

Set Up Cloud Email in Outlook

For instructions on switching between profiles, please see page 3.

- 1. Close out of the Outlook desktop client.
- 2. Press the Windows Start button and navigate to your Control Panel by typing "Control Panel" in the search field.



3. Select Mail (Microsoft Outlook).

Adjust your computer's setting	s		View by: Large icons 🔻
Administrative Tools	AutoPlay	Backup and Restore (Windows 7)	RitLocker Drive Encryption
裂 Color Management	Credential Manager	Date and Time	Default Programs
Device Manager	Devices and Printers	Ease of Access Center	File Explorer Options
File History	Fonts	Indexing Options	Internet Options
Keyboard	Mail (Microsoft Outlook	s) 🥔 Mouse	Network and Sharing Center

4. Press the **Show Profiles** icon.





- 5. Press the **Add** button to add a new profile.
- 6. Type in the name for your cloud email profile and press the **OK** button.
- Type in your name in the Your Name field. Enter your CUNY Login credentials in the Email Address and Password fields. These are the same credentials you use to access CUNYfirst and Blackboard (Email Address = Firstname.Lastname##@login.cuny.edu). Press the Next button.

Mail ×	Mail ×	Add Account ×
General	General	Auto Account Setup Outlook can automatically configure many email accounts.
The following profiles are set up on this computer:	The following profiles are set up on this computer:	Email Account
Outlook	Outlook	Your Name: Your Name Example: Ellen Adams
	New Profile X Create New Profile OK	Example: Ellen Adams Email Address: Firstname.Lastname##@login.cuny.edu Example: ellen@contoso.com Password: ***** Retype Password: *****
Add Remove Properties Copy When starting Microsoft Outlook, use this profile:	Profile Name: Cloud Email When starting Microsoft Outlook, use this profile:	Type the password your Internet service provider has given you.
Prompt for a profile to be used	O Prompt for a profile to be used	
Always use this profile	Always use this profile	
Outlook	Outlook	
OK Cancel Apply	OK Cancel Apply	< Back Next > Cancel Help

- 8. The process may take a few minutes. When the process is complete, the dialog box will say "Congratulations" and list the details of the account adding process. Press the **Finish** button.
- 9. Under the Always use this profile radio button dropdown menu, select the profile you just created.
- 10. Press the **Apply** button and then press the **OK** button.

Add Account ×	Mail	X 🕼 Mail X
Congratulations	General	General
Configuring	The following profiles are set up on this computer:	The following profiles are set up on this computer:
Outlook is completing the setup for your account. This might take several minutes. Establishing network connection Searching for Firstname.Lastname##@login.cuny.edu settings	Outlook Cloud Email	Outlook Cloud Email
Logging on to the mail server	~	~
Congratulations! Your email account was successfully configured and is ready to use.	Add Remove Properties Copy	Add Remove Properties Copy
	When starting Microsoft Outlook, use this profile:	When starting Microsoft Outlook, use this profile:
	Prompt for a profile to be used	Prompt for a profile to be used
	 Always use this profile 	Always use this profile
Change account settings Set up Outlook Mobile on my physica too Add another account	Outlook Outlook Cloud Email	Cloud Email 🗸
< Back Finish Cancel Help	Apply	OK Cancel Apply

- 11. Restart your computer.
- 12. Start the Outlook client. Give it several minutes to download and populate your cloud account. You should see your individual mailbox and any shared mailboxes connected to your account.



Change Profiles in Outlook

If you need to view your legacymail account, you can change Outlook profile to the previous profile.

1. Select the **File** tab from the menu ribbon.

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File Home	Send / Receive Fo	older View Dev	eloper Help					🖉 Comi	ng Soon	Try it now	• off
		Image: Constraint of the second se	Reply Reply Forward to ~	Misc ^ → To Manager ~ ✓ Team Email ~	[™] Move ~ [™] Rules ~ Note Note Note Note	A)) _{Read} Aloud	Translate	Get Add-ins	Viva Insights		
New	Zoom	Delete	Respond	Quick Steps	Move	Speech	Language	Add-ins	Add-in		^

- 2. Press the Account Settings tile and select Change Profile from the dropdown menu.
- 3. A pop-up window will warn you that Outlook will have to be restarted. Press the **OK** button. Microsoft Outlook will automatically close.
- 4. Open your Microsoft Outlook desktop client.
- 5. Select the profile you would like to open from the drop-down menu and press the **OK** button.

©	Account Information	
û Info	Name.Name@cuny.edu	
Open & Export	Microsoft Exchange	Microsoft Outlook X
Save As Save Attachments Print	Account Settings Account Settings Account Settings Account Settings Account Settings Account Settings Account Settings	Outlook will close. You must restandutlook to choose a different profile.
	or Android. existing connection settings.	
	Account Name and Sync Settings Update basic account settings such as account name and folder sync settings. there s that you are out	Hicrosoft - ×
	Give others permission to receive items and respond on your behalf.	Choose Profile X
	Download Address Book Download a copy of the Global Address Book by emptying Delete	
Office Account	Manage Mobile Notifications	Cloud Email Options >> Outlook
Feedback	Change Profile Restart Microsoft Outlook and choose a different profile.	
Options		Loading Profile
Exit	Manage COM	

Note: You may switch between your profiles using the above steps at will, but please note that you will have to restart your Microsoft Outlook desktop client every time you wish to switch between profiles.