

How to Configure Outlook to Connect to another Mailbox

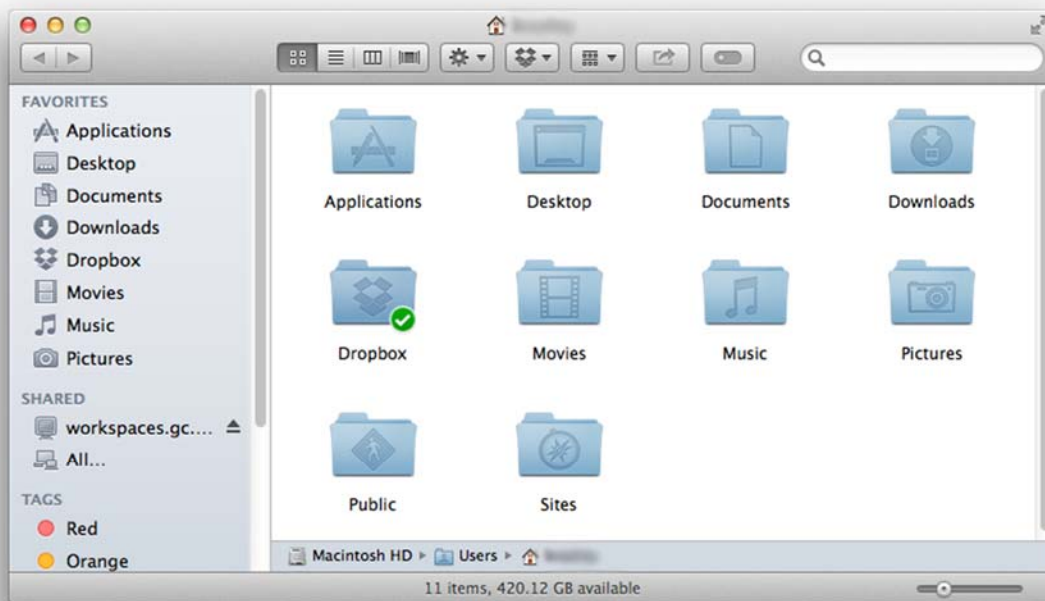
If you currently monitor a non-human mailbox, such as the English Student Association, you can configure your desktop version of Outlook to connect directly to that mailbox. This action is performed by creating an Outlook profile for the desired mailbox.

After June 1, 2015 you will no longer be able to connect to your legacy GC mailbox (XXXX@gc.cuny.edu). You will only be able to connect to a non-human Outlook mailbox (example: esa@gc.cuny.edu).

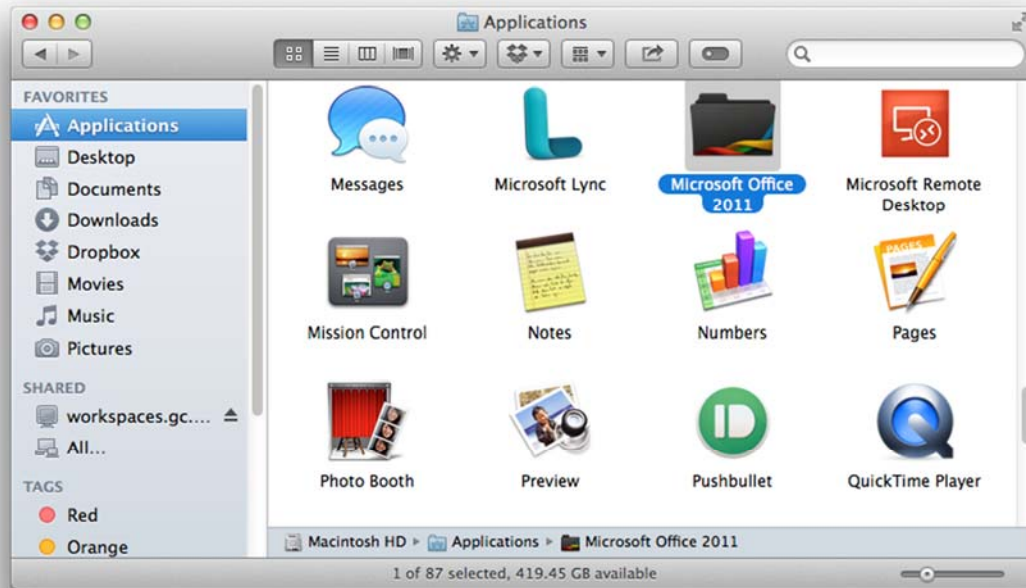
1. Click the **Finder** from bottom left of the dock.



