Configure faculty/staff email on Windows Outlook:

1. Open up your Control Panel and select "User Accounts"



2. Select "Mail" and a dialogue box should appear.



3. Select "Add" , type in a profile name. (i.e. mail, Email, username). Select OK Mail

General							
The following profiles are set up on this computer:							
	^						
🕡 New Profile	×						
Create New Profile OK							
Profile Name: Cano	el						
mail							
When starting Microsoft Outlook, use this profile:							
Prompt for a profile to be used							
Always use this profile							
	\sim						
OK Cancel	Apply						

4. An email account will automatically populate with your UTEP email, select Next

💵 Add Account			×			
Auto Account Setu Outlook can auto	p matically configure many email accounts.		×			
E-mail Account						
Your Name;	Rico, Sarah C Example: Ellen Adams]				
E-mail Address:	scrico2@utep.edu]				
	Example: ellen@contoso.com					
O Manual setup or additional server types						
		< Back Next >	Cancel			

5. Select Apply.

🛺 Mail				×		
General						
The following profiles are set up on this computer:						
mail						
Add	Remove	Properties	Сор	у		
When starting Microsoft Outlook, use this profile:						
Always use this profile						
mail				~		
	OK	Cancel		Apply		

Open the Outlook app and allow a few moments for the mailbox to populate.