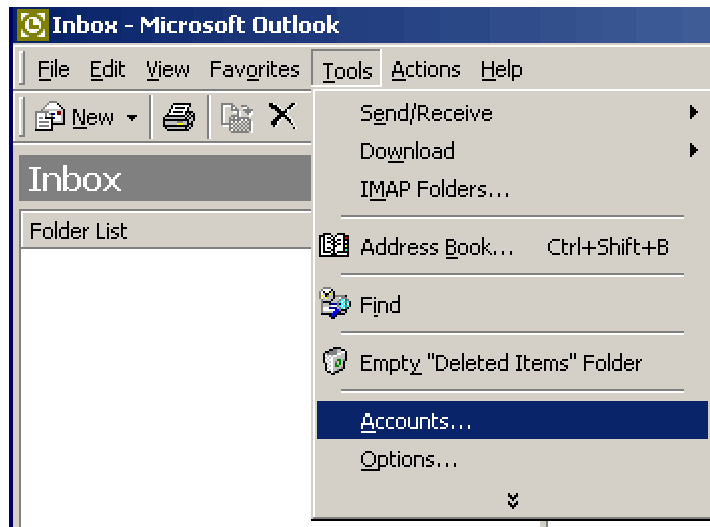
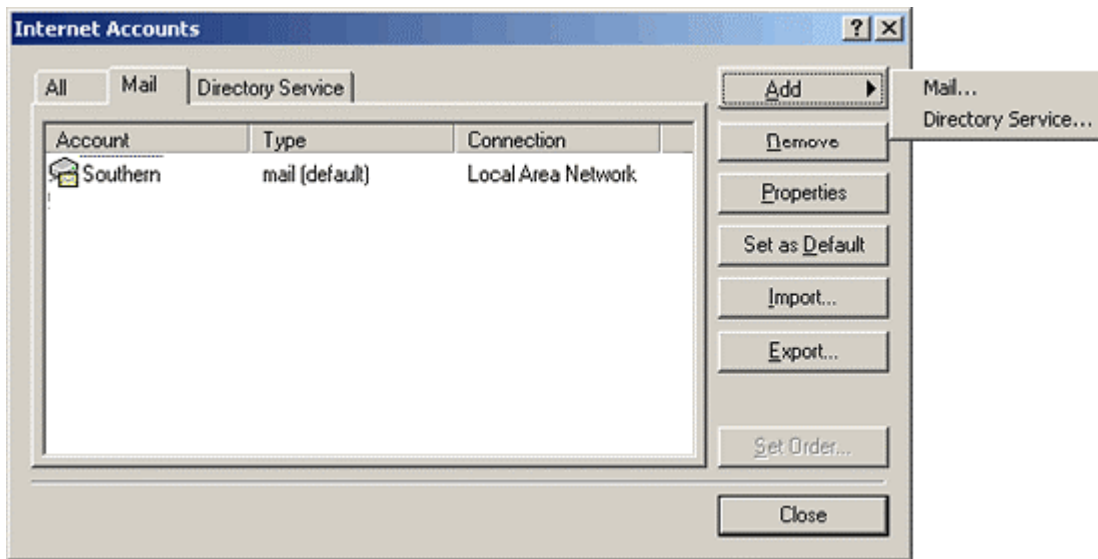