2. On the left side click **Applications**.



3. Scroll to **Microsoft Office 2011** and **double click**.



4. Click **Microsoft Outlook**.



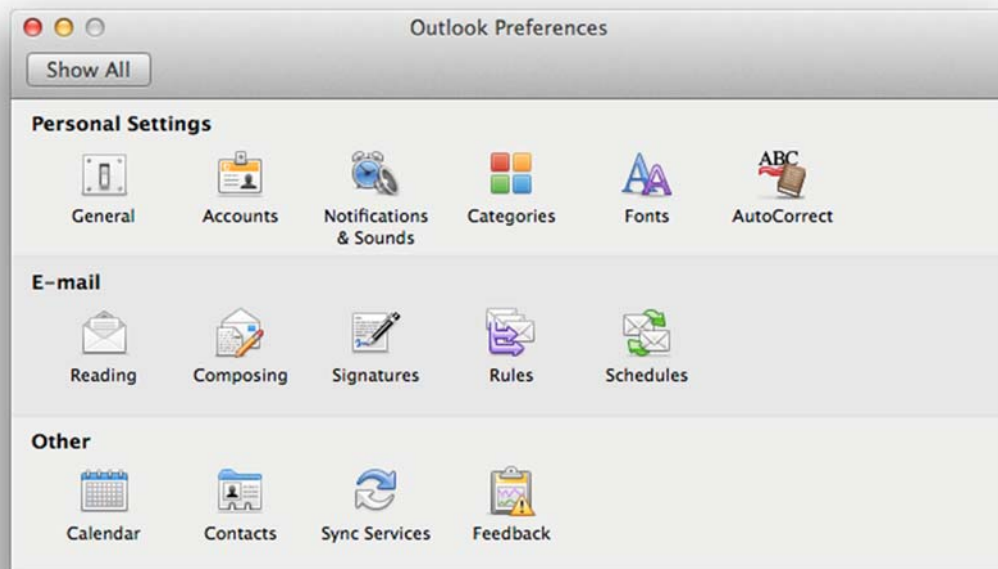
5. Click the **Outlook** button on the top left of the screen.



