

## **Configure a Win Exchange Account in Outlook**

Welcome to how to configure a Win Exchange account in Outlook. The following directions are for those who have a Win Exchange account. If you're not sure if you have a Win Exchange account, contact [oet-help@udel.edu](mailto:oet-help@udel.edu).

To start, make sure Outlook is closed. In Windows 7, click on the start button in the lower left corner of your screen and select control panel.

Under the view by setting near the top right of the window category may be set by default, select the drop-down menu and select small icons. This will allow you to view your choices alphabetically. Select your mail option.

This will bring you to a window that will allow you to enter a new profile. In the general tab, click the add button. Give your new profile a name such as Win Exchange and click OK. In the add new account window, your address may already be populated. If it's already there, add win dot after the @ symbol.

If it's not already there, add your UDeID@win.udel.edu. Type your UDeID password twice. Click next. Outlook will configure your e-mail server settings.

You will receive a message that your account has been configured. Click finish. In the mail a dialog box on the general tab, verify that always use this profile is selected, and your new profile is selected in the drop down arrow box. Click OK.

This will allow Outlook to automatically launch your new profile. Now you can open Outlook. Outlook will say it's preparing Outlook for first use, retrieving your mailbox settings. This may take a while.

When Outlook finishes populating your mail, it will ask you if you would like to add a Hotmail account. Respond no. These directions are good for both Outlook 2010 or 2013.

If you have questions, please contact [oet-help@udel.edu](mailto:oet-help@udel.edu).