How To Use Outlook With MySCSU

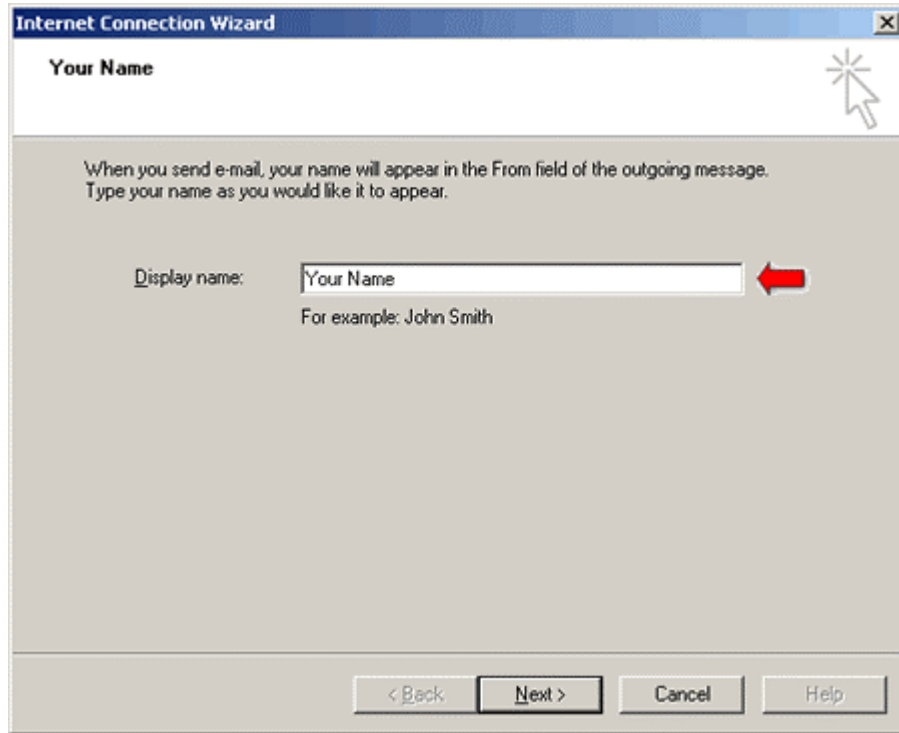
1. From the Outlook Menu Bar, Choose Tools/Accounts



