1) Open the **Control Panel**.

![Control Panel screenshot](image1.png)

2) Select **Mail** from the Control Panel.

![Mail selection screenshot](image2.png)
3) 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.
4) 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.
5) Fill in the Add Account window with the requested information and then hit the **Next** button.

6) Outlook will begin connecting to the Exchange server to configure your account.
If you are asked to re-enter your credentials enter them in the following format.