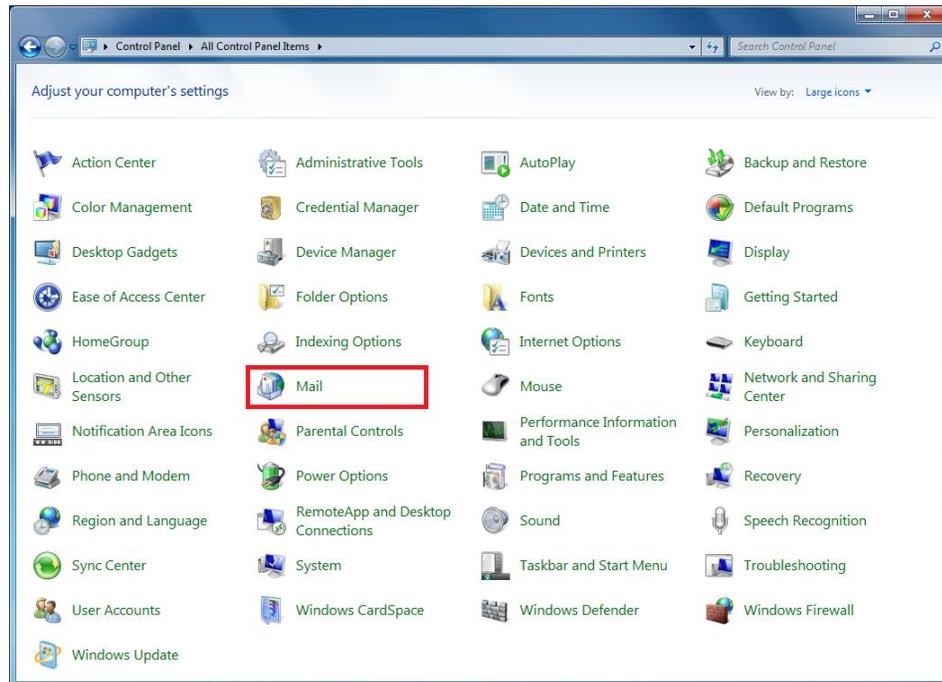


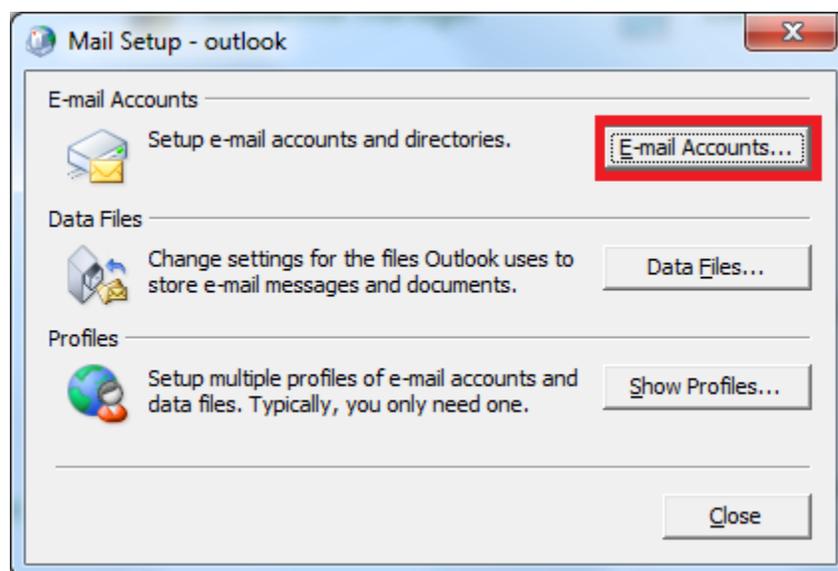


Configuring Exchange Account on Outlook 2010 Windows

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

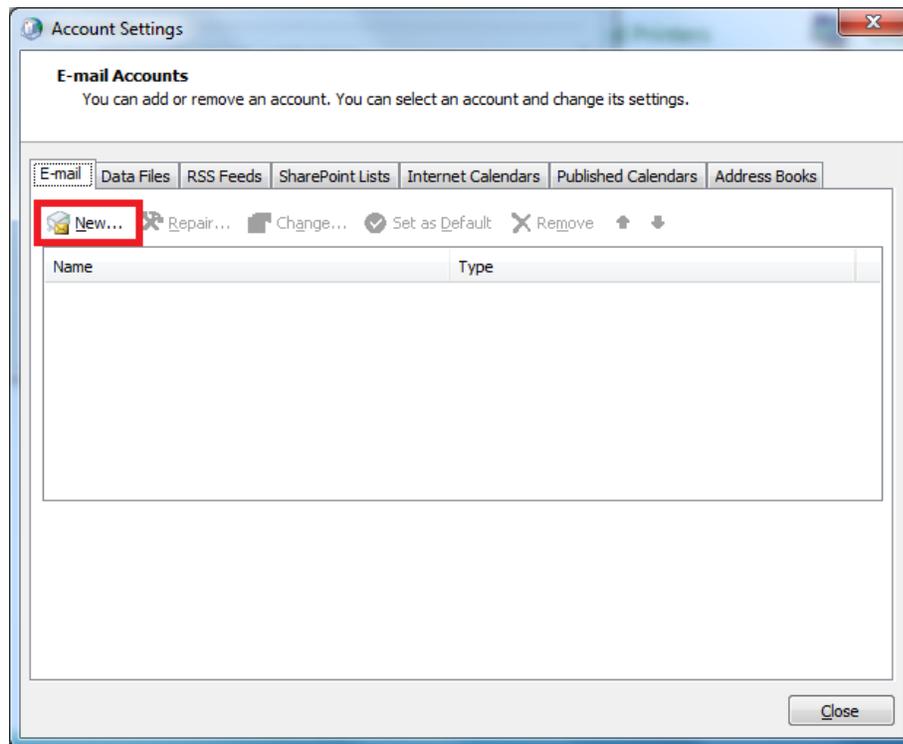


2. Click on “E-mail Accounts”

