Connecting Student email to Outlook

Adding a new account
If you are launching Outlook for the first time, you will be prompted to set up an account, however, if you are already using outlook for another account, you will have to either add a new account or set up a new profile (skip to the appropriate section). Adding a new profile is not recommended since it means restarting outlook to change between profiles.

Using outlook for the first time
E-mail Accounts

You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

- Yes
- No
Adding a new account to existing Outlook configuration
Skip to “Setting up the account” section
Creating a new profile
The following profiles are set up on this computer:

- Default
- LFC

When starting Microsoft Outlook, use this profile:
- Prompt for a profile to be used
- Always use this profile

Profile Name: LFC
If you have multiple profiles
You will be prompted to select a profile when Outlook starts

Setting up the account
Enter your information, first and last name, and username@mx.lakeforest.edu (note the domain name of mx.lakeforest.edu), enter your password and select next. Outlook will configure the account for you automatically.
Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name: Hisham Petry
Example: Ellen Adams

E-mail Address: petry@mx.lakeforest.edu
Example: ellen@contoso.com

Password: ******

Retype Password: ******
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back   Next >   Cancel
Wait for Outlook to finish configuring
Select Finish.
Now Launch Outlook (if it didn’t launch automatically):