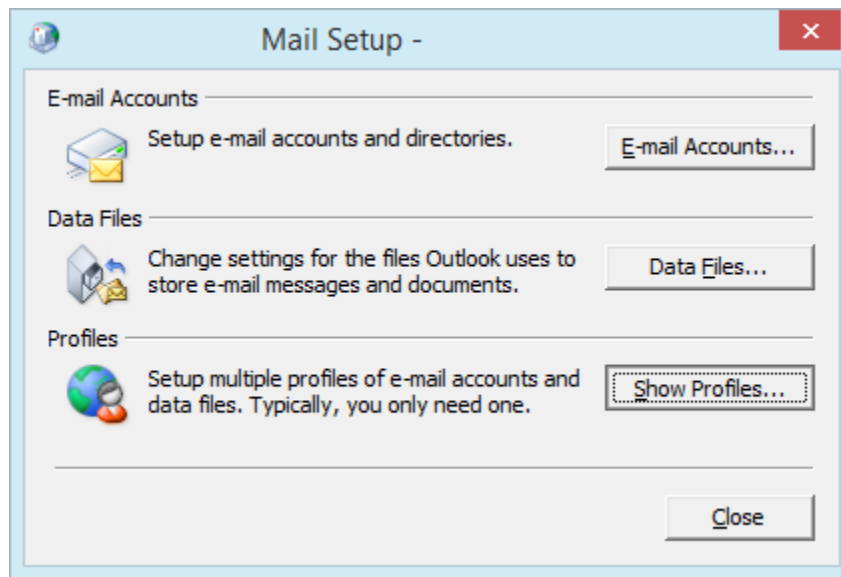


Step 3: Set up your mail profile

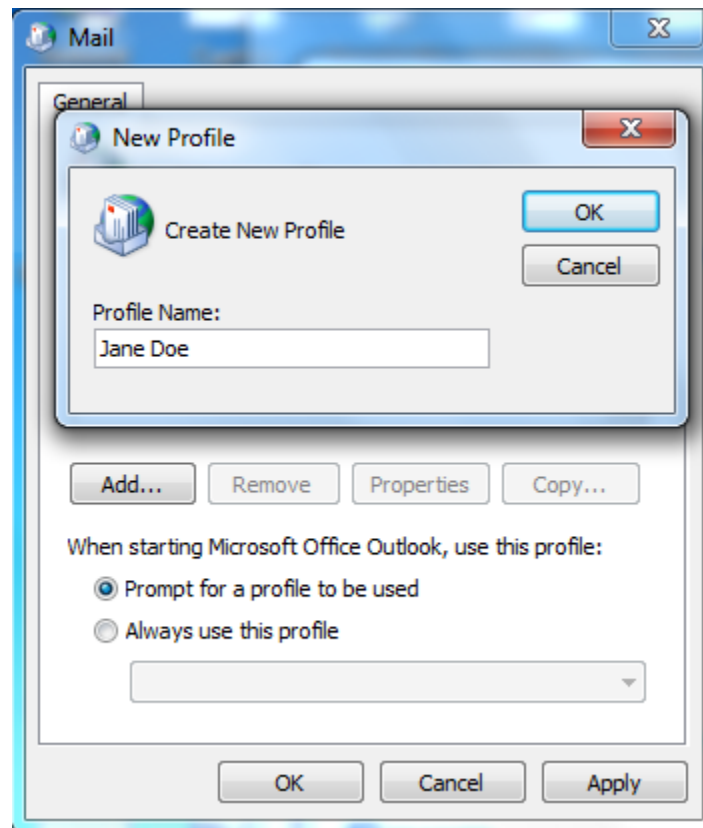
- a) Click the **Start button** and type **Control Panel** into the search box. Click to open.
- b) In the search bar located in the top right of the Control Panel window, type "**mail**" to quickly find the mail setup window. Click on **Mail** (it may or may not say 32-bit).



