

Connect LWIT Email to Outlook

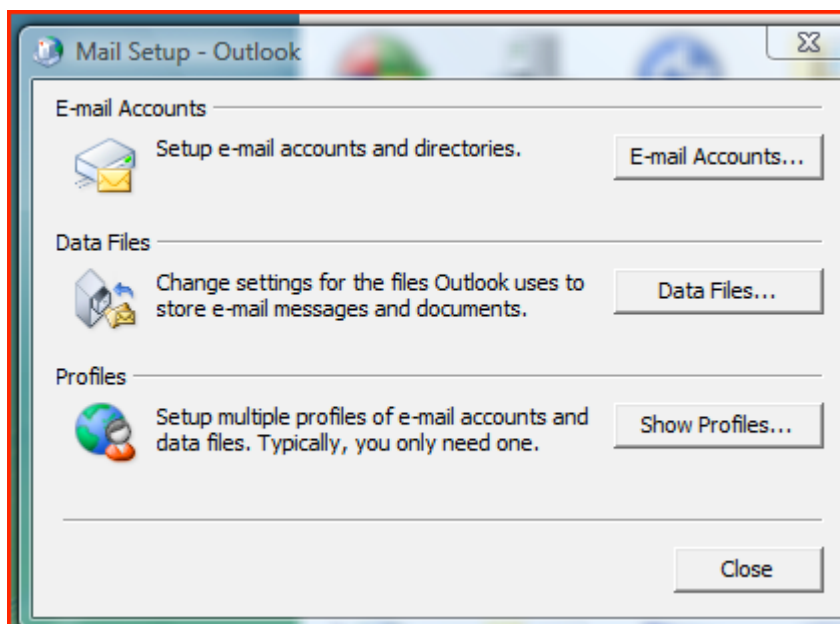
Microsoft Outlook 2010

You may set up your off-campus computer to connect to **Outlook** at **LWIT**. You need to first activate your LWIT Computer account so you will have your User Name and Password. You also need to have **Outlook 2010** installed on your computer. Follow these steps *very carefully*.

- 1) Click on the **START** button (lower left corner of your computer)

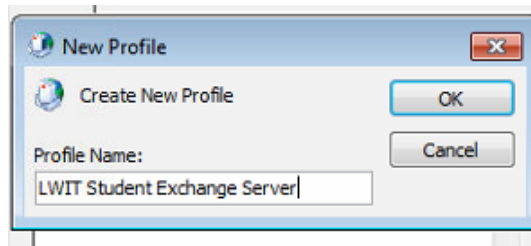


- 2) Go to **Control Panel** and click on **User Accounts** and click on **Mail**
- 3) Click on **Show Profiles**

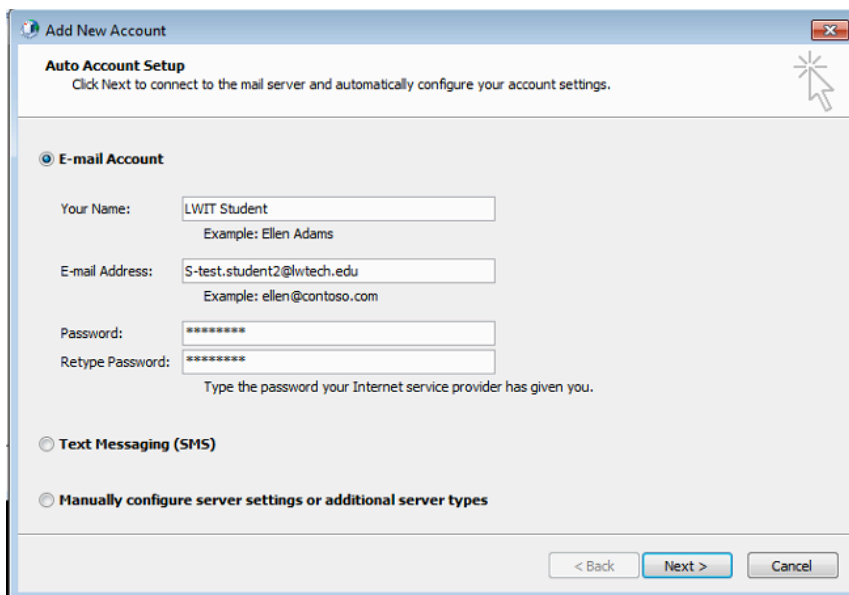


- 4) Select **Prompt for a profile to be used**
- 5) Click on the **Add...** button

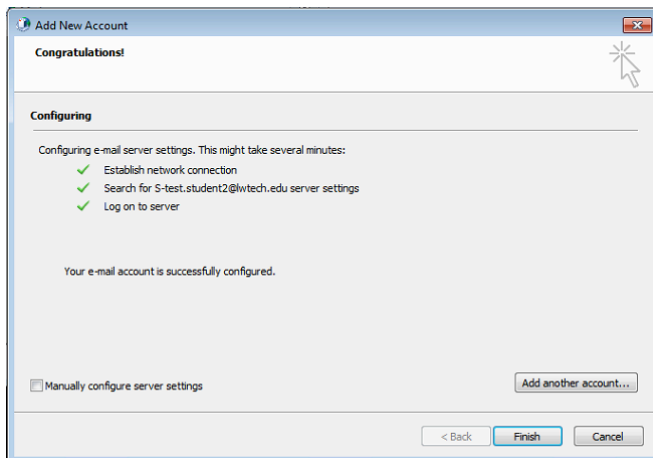
- 6) Type a name (your choice) for the profile name and click on the **OK** button.
(I typed **LWIT Student Exchange Server**)



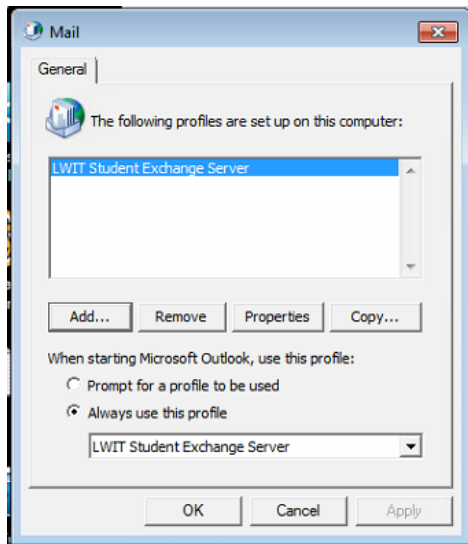
- 7) Fill in the Name and email address fields and select a password. Click **Next**.



- 8) Complete the profile by selecting **Finish**



9) Then **OK** in the Mail Box



10) Open Outlook. You will get a credential window, enter your email address and your password.



11) Welcome to Outlook 2010

