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.
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.