Configuring Exchange Account on Outlook for Windows XP

1. Click on the **Start** button

2. Then click on **Control Panel** in the menu options

3. Within the **Control Panel** menu window, click on **Mail**
4. In Mail Setup select the **E-mail Accounts** button

5. Click on **New** to add your new Exchange Account

6. Next select the **E-mail Account** radio button and click **Next**
7. Enter your Lehman email address and password; then click Next
8. Once your account has been configured 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.