

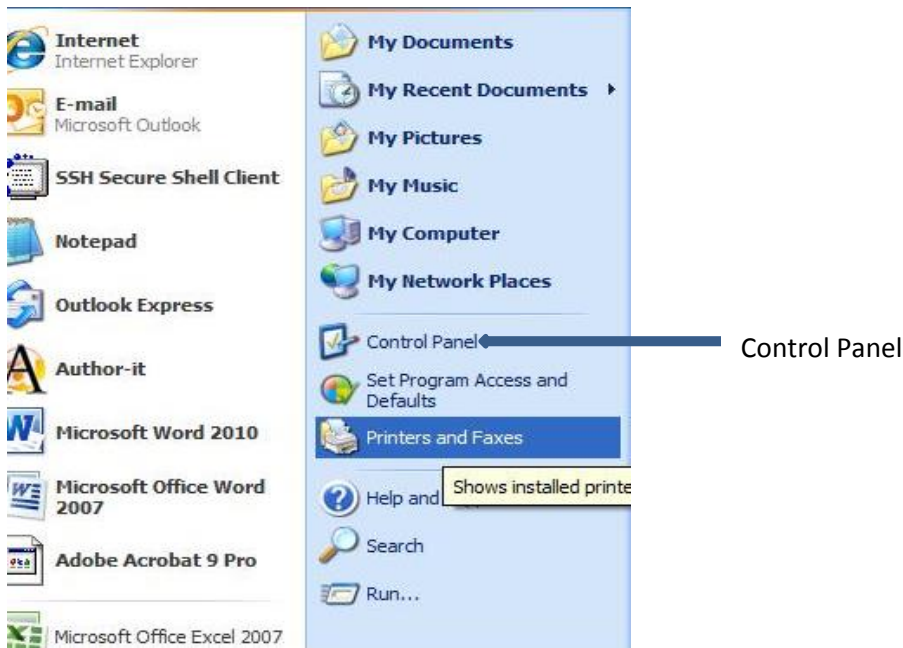


Configuring Exchange Account on Outlook for Windows XP

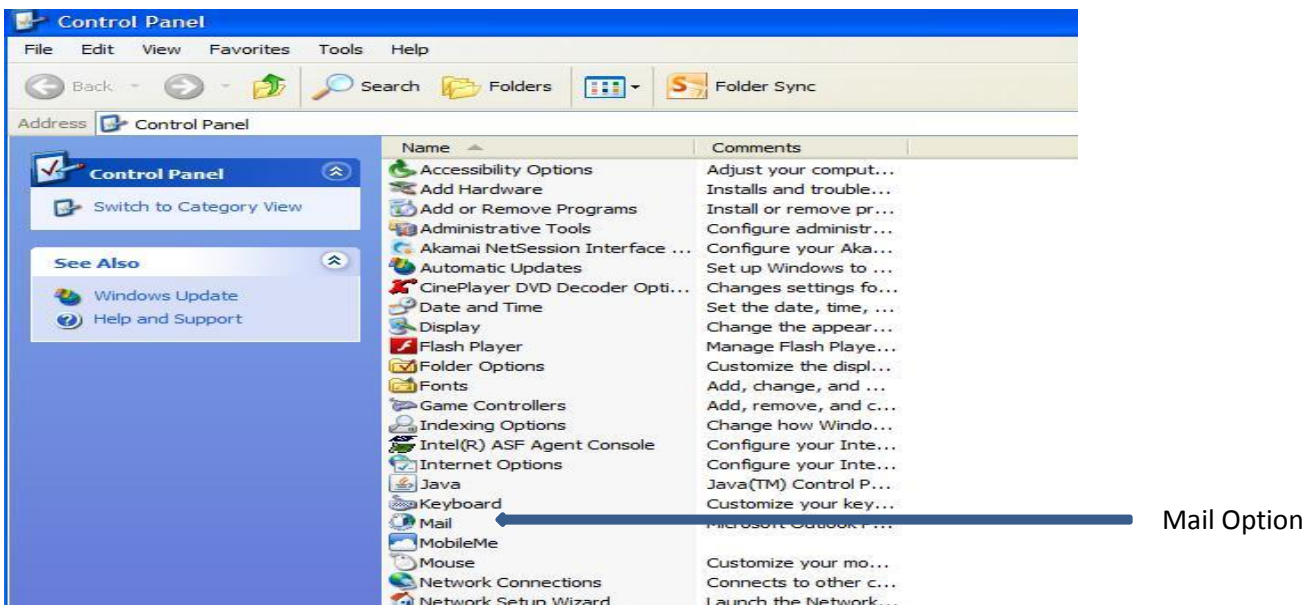
1. Click on the **Start** button



2. Then click on **Control Panel** in the menu options

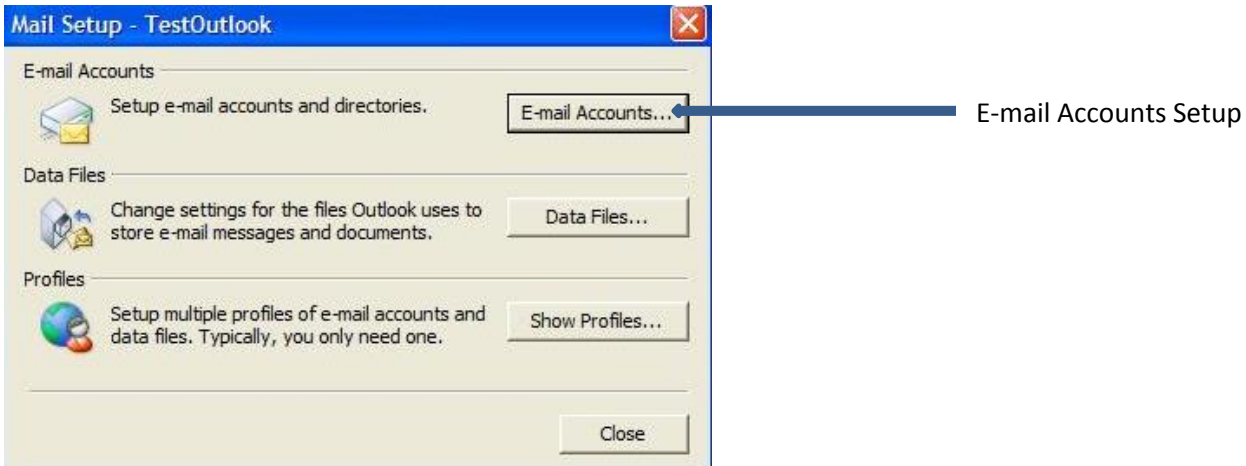


3. Within the **Control Panel** menu window, click on **Mail**

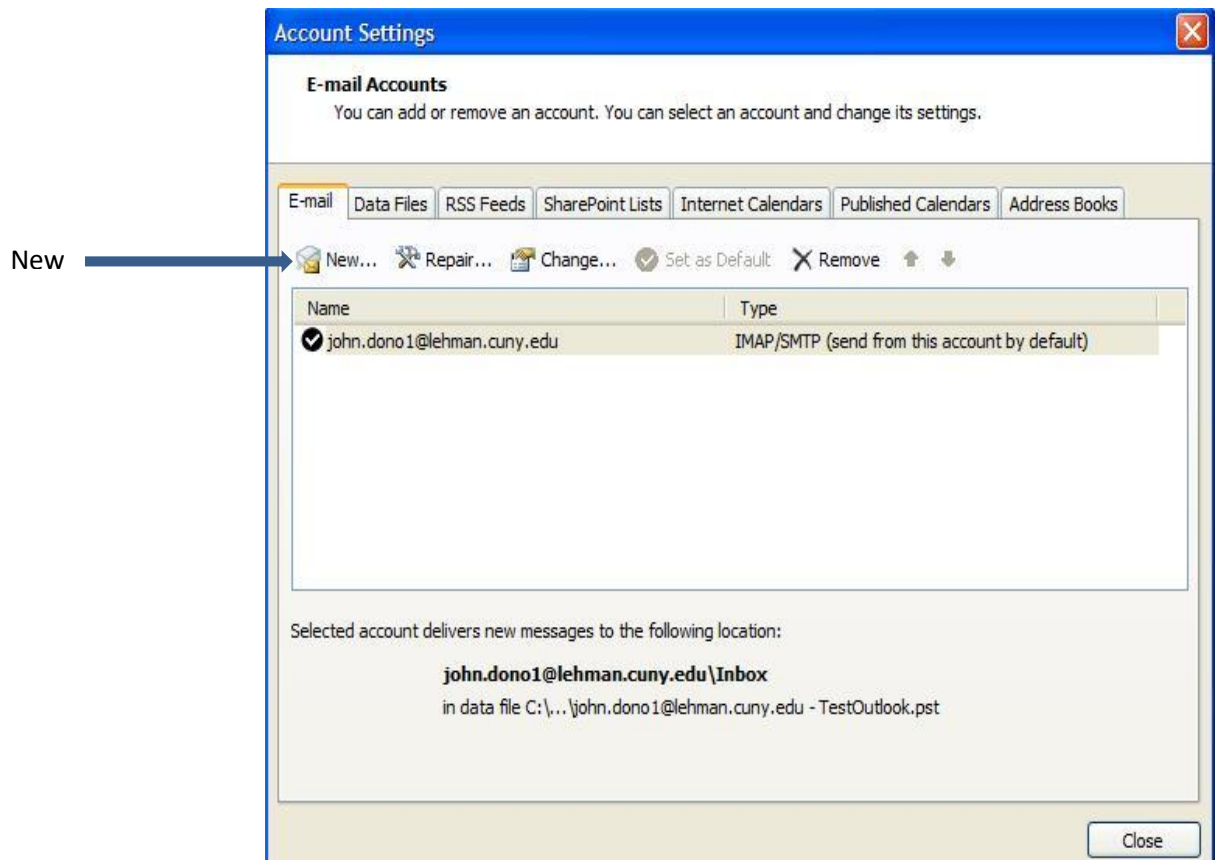




4. In Mail Setup select the **E-mail Accounts** button