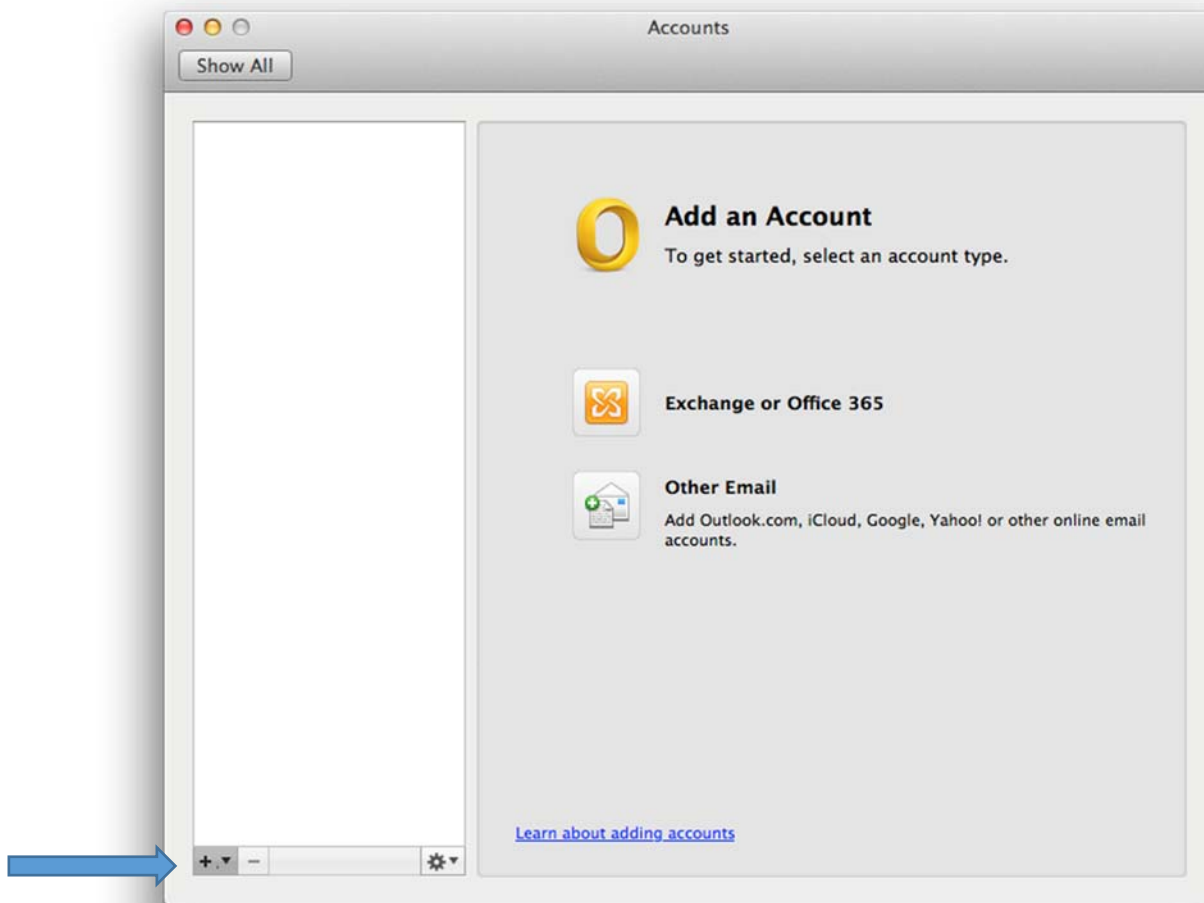
6. Left click on **Preferences**.



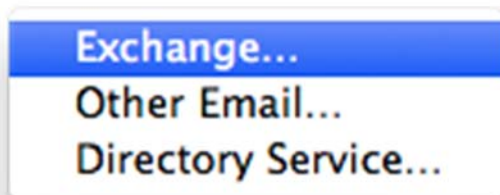
7. Left click on **Accounts**.