2. In the Window that opens, Click the *Add* button
3. In the menu that appears, click *Mail* to add a new email Account

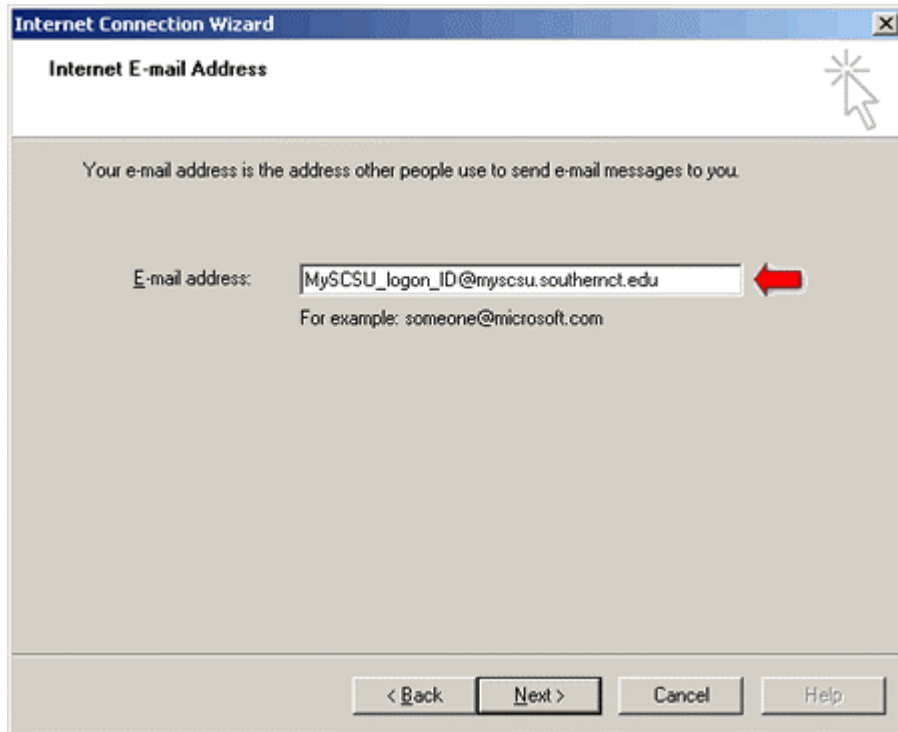


4. Type Your Name in the Textbox labeled "Display Name"

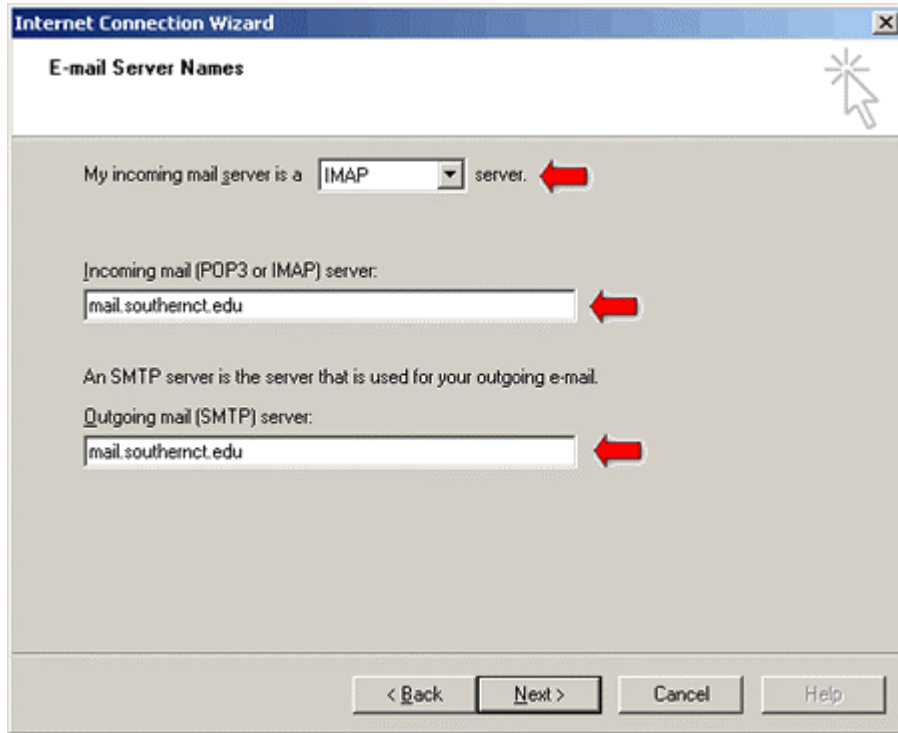


5. Type your [MySCSU Logon ID](#) followed by @myscsu.southernct.edu in the textbox indicated by the red arrow.

For example, **doej1@myscsu.southernct.edu**

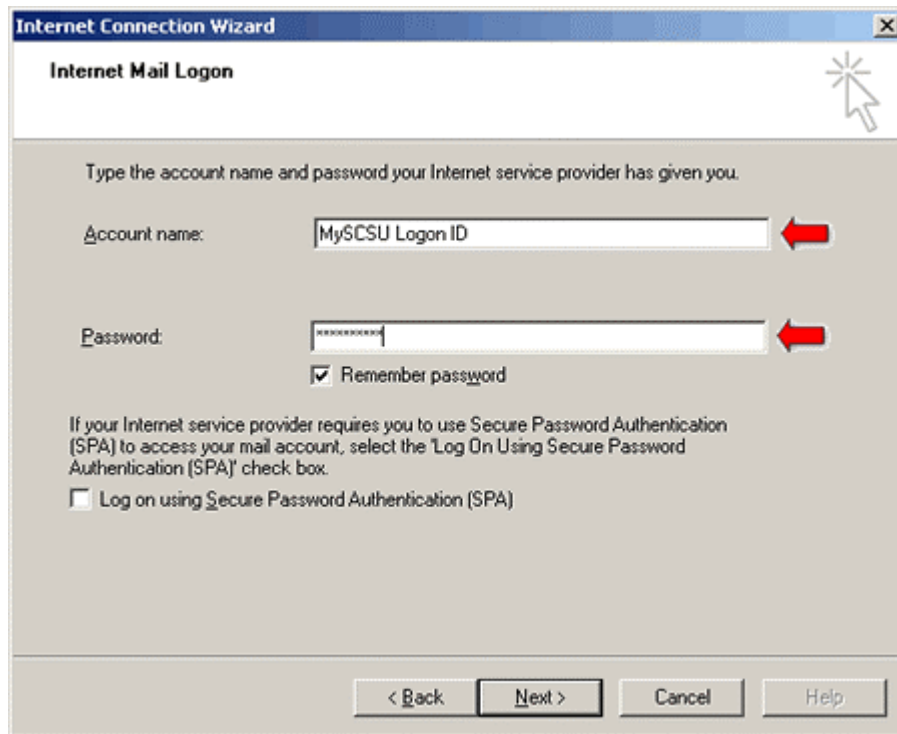


6. Your incoming mail server is an IMAP server
7. Your Incoming and Outgoing Mail Server is mail.southernct.edu

