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.
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.