5. Click on **New** to add your new Exchange Account



6. Next select the **E-mail Account** radio button and click **Next**



E-mail Account button



Add New Account

Choose Service

- E-mail Account**
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.
- Text Messaging (SMS)**
Connect to a mobile messaging service.
- Other**
Connect to a server type shown below.
Fax Mail Transport

< Back Next > Cancel

7. Enter your Lehman **email address** and **password**; then click **Next**

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

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

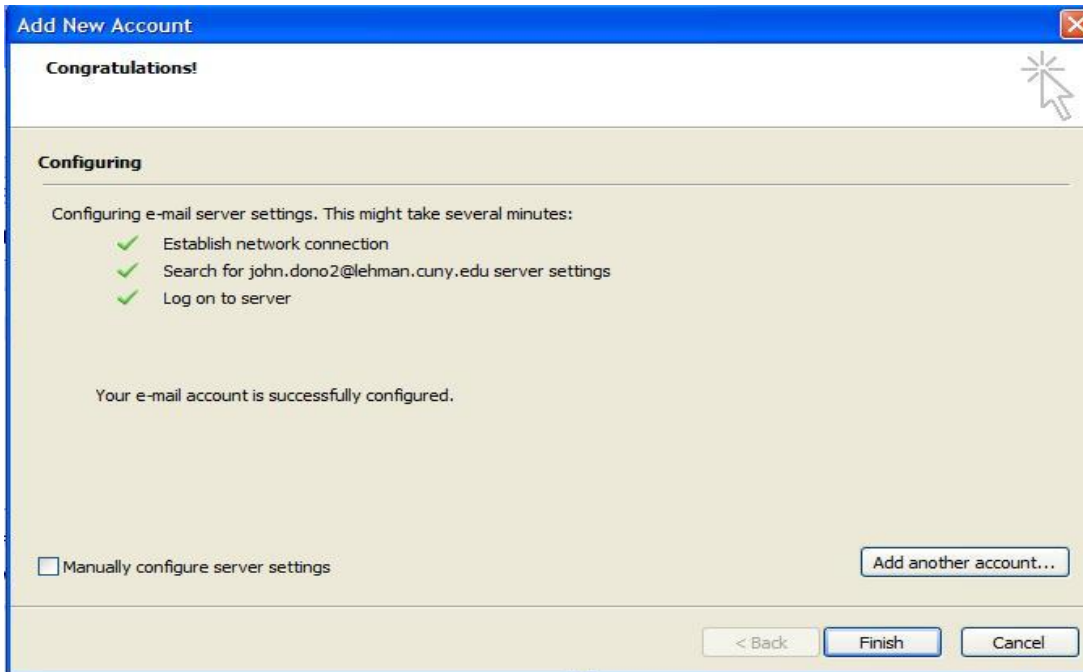
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel



8. Once your account has been configured click **Finish**



Please contact the IT Center Help Desk
Carman Hall 108 or (718) 960-1111 or
help.desk@Lehman.cuny.edu if further
assistance is needed.