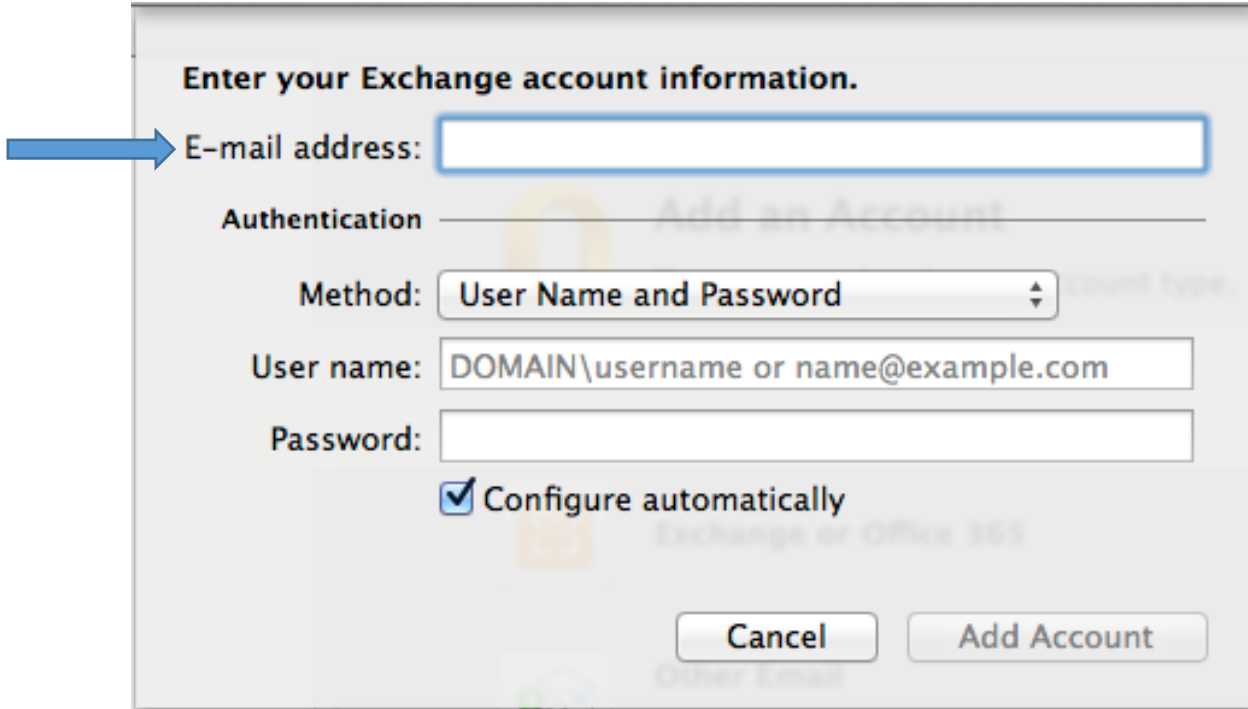
8. Left click the + button on the bottom left.



9. Left click **Exchange**.



10. Enter the email address for the account your trying to connect to.



Enter your Exchange account information.

E-mail address:

Authentication

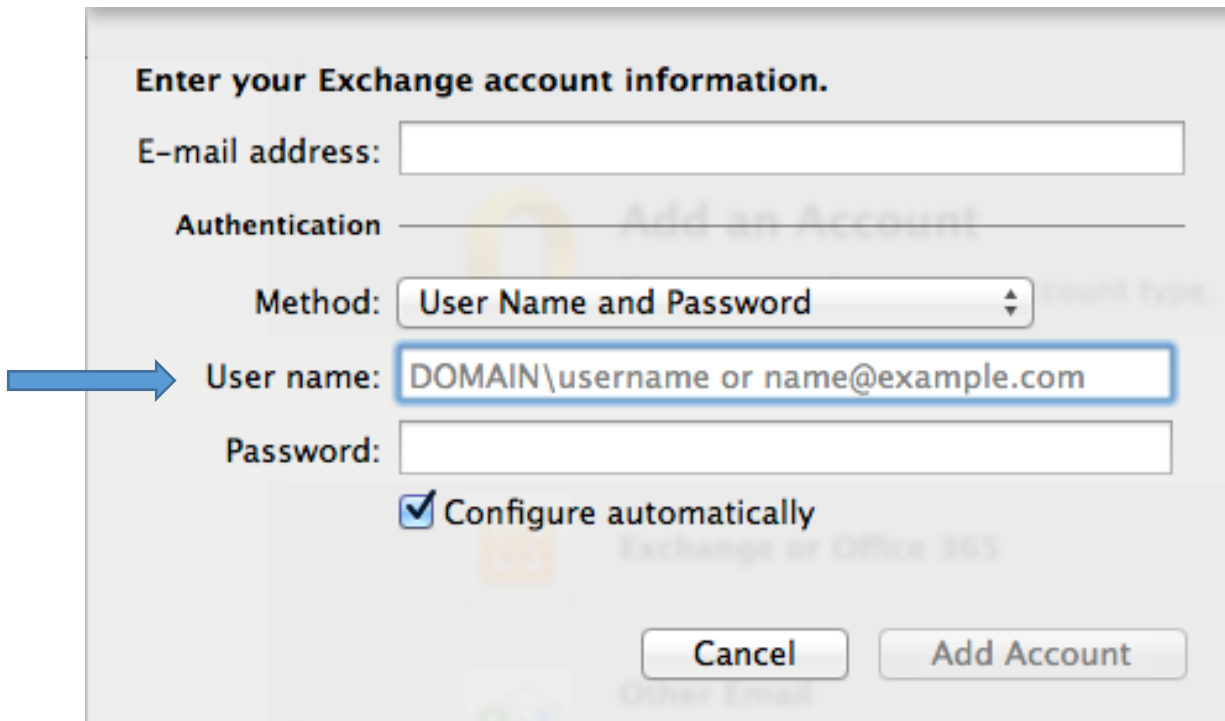
Method:

