How do I setup Microsoft Outlook?

If you have MS Outlook 2010 or 2007 follow these steps to configure correctly your E-mail client.

IMAP is disabled, the default is MAPI. If need and exception contact iti@byuh.edu to enable your account to access the mailbox using IMAP.

First of all close MS Outlook if you have it opened.

Go to the control panel and look for the mail icon and click it.

(If you have Win 7 type “mail” in the search box, or click start and type “mail”)

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![Control Panel image]
Now from the Mail Setup – Outlook Window click on show profile, select the default profile (Outlook) and then click on the properties.

Now select your default email account and click remove or select new.
Select the “Manually configure...” option and click next.

Now select the Microsoft Exchange option.

Type in “email.byuh.edu” as server address, then type in your user name and press the check name button.

Now it will ask you your credentials. Click OK and finish.