Configuring Your Student Email on Microsoft Outlook

Accessing your mail from a desktop client can be an efficient way to keep up with your Lehman email. In order to correctly configure your email account with Microsoft Outlook just follows the following steps.

Start Outlook from the Start Menu.
The first time you open Outlook you get the screen below.
Click on "Next" to go to the next screen.

Figure 1

On the next screen make sure yes is selected and click on "Next" to continue.

On the next screen check off "Manually configure server settings or additional server types" as shown in Figure 2 and then click "Next" to continue.
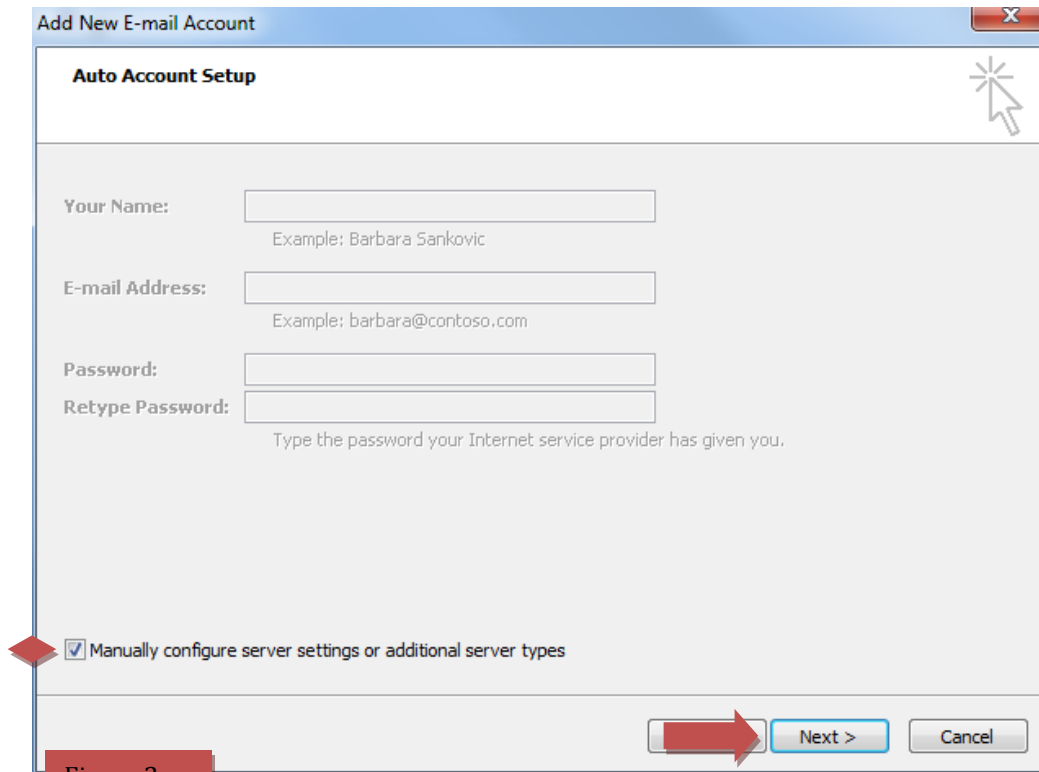
Figure 2

On the next screen just make sure "Internet E-mail" is selected and click on "Next to continue.