User name:

Password:

Configure automatically

11. Enter your GC email address (including @gc.cuny.edu).



Enter your Exchange account information.

E-mail address:

Authentication

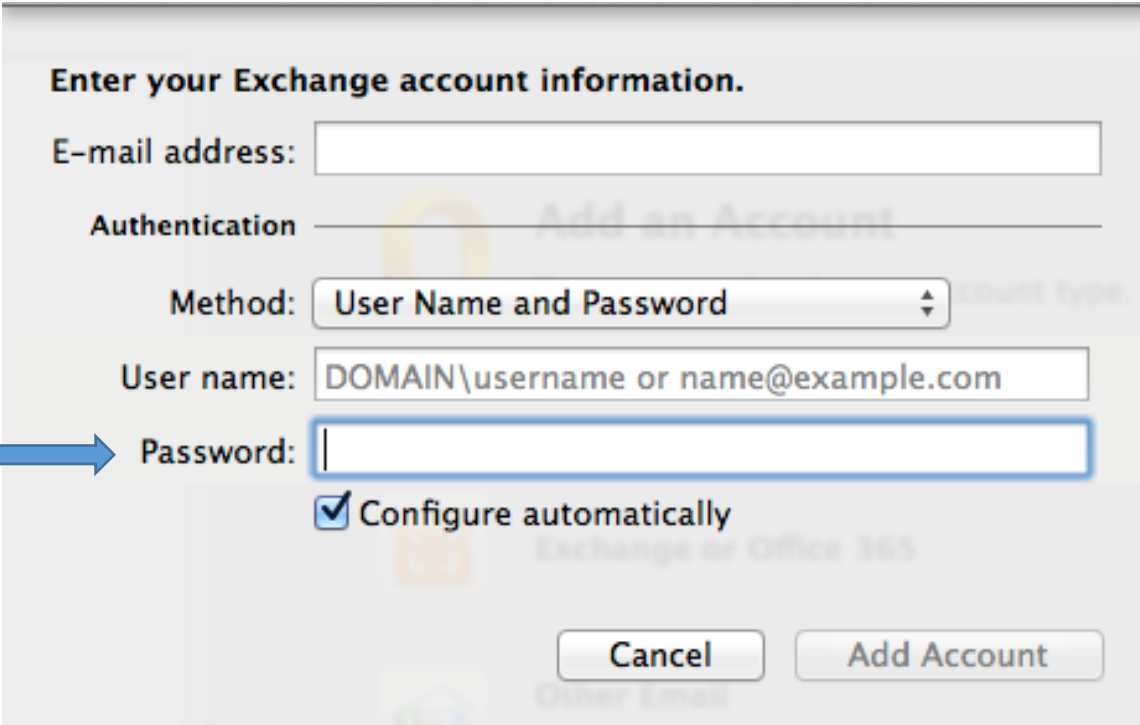
Method:

User name:

Password:

Configure automatically

12. Enter your GC password.



Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

→ Password:

Configure automatically

13. Click **Add Account**.

14. Wait while inbox is synced.