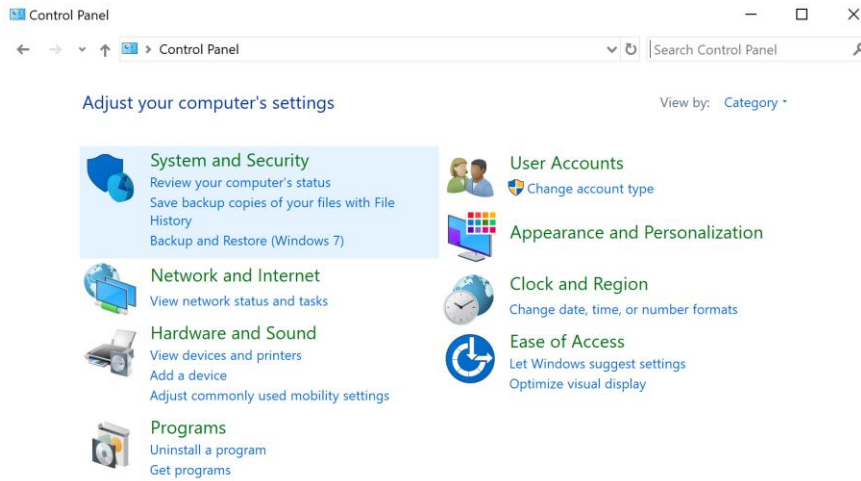
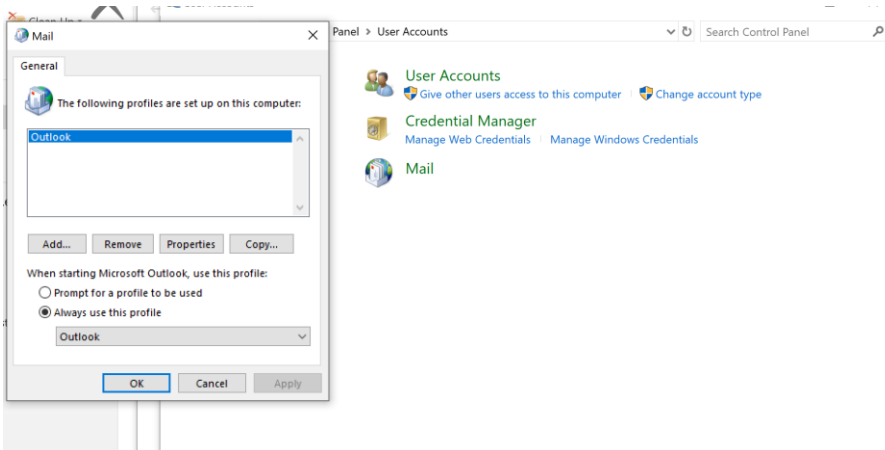


Configure faculty/staff email on Windows Outlook:

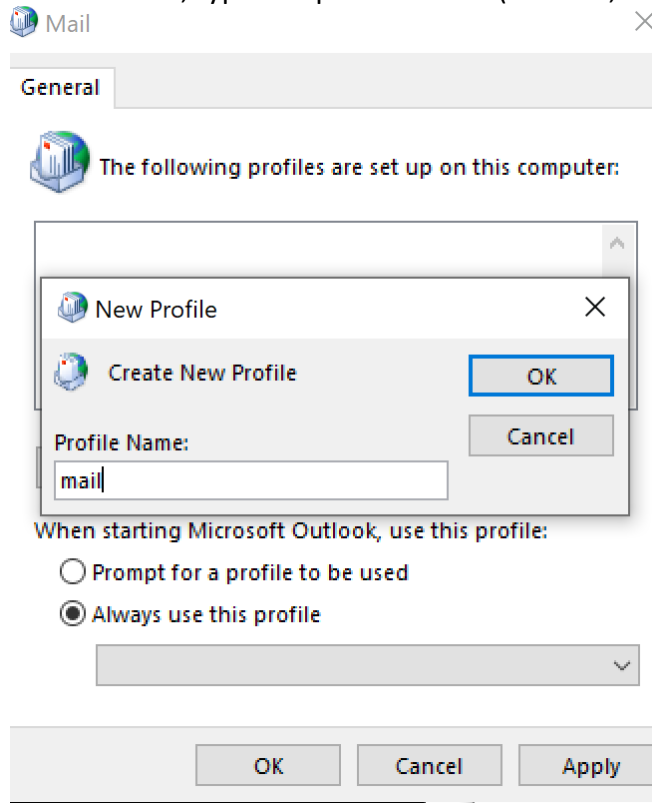
1. Open up your Control Panel and select “User Accounts”



