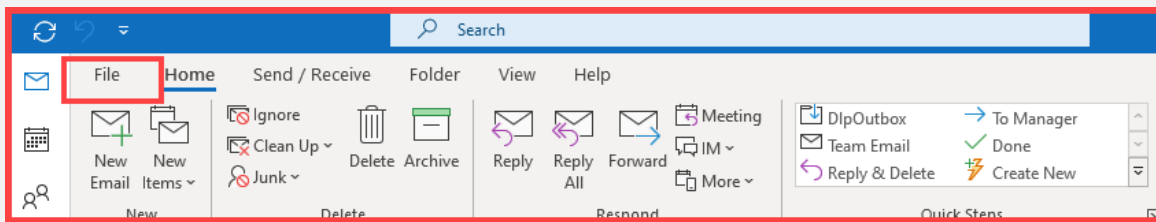


Setup – Microsoft Outlook 2019 (Windows)

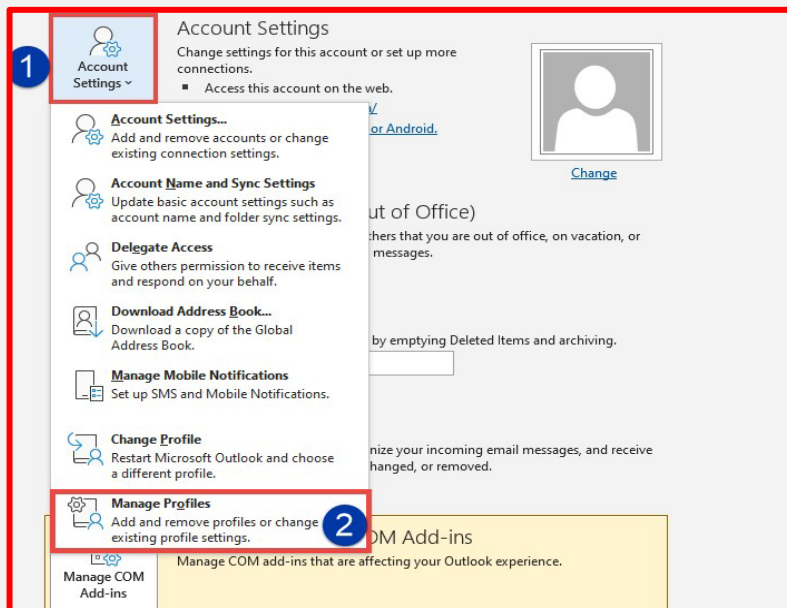
1. Open the **Microsoft Outlook** client.



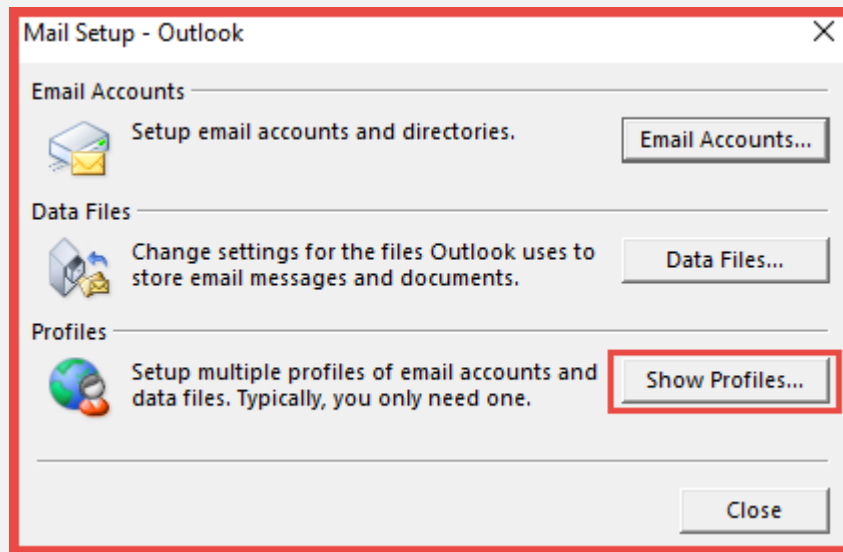
2. On the **Ribbon Toolbar**, Click on the **File** tab.



