## Setting up BC Student Email in Microsoft Outlook

1. Open Outlook, go to New.

hoose Profile	×
Profile <u>N</u> ame:	Outlook  New
	OK Cancel Options >>

2. Put in your profile name.



3. Put in your student email address (your CUNYFirst ID@bmail.cuny.edu), click Next.

Auto Account Setur Outlook can autor	atically configure many email accounts.		×
E-mail <u>A</u> ccount			
<u>Y</u> our Name:	Example: Ellen Adams		
E-mail Address:	Jade.Doe79@bcmail.cuny.edu Example: ellen@contoso.com		
Password: Retype Password:			
	Type the password your Internet service p	rovider has given you.	
Manual setup or ac	iditional server types	Ŷ	
		< Back Next >	Cancel



4. Put in your CUNYFirst password.

Windows Security	×	
Microsoft O Connecting to	utlook Jade.Doe79@bcmail.cuny.edu	
	Jade.Doe79@bcmail.cuny.edu Password Remember my credentials	
	OK Cancel	

## 5. Click on **Finish**. You can now go to your mailbox.

Congratula	tions!	×
Configuring		
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for Jade.Doe79 @bcmail.cuny.edu settings	
~	Logging on to the mail server	
Congr	atulations! Your email account was successfully configured and is ready to use.	
<u>C</u> hange a	ccount settings	Add another account