



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” field 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.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

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