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.