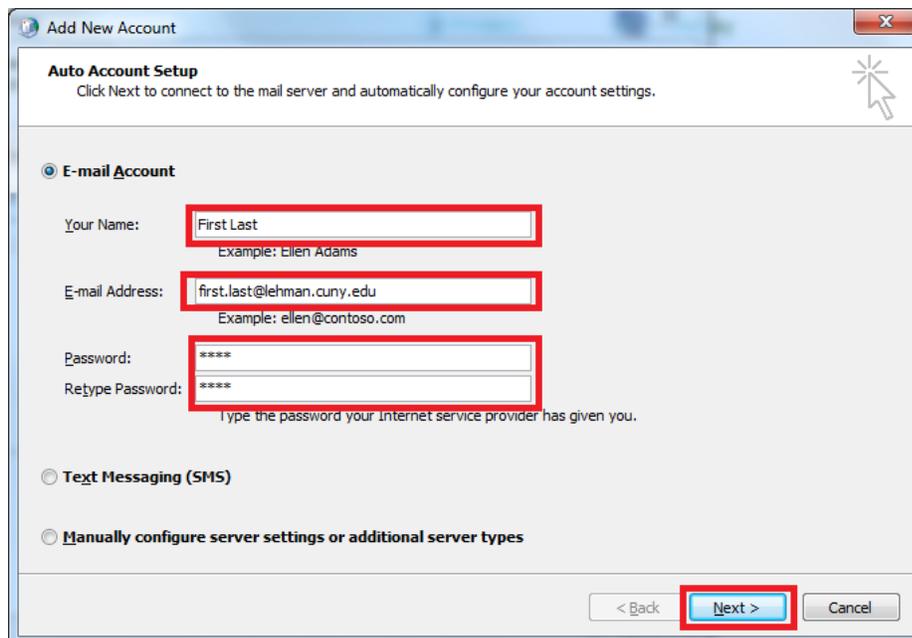




3. Click on “New”,

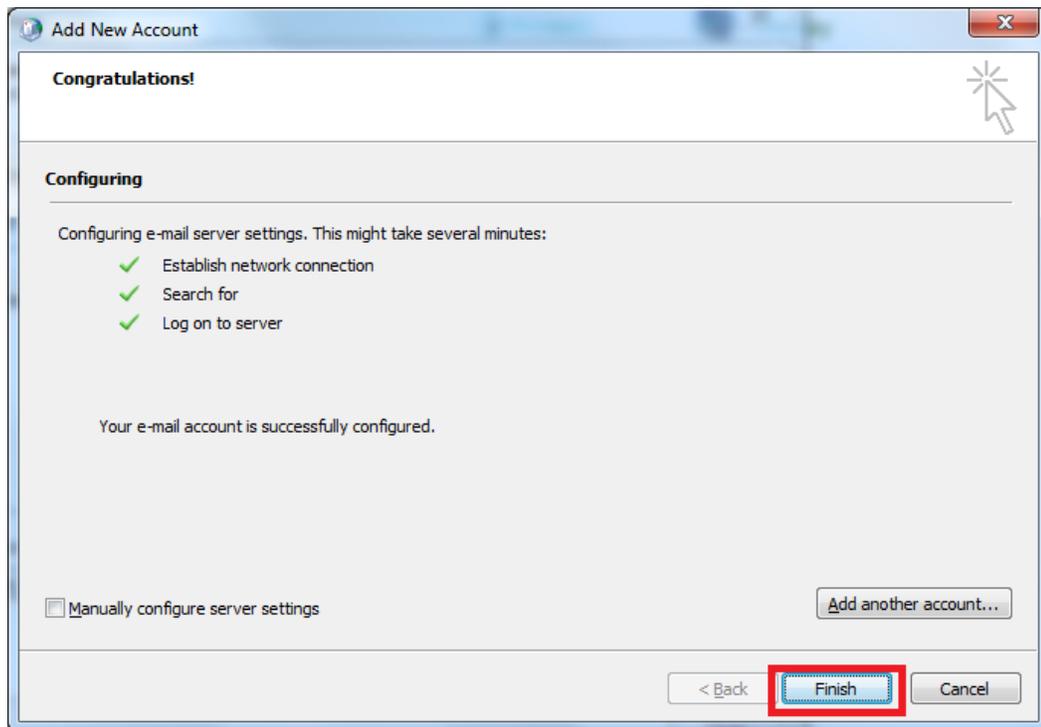


4. Enter your name, (e.g. **First Last**), E-mail address (e.g. first.last@lehman.cuny.edu), and your **password**, then click “Next”.





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.