Configuring Exchange Account on Outlook 2010 Windows

1. Open “Control Panel” and Click on “Mail”.

2. Click on “E-mail Accounts”
3. Click on “New”,

![Account Settings](image1)

4. Enter your name, (e.g. First Last), E-mail address (e.g. first.last@lehman.cuny.edu), and your password, then click “Next”.

![Add New Account](image2)
5. Click “Finish”.

Please contact the IT Center Help Desk Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.