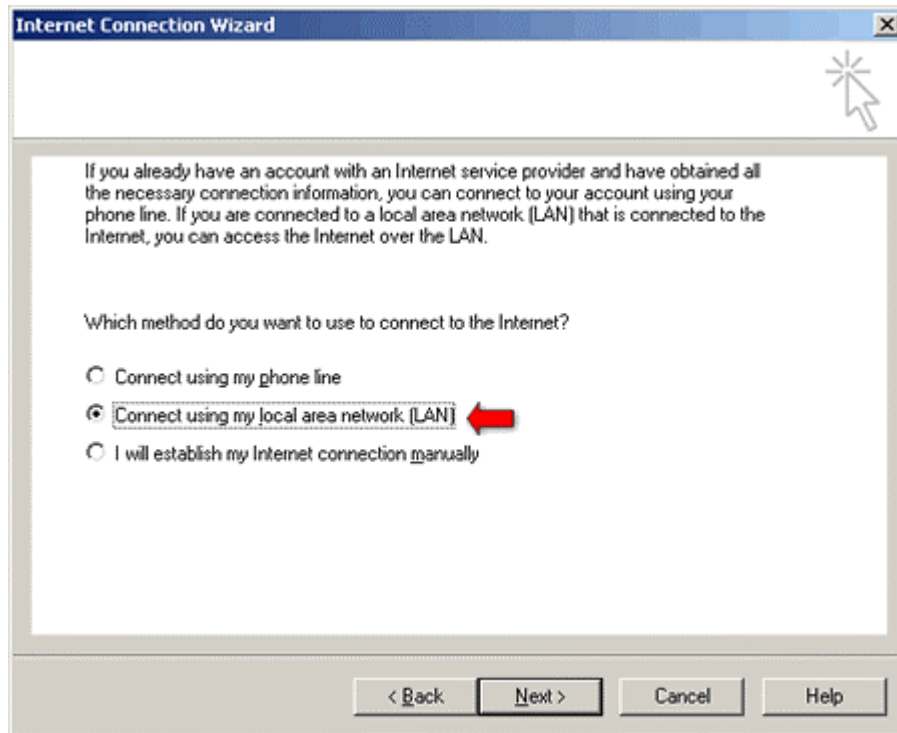


8. Your Account Name is your [MySCSU Logon ID](#)
9. Type in your Password (originally your six digit birthdate, MMDDYY)

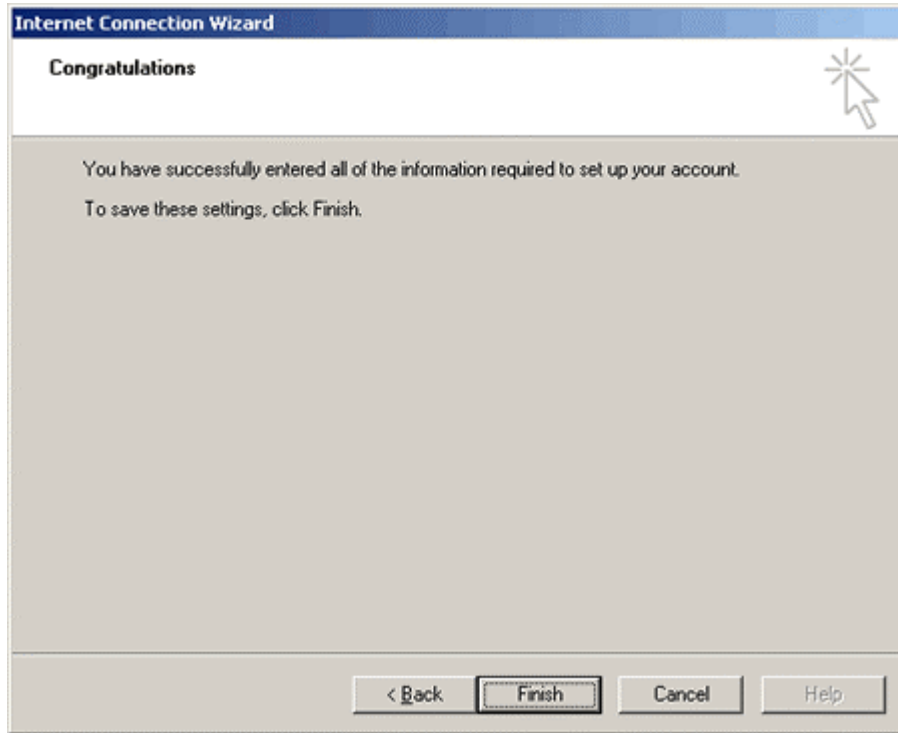
Note: If you are creating an account on your home computer, check "Log on using Secure Password Authentication (SPA)" to be able to send as well as receive email



10. Choose to "connect using my local area network (LAN)" as indicated by the red arrow.



9. Your setup is complete.



10. Outlook will display a new folder similar to the illustration below.

