

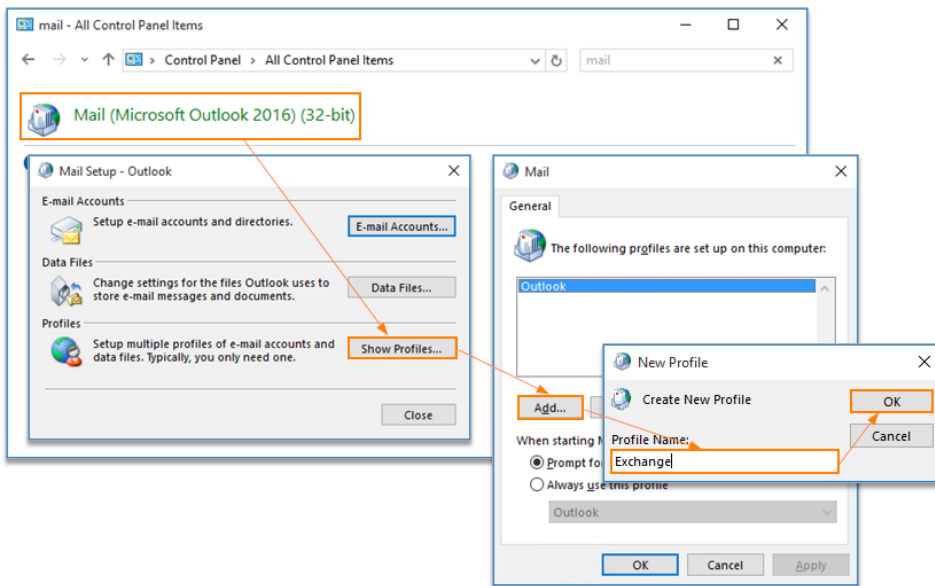
Setup SMU Email on Microsoft Outlook (Windows)

>>> Self-help Guide <<<

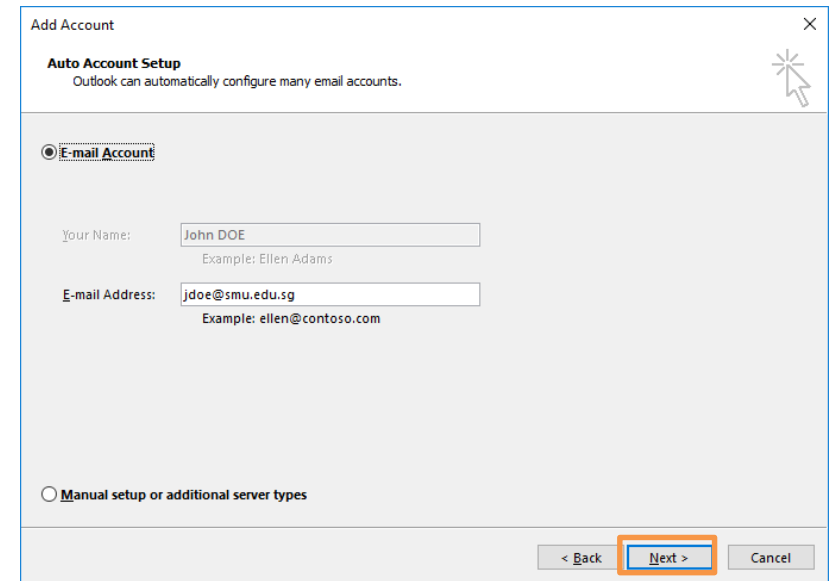
Setup SMU Email on MS Outlook

Reference software: Microsoft Outlook 2016

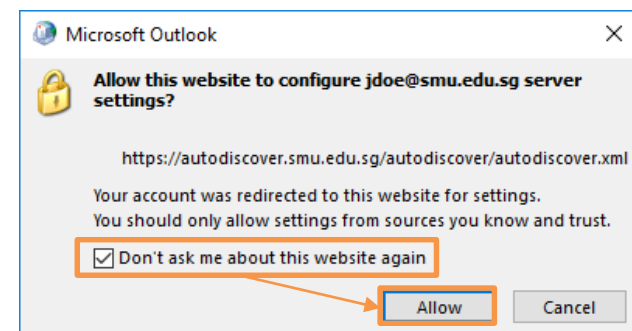
1. Navigate to *Windows Control Panel > Mail > Show Profiles > Add*. Specify your preferred **Profile Name** and click **OK**.



2. On the Auto Account Setup page, Outlook will automatically configure your SMU email account as your computer is joined to SMU domain. Verify the information, 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. 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.