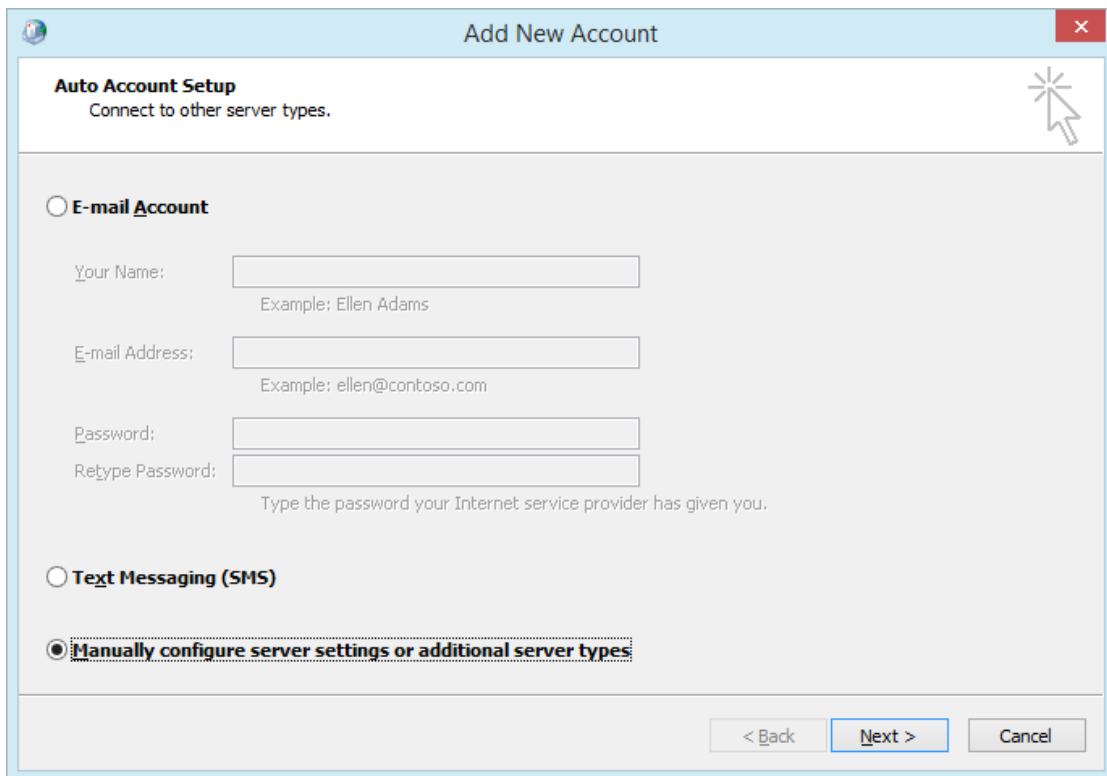
c) Click on **Show Profiles...**



d) Click on **Add...** and type in the name of the profile you would like to set up.

