1. Click the **Start** button in the lower left corner of your screen.
2. Depending on your system, either select **Control Panel** or select **Settings** and then **Control Panel**.

OR

3. Double-click on the **Mail** icon.
If you do not see the Mail icon, in the left pane of the Control Panel, click **Switch to Category View**. Then the Mail icon should appear.

4. In the Window that opens, click on the **E-mail Accounts** button.

5. Select "**Add a new e-mail account**" and click **Next**.
6. **E-Mail Accounts: Server Type:** Select **Microsoft Exchange Server**, click **Next**.
7. **E-Mail Accounts: Exchange Server Settings:**
   a. **Microsoft Exchange Server**: email.ucumberlands.edu
   b. **User name**: <username@ucumberlands.edu>
   c. Click on **Check Name**
   d. You will be prompted to logon:
      - **User name**: <username@ucumberlands.edu>
      - **Password**: <your password>

8. If you had already setup Outlook to receive mail using a Personal Folder on your laptop, the system will warn you that mail from Exchange Server will be delivered to the Personal Folder and ask if you want to continue. Click **Yes**.

9. Click **Finish**.
10. Click **E-mail accounts** button again.

11. Select **"View or change existing e-mail accounts"** then click **Next**.
12. **IMPORTANT!** At the bottom of the window, you will see an item that says "**Deliver new e-mail to the following location**". Make sure that this is set to **Mailbox - Name**, where name is your name. Do **NOT** set it to be **Personal Folder**, otherwise your mail will be removed from the server and it will only be kept on your computer.
13. Click **Finish**.
14. Click **OK**.
15. You're ready to use Outlook! Every time you start Outlook, you will be prompted to logon with your username (e-mail address & password).