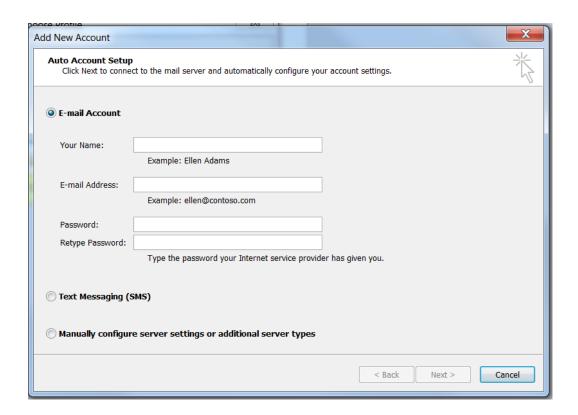
Installing / setting up new account

Startup Outlook – presuming it is a new set up the screen listed below will display, on this screen enter the following: (Note, when this screen initially displays it may have a name and email address prefilled. If this information is not correct, clear out the email address and the "Your Name" filed will become editable.)

In the "Your Name" field enter your Common Name

In the "E-mail Address" field enter your "User ID" as it is listed on the account. This is in the format of "CSU ID@csuohio.edu" (or @vikes... etc...). This can be found by signing into the account at engage365.csuohio.edu, select "Options – See All Options". The information is listed under "Account – My Account".

Simply enter the information – hit "Next" and the system should automatically sync and set the account up.



REVISED DATE: 8/25/2014