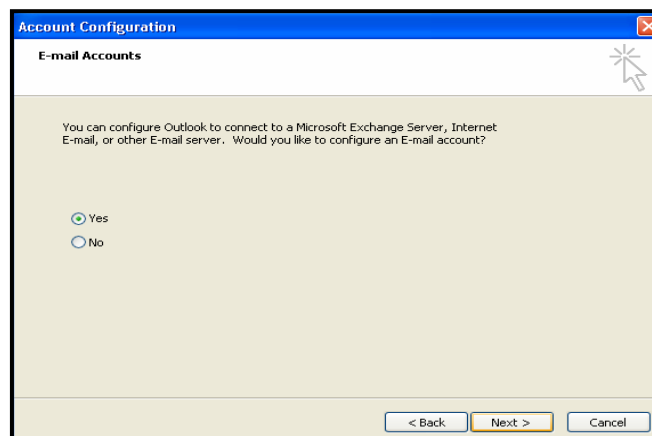


## How to Configure your Profile in Microsoft Outlook

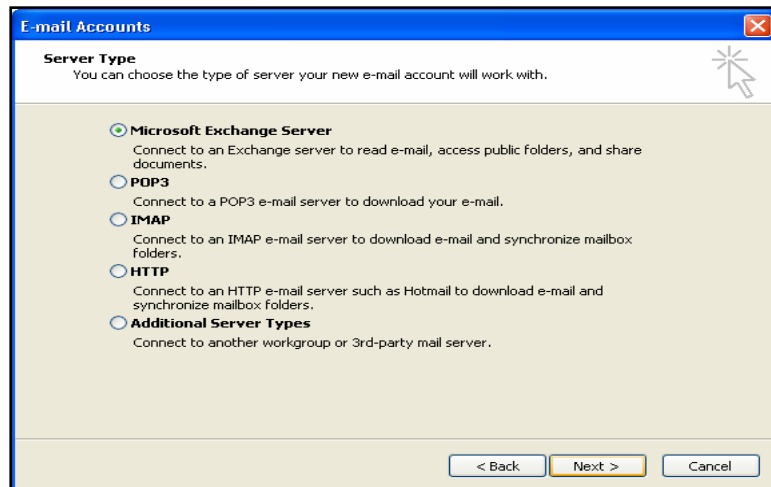
- Step 1: In order to set up Microsoft Outlook for personal use on your desktop you **MUST** be logged onto the computer as yourself. Once you logged in as yourself, please click on the Microsoft Outlook icon that can be found on your desktop or go to Start → All Programs → Microsoft Office → and then selecting Microsoft Outlook.
- Step 2: When you click on Microsoft Outlook icon it will bring up an Outlook Startup Configuration Wizard. When you see this box please choose Next to move on to the next Screen.



- Step 3: The next screen that you will see is Account Configuration. This screen will ask you if you are sure you would like to configure an Email Account. You will say yes to this by selecting Yes and then clicking on the Next button to move on to the next Screen.



Step 4: The next screen you will see is Server Types. On server types, Bergen Community College uses Microsoft Exchange Server. You will select Microsoft Exchange Server and then click on the Next button.



Step 5: The Exchange Server screen will consist of two parts. This is where you will have to personalize the email settings.

In the box next to Microsoft Exchange Server, please type in Mail and make sure that Use Cached Exchange Mode is checked.

Next to User Name, please type in your user name for the network. It is normally first initial of first name and your whole last name.

After you have filled in both fields please select Check name next to User Name. Once both fields become underlined that means your account has been authenticated to the network. At that point choose next and it will "Congratulate" you. Once you choose the finish button on the next screen your email will be set up for you.

