Set Up Mail Access on Windows 10 Client
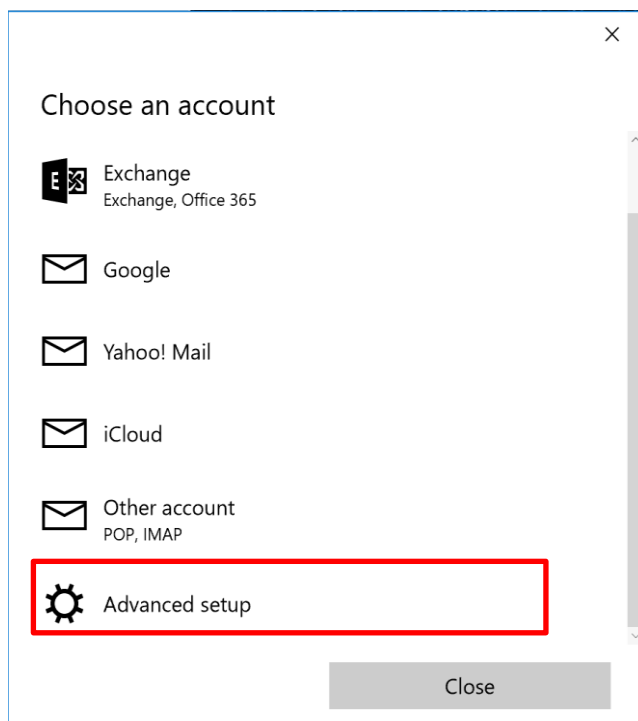
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1) Open the mail client: to perform this task open All Apps and then select Mail.

2) Select Add Account. If this is the first time for setting up an account on the client, the option to add an account should appear upon opening the client. Otherwise open the settings and select Manage Accounts and the option to add an account will be listed.

3) The option to choose an account will appear, scroll to the bottom and select Advanced Setup

4) Select Exchange ActiveSync

5) Enter the following information

Enter CSU email address

Enter Campus Net password

Enter CSU ID number followed by the domain associated with your email address

(the information after the @ sign of your address)

E.g.:
 students 1234567@vikes.csuohio.edu
staff 1234567@csuohio.edu
alumni 1234567@alumni.csuohio.edu

Enter outlook.office365.com

Enter unique name that you assign to identify this account

Note: the option "required encrypted SSL" must remain selected (located near bottom); the field titled "domain" should remain blank

6) Once all information has been entered select sign in. Information may take a few moments to sync depending on the amount of data.