Setup Outlook on your Home Computer

Office 2010:

1. Run Microsoft Outlook 2010

2. When the startup wizard opens click Next.
3. When prompted to configure an E-mail Account select Yes and then click Next.
4. The Auto Account Setup will display next, select **E-mail Account** and fill in the information. Your password is your network password, the same one you use to log into computers on campus. After you fill the information in click **Next**.
5. Outlook will begin to setup your account; it may take a few minutes before the next window pops up.
6. You will be prompted with some sort of login screen. The one shown here offers 3 choices (Select the middle one if this is the case), but others may only offer 1. Type in the same username you use to login to campus computers but precede it with `sdsmt\`. Your password will be the same one you use to login on campus. Click **OK** to continue.
7. Outlook will finish setting up your account; this may take a few minutes.
   When it is done press the **Finish** button.
8. Outlook will start up and will begin to download your emails, contacts, and calendar from the server.
   This may take several minutes; there will be a green loading bar at the bottom of the window.
Office 2007:

1. Run Microsoft Outlook 2007

2. When the startup wizard opens click **Next**.
3. When prompted to configure an E-mail Account select Yes and then click Next.
4. The Auto Account Setup will display next, select **E-mail Account** and fill in the information.
Your password is your network password, the same one you use to log into computers on campus.
After you fill the information in click **Next**.
5. Outlook will begin to setup your account, it may take a few minutes before the next window pops up.
6. You will be prompted with a login screen. Type in the same username you use to login to campus computers but precede it with sdsmt\ Your password will be the same one you use to login on campus. Click OK to continue.

7. Outlook will finish setting up your account; this may take a few minutes. When it is done press the Finish button.
8. Outlook will start up and will begin to download your emails, contacts, and calendar from the server. This may take several minutes; there will be a green loading bar at the bottom of the window.