

Outlook For PC

Setting Up Outlook For PC

Getting to the Auto Account Setup Screen:

If, when you open Outlook, you see the *Outlook Startup Wizard*:

1. Click **Next**.
2. Select **Yes** and click **Next**.
3. Skip down to the *Auto Account Setup* section of this page.

If you do not see the *Outlook Startup Wizard*, follow these instructions:

1. From your **Start** menu, open the **Control Panel**.
2. Double-click **Mail**. (If you do not see Mail, click **Switch to classic view** at the top right corner of the window. Click on **Category** to drop down your list of view options and select **Small icons** or **Large icons**.)
3. Click **Show Profiles**.
4. Click **Add**.
5. Type **EID** in the *Profile Name* box and click **OK**.

Auto Account Setup

1. Enter the following information in the boxes on the screen.

- **Your Name:** enter your first and last name as they appear in your email
Example: Jane Smith
- **Email Address:** enter your McCombs email address
Example: Jane.Smith@mcombs.utexas.edu
- **Password:** enter your password associated with your EID account
- **Retype Password:** enter your password associated with your EID account

3. You will see a screen that says it is configuring your account. It may take several minutes.

Outlook may will prompt you to enter your username and password. In the *User name* field, enter **firstname.lastname@mcombs.utexas.edu** and in the *Password* field, enter your EID Password.

4. Click **Finish**.

5. On the *Mail* screen, if you check another email account through another profile in Outlook, select *Prompt for a profile to be used*. Whenever you open Outlook, you will be asked which profile you want to open. To view your McCombs email, select **EID**. Your other profile is probably called **Outlook**. If you only have one profile in Outlook, or if this is the only profile you'll use, select *Always use this profile*, and select **EID** from the drop down list.

6. Click **OK**.

You should be able to access your email through Outlook 2016 on campus and off campus. If for some reason you are unable to connect to Outlook from off campus, try running [VPN](#) software, then opening Outlook.

If the Auto Account Setup does not work, close everything and follow the **Manually configure server settings** instructions below to configure your account manually.

Manually configure server settings

1. Follow the instructions in the *Getting to the Auto Account Setup Screen* section at the top of this page to bring up the Account Setup screen.
2. Check the *Manually configure server settings or additional server types* box and click **Next**.
3. Select *Microsoft Exchange* and click **Next**.
4. In the *Microsoft Exchange Server* field, type **outlook.office365.com**.
5. If you are using a notebook computer, make sure *Use Cached Exchange Mode* is checked. If you are using a McCombs lab computer, uncheck *Use Cached Exchange Mode*.
6. In the *User Name* field, type your **mcombs email**
7. Click **Check Name**.
8. At this point, you may be asked to log in. Log in as **firstname.lastname@mcombs.utexas.edu**.
9. Click **Next**.
10. Click **Finish**.
11. On the *Mail* screen, if you check another email account through another profile in Outlook, select *Prompt for a profile to be used*. Whenever you open Outlook, you will be asked which profile you want to open. To view your McCombs email, select **EID**. Your other profile is probably called **Outlook**. If you only have one profile in Outlook, or if this is the only profile you'll use, select *Always use this profile*, and select **EID** from the drop down list.
12. Click **OK**.

You should be able to access your email through Outlook 2010 on campus and off campus. If for some reason you are unable to connect to Outlook from off campus, try running [VPN](#) software, then opening Outlook.

1) From your Start menu, open the Control Panel, or search for Control Panel and click on it.2) Double-click Mail. (If you do not see Mail, click Switch to classic view at the top right corner of the window. Click on Category to drop down your list of view options and select Small icons or Large icons.)3) Click Show Profiles.4) Click Add.5) Type "EID" in the Profile Name box and click OK.

Auto Account Setup1. Enter the following information in the boxes on the screen if it does not do so automatically.

Your Name: enter your first and last name as they appear in your emailExample: Jane SmithEmail Address: enter your McCombs email addressExample: Jane.Smith@mcombs.utexas.eduPassword: enter your associated with your EIDRetype Password: enter your password with your EID2. Click Next.

3. You will see a screen that says it is configuring your account. It may take several minutes.Outlook may prompt you to enter your username and password. In the User name field, enter Jane.Smith@mcombs.utexas.edu and in the Password field, enter your password associated with your EID

4. Click Finish.

5. On the Mail screen, if you check another email account through another profile in Outlook, select "Prompt for a profile to be used". Whenever you open Outlook, you will be asked which profile you want to open. To view your McCombs email, select "EID". Your other profile is probably called "Outlook". If you only have one profile in Outlook, or if this is the only profile you'll use, select "Always use this profile", and select "EID" from the drop down list.

6. Click OK.

You should be able to access your email through Outlook 2016 on campus and off campus. If for some reason you are unable to connect to Outlook from off campus, try running VPN software, then opening Outlook.