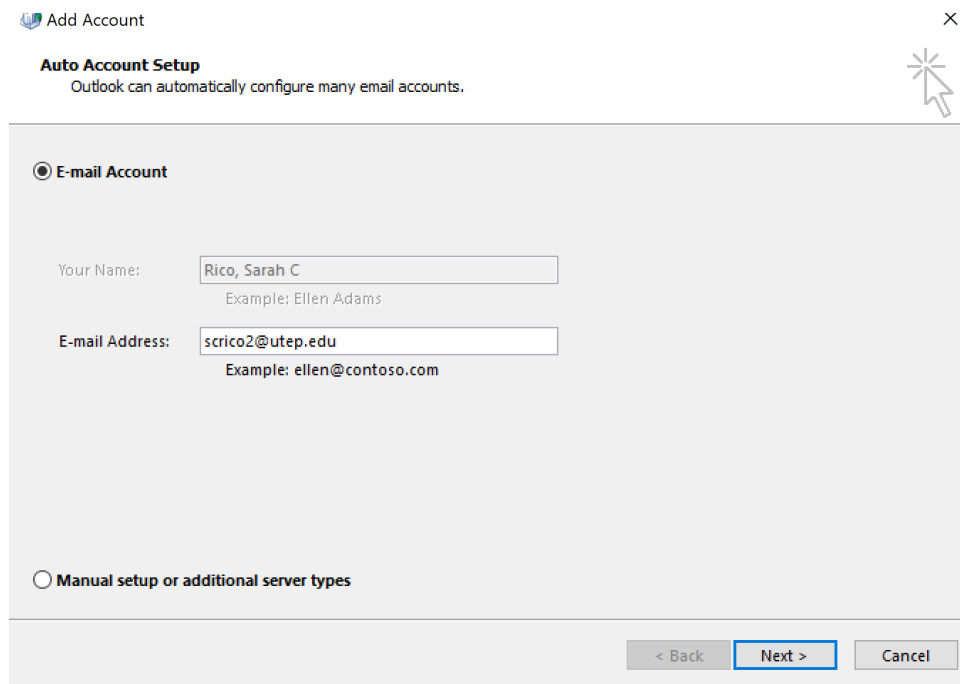
2. Select “Mail” and a dialogue box should appear.



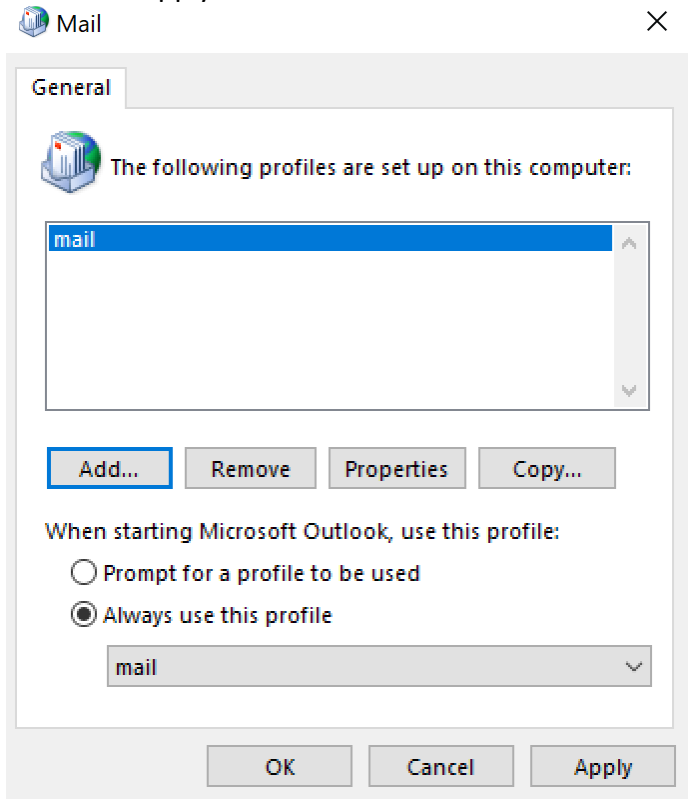
3. Select "Add", type in a profile name. (i.e. mail, Email, username). Select OK



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



5. Select Apply.



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