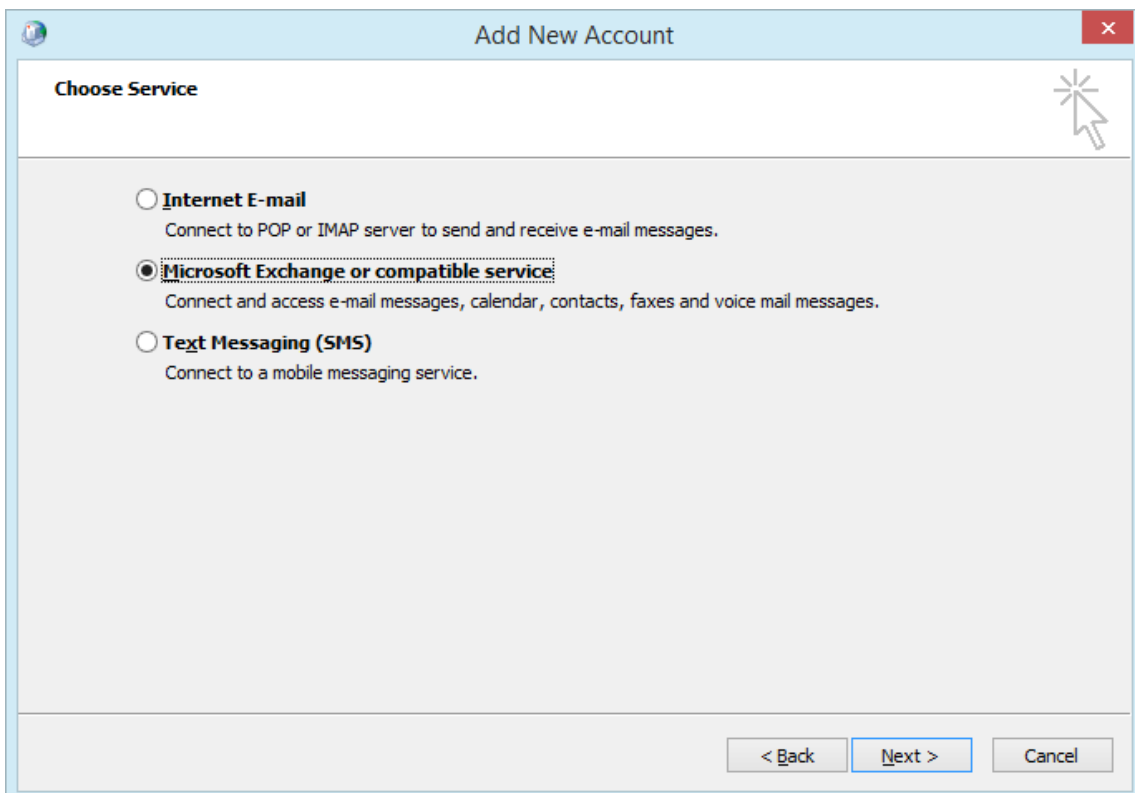


- e) Select **Manually configure server settings or additional server types**. Click on **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and there is a close button (X) in the top right corner. Below the title bar, the text 'Auto Account Setup' is followed by 'Connect to other server types.' and a help icon. There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected and highlighted with a dashed border. Below the 'E-mail Account' option, there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- f) Select **Microsoft Exchange or compatible service**. Click on **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and there is a close button (X) in the top right corner. Below the title bar, the text 'Choose Service' is followed by a help icon. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Microsoft Exchange or compatible service' option is selected and highlighted with a dashed border. Below each option is a brief description: 'Internet E-mail' (Connect to POP or IMAP server to send and receive e-mail messages.), 'Microsoft Exchange or compatible service' (Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.), and 'Text Messaging (SMS)' (Connect to a mobile messaging service.). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

g) For server name, you can use a variety of different servers. Enter any of the following:

Mercury.brooklyn.cuny.edu
Gemini.brooklyn.cuny.edu
Apollo.brooklyn.cuny.edu
Endeavour.brooklyn.cuny.edu

Also, unless you intend on using Outlook in offline mode, we recommend for you to uncheck “**Use Cached Exchange Mode**”.

For User Name, type in your Brooklyn College email user name. This will be the portion of your email address that appears before @brooklyn.cuny.edu (For example, jane.doe90@brooklyn.cuny.edu would just enter jane.doe90)

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server: mercury.brooklyn.cuny.edu

Use Cached Exchange Mode

Type the user name for your account.

User Name: jane.doe90

Check Name

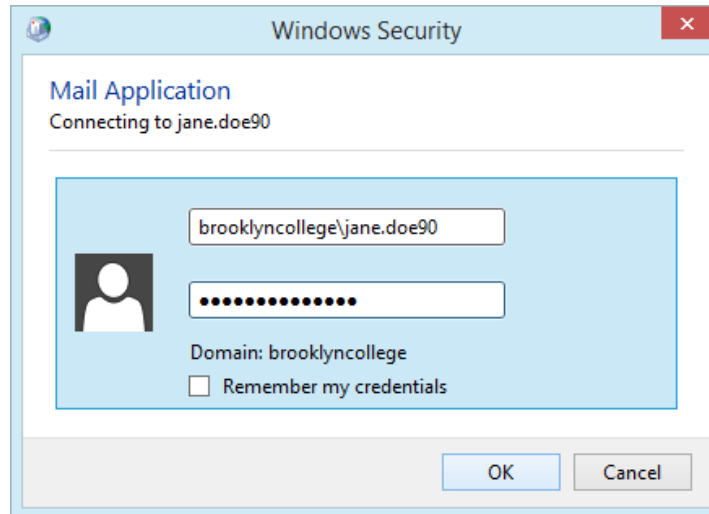
More Settings ...

