1a) Open the **Control Panel**.

2) Select **Mail** from the Control Panel.
3a) If you have not previously created an account in Outlook you will need to create a new profile. Click the **Add…** button.

Create a name for your profile and click **OK** in the New Profile window.
3b) If you have previously created an account in outlook select **E-mail Accounts...** from the Mail Setup - New window.

The Account Settings window will pop up. Click the **New...** button.
4) Select **Manual setup or additional server types** and then hit the **Next** button.

5) Select **POP or IMAP** and click the **Next** button.
6) Fill in the account information with your Seawolf credentials then click the More Settings... button.

7) Select the Outgoing Server tab and check the checkbox for Use same settings as my incoming mail server.
8) Select the **Advanced** tab and enter 993 for **Incoming server (imap)** and 465 for **Outgoing server (SMTP)**. Click the **OK** button.

9) Back on the Add Account page, click the **Next** button. Outlook will check your account settings. Resolve any errors by repeating the above steps. Click the **Close** button once the tests have completed successfully.
Click **Finish** to complete the process.