Setting up a new Email profile for Outlook 2007 and 2010 Client Software

1. Go to the **Control Panel** on your computer system.
   Click the **Start** button > **Control Panel**

2. Click on the **Mail** icon

   *It may not be 32-bit*

3. Click on the **Show Profiles** button
4. Click **Add** button

5. Enter a new name for your new profile and click **OK**
6. Click **Next** button
7. The program will run to connect to your Office365 Email account. And it will ask you to enter your password in order to log into your email account.

8. Click the Finish button.
Congratulations!

Configuring

Configuring e-mail server settings. This might take several minutes:

- Establish network connection
- Search for testing.guest@suny.edu server settings
- Log on to server

Your e-mail account is successfully configured to use Microsoft Exchange.

[Select option: Manually configure server settings]

[Buttons: Back, Finish, Cancel]
9. Choose the name of the profile you just created from the dropdown on the bottom of the window and choose **Always use this profile**, then click **OK**

You are now successfully using the new profile you created.

*If you have any questions or issues throughout this process please contact the Help Desk or at ext. 1208*