< Back Next > Cancel

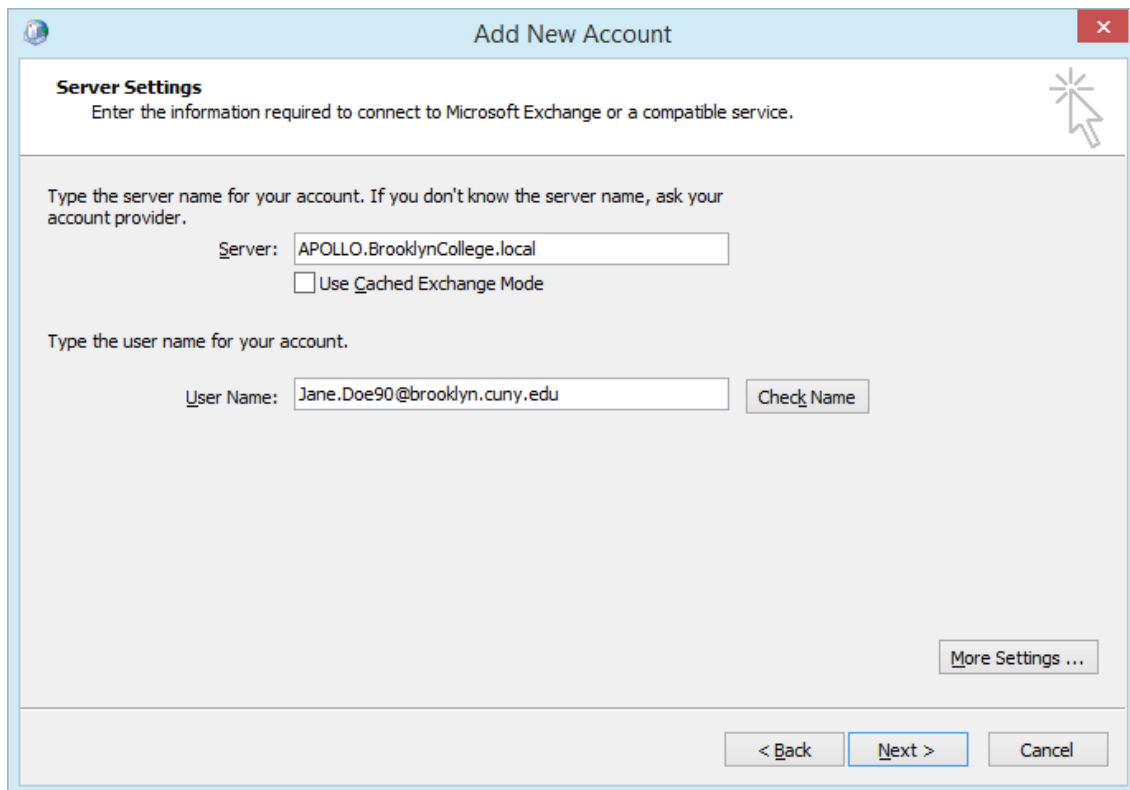
- h) After entering your user name, click on **Check Name**. A new window should appear asking you to enter your user name and password.

For user name, you must add the prefix **brooklyncollege**. In the case of jane.doe90@brooklyn.cuny.edu, you would enter **brooklyncollege\jane.doe90**.

For password, enter your Brooklyn College email password. Not that this is case sensitive.

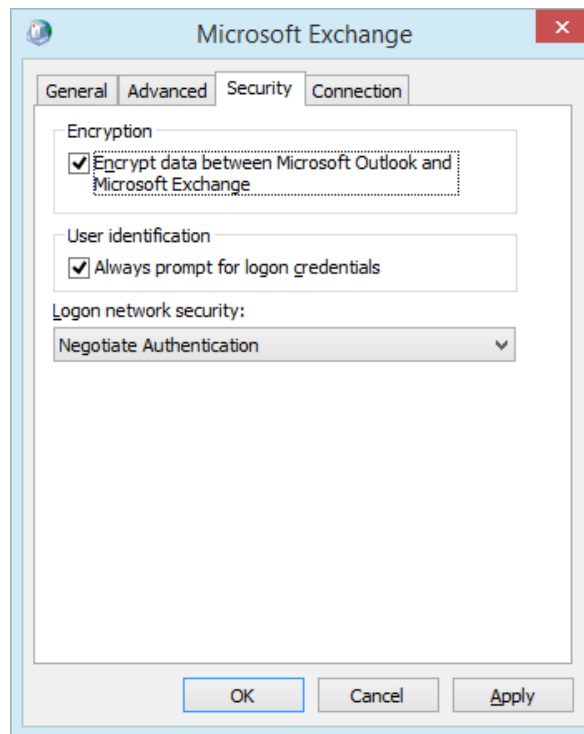


Click on **OK**. The system may freeze for a few seconds: this is normal. Afterwards, you may notice that the server name has changed to a different one from what you initially entered. This is also normal.