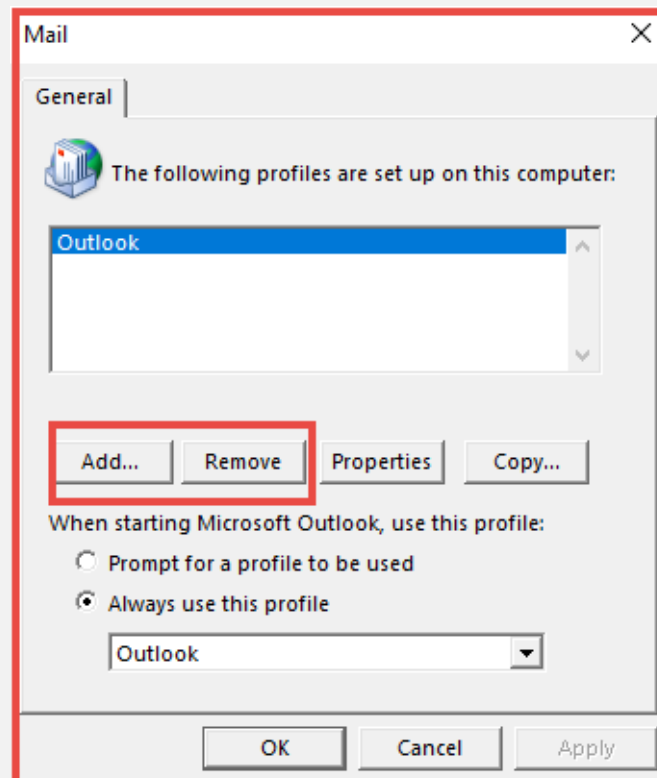
3. On the **Account Settings** dialog box, click on the **Account Settings** drop-down, and then select **Manage Profiles** in the menu.



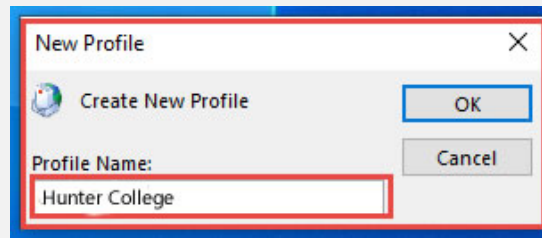
4. Click on the **Show Profile** button.



5. In the **Mail** dialog box, click on the **Add** button, and then click **OK**.



6. Enter whatever name you would like in the **Profile Name** text box, then click **OK**.



7. In the Add Account dialog box:

- ❶ enter your name
- ❷ enter your CUNYfirst username
- ❸ enter your CUNYfirst password
- ❹ Click **Next**.

A screenshot of the 'Add Account' dialog box. The title bar says 'Add Account' with a close button. Below the title bar is the 'Auto Account Setup' section with the text 'Outlook can automatically configure many email accounts.' and a help icon. Below that is the 'Email Account' section, which is selected with a radio button. It contains four input fields: 'Your Name' (with example 'Firstname Lastname'), 'Email Address' (with example 'Firstname.Lastnamexx@login.cuny.edu'), 'Password', and 'Retype Password'. Below the password fields is the text 'Type the password your Internet service provider has given you.' Below the 'Email Account' section is the 'Manual setup or additional server types' section, which is unselected. At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a red border. Blue circles with numbers 1 through 4 are overlaid on the form: 1 on the 'Your Name' field, 2 on the 'Email Address' field, 3 on the 'Password' field, and 4 on the 'Next >' button.

8. **Microsoft** will then continue to configure your account.

9. Once finished, a **Microsoft** pop-up page will appear. Sign in using your **CUNYfirst** credentials, then click **Next**. Click **Finish**.