

Set up your Outlook 2010 or Outlook 2013

Ultimately the goal of this migration is to make the process as minimally invasive to the user as possible. The day of the migration the only thing you should be required to do is log out and log back into your email account. When you sign in you will use your NetID@creighton.edu and **Blue Password** rather than just simply your **NetID** and **Blue Password**.

Note: Make sure you select the option to remember your password.

However, should there be a problem with this setup and you are still having difficulty connecting you can contact **DoIT Support at 402-280-1111, option 3** and one of our Support Staff will provide assistance.

To set up an Exchange Connection to Your Email in Outlook 2010 or Outlook 2013

1. Open Outlook 2010 or Outlook 2013.
2. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**.
3. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.
4. If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab.
5. Then, just above the **Account Settings** button, click **Add Account**.
6. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name** and **E-mail Address** settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your account. If the settings on the **Auto Account Setup** page aren't filled in or aren't correct, do the following:
 - If the settings on the **Auto Account Setup** page aren't filled in, type the correct settings based on the information that was provided to you by the person who manages your email account.
 - If the name in the **Your Name** box isn't correct, you may need to reset the options on the **Auto Account Setup** page before you can edit your name. To reset the options, click the option button next to **Manually configure server settings or additional server types**, and then click the option button next to **E-Mail Account**.
7. After you click **Next** on the **Auto Account Setup** page, Outlook will search online to find your email server settings. You'll be prompted to enter your user name and password during this search. Make sure that you enter your full email address (for example, **NetID@creighton.edu**) as your user name.
8. If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.