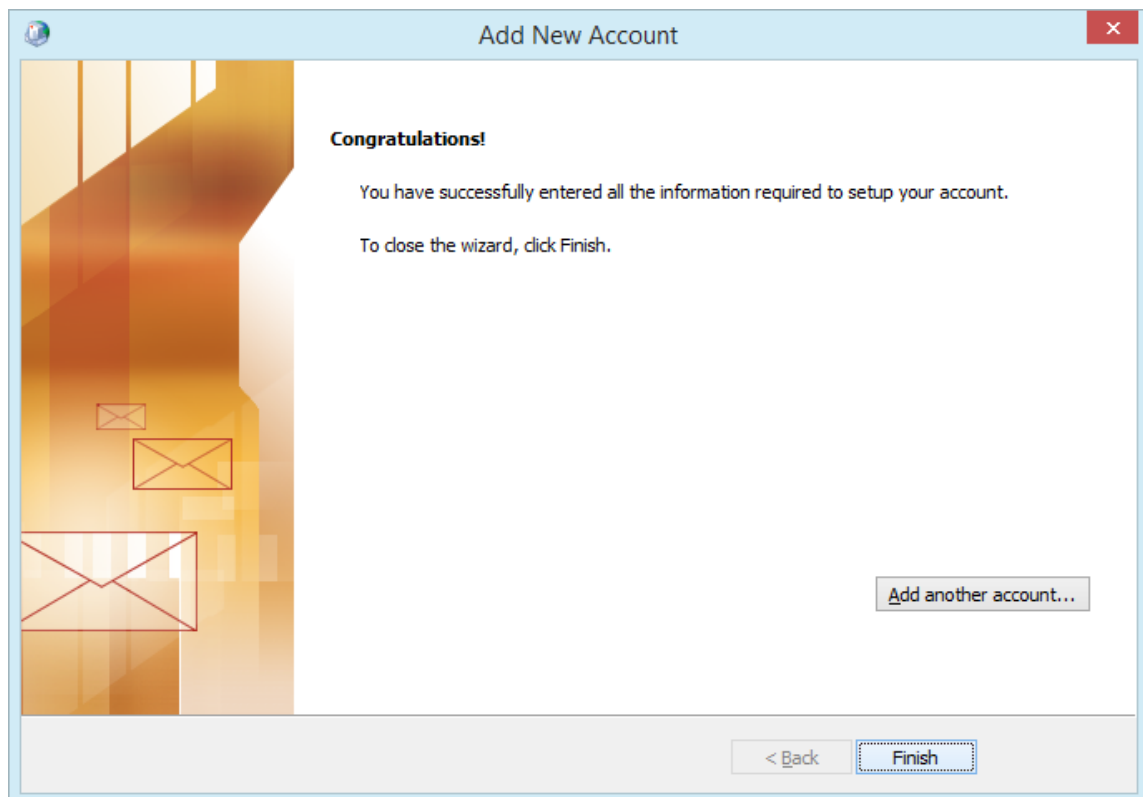


- i) Click on **More Settings...** located in the bottom right of the window.

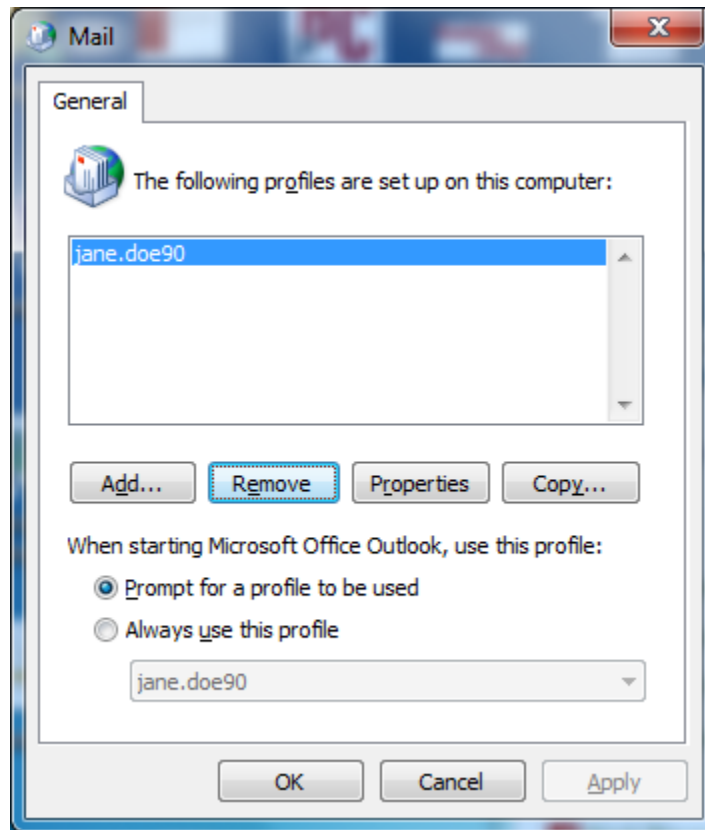
- j) Select the **Security** tab, and then check **Always prompt for logon credentials**. Press **OK**.



- k) Click on **Next**, and then **Finish**.



- l) We recommend you choose the option to “**Prompt for a profile to be used**”. However, if this your personal machine and no one else will be checking their mail on it, you may choose “**Always use this profile**” if you wish. Click on **OK** to finish.



Set up is complete. Now, simply launch Outlook, select your profile, and enter your password.