On the next screen enter your name and e-mail. For both incoming and outgoing mail server fill in as **pod51010.outlook.com.** For your user name use your Full e-mail address and in password type in your email password. Use figure 3 as an example.
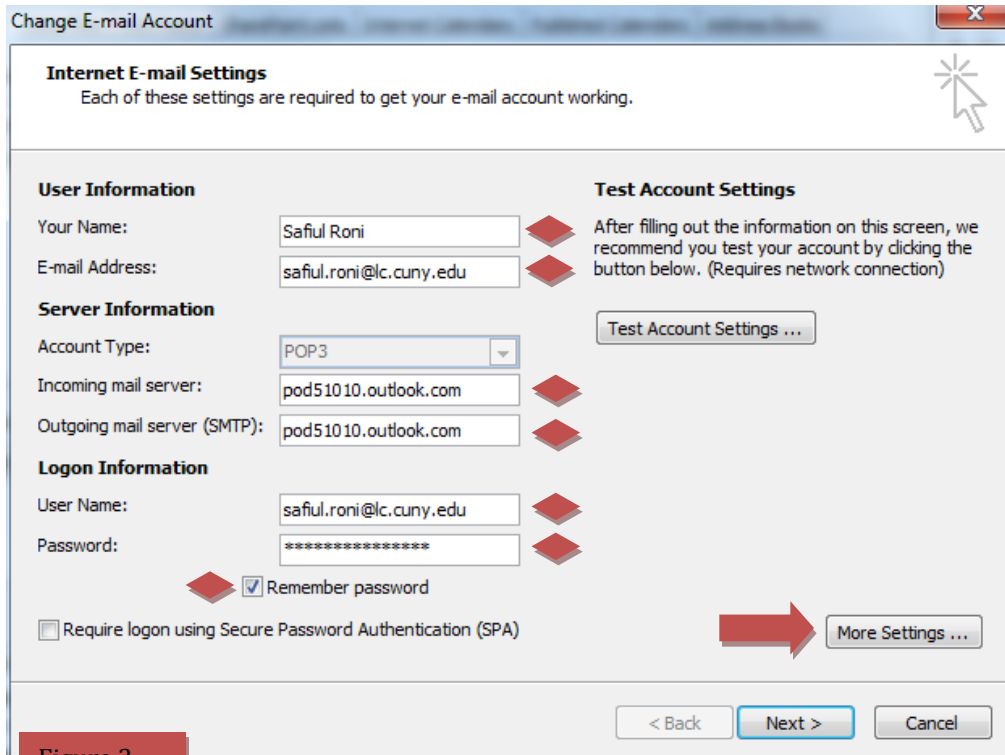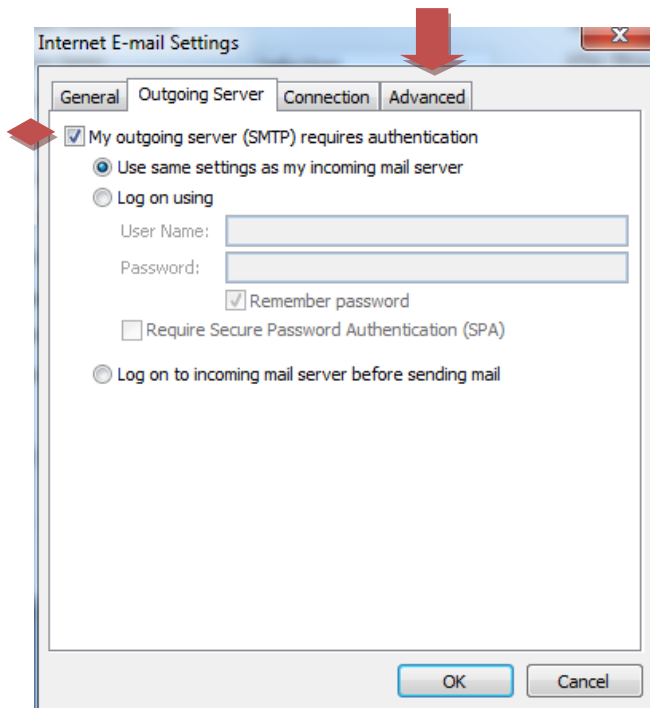
Figure 3

Click on "More Settings" and on the "Outgoing Server" tab check off "My outgoing server (SMTP) requires authentication." Then move to the "Advanced" Tab.

On the Advanced tab, check off "This server requires an encrypted connection (SSL) under Incoming Server. Under Outgoing server change the type of encrypted connection to TLS and the Port number to 587. Then click on Ok to save the settings and then Next to finish the process.
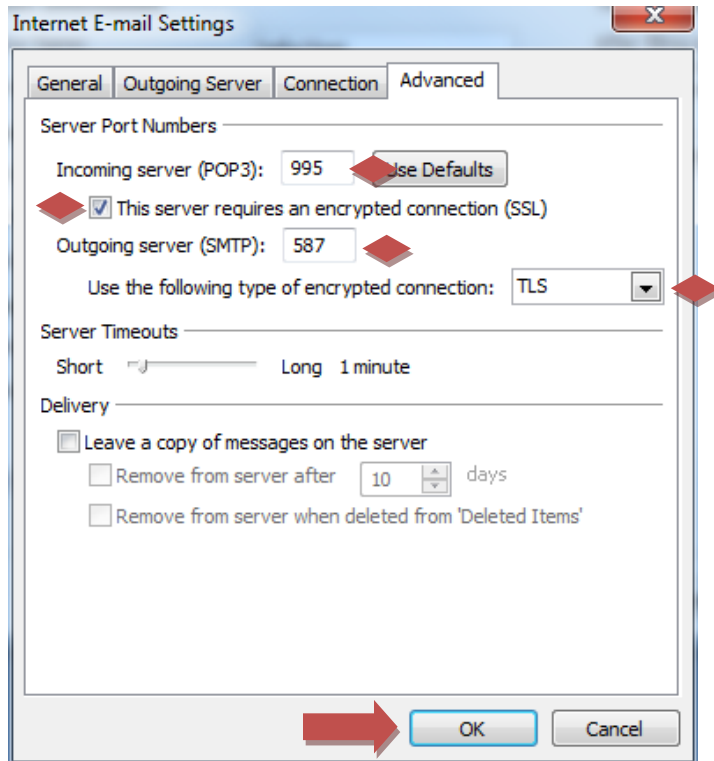
You will then receive a comformation page. Click on finish to go to your inbox. On your inbox just do a Send/Receive to import all of your old messages.

If you have any questions please contact the Help Desk by phone at (718) 960-1111 or by coming into the Academic IT Center in Carman Hall Room 108.