

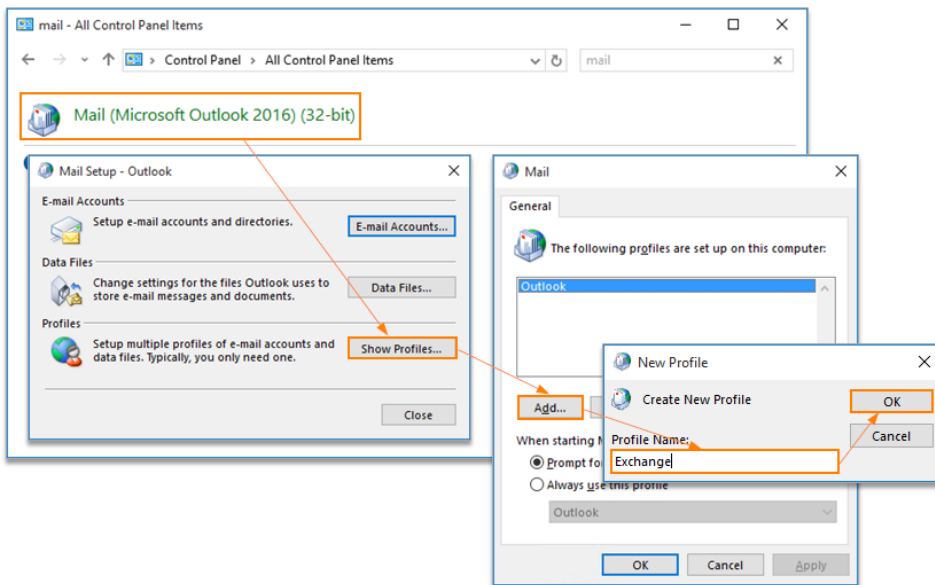
# Setup SMU Email on Microsoft Outlook (Windows)

>>> Self-help Guide <<<

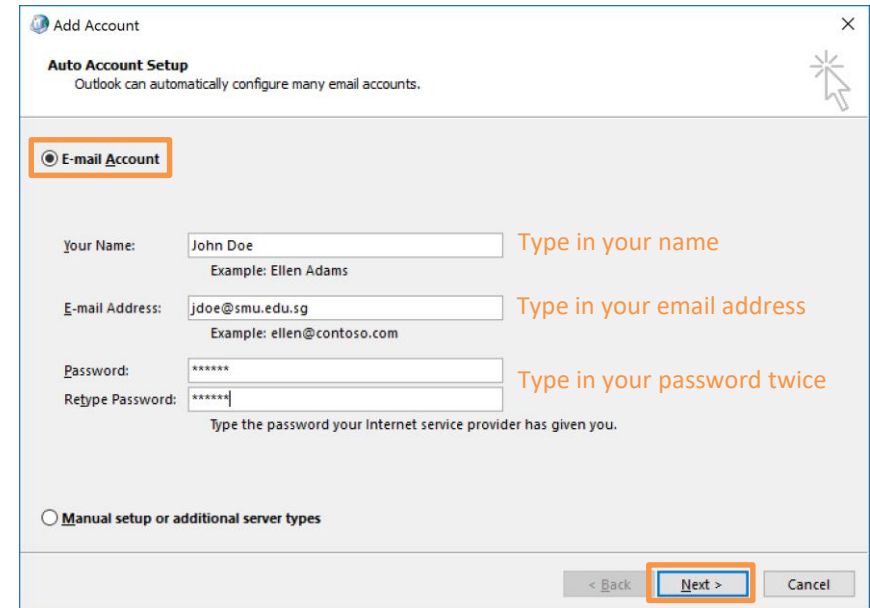
## Setup SMU Email on MS Outlook

Reference software: Microsoft Outlook 2016

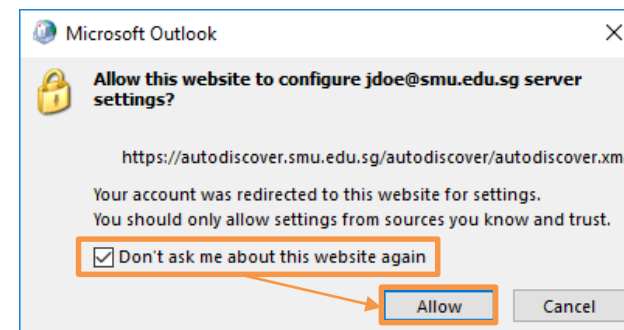
1. Navigate to *Windows Control Panel > Mail > Show Profiles > Add*. Specify your preferred **Profile Name** and click **OK**.



2. On the Auto Account Setup page type your name, email address, and your mailbox password twice, then click **NEXT**.

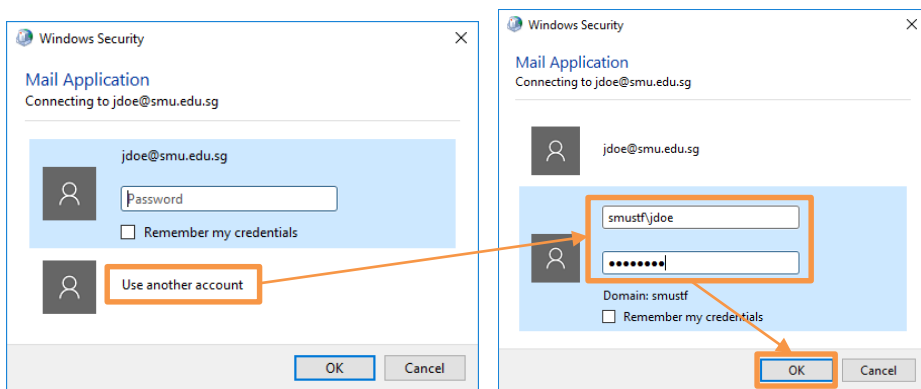


3. Outlook will start configuring your account. When you get a security prompt, check the box **Don't ask me about this website again** and then click **Allow**.



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4. Windows Security windows might then prompt your username and password. Click **Use another account**, type *smustf\%your ID%* and your *password*, and then click **OK**.



5. Outlook will discover the email server settings and finish configuration of your email account. Once you see all steps as completed, you can click **Finish**. Now you can open your email in Outlook.

