Set Up Your CUMC Email in Outlook for Windows

Outlook is part of the Microsoft Office Suite that is free under a site license for CUMC staff and students, see [http://cumc.columbia.edu/it/getting_help/software.html](http://cumc.columbia.edu/it/getting_help/software.html). Before setting up Outlook please:

- Verify that your account is active by logging in to Web Outlook: [https://mail.cumc.columbia.edu/owa](https://mail.cumc.columbia.edu/owa)
- Make sure that you have changed your CUMC email password from any default one that was provided to you. See [http://cumc.columbia.edu/it/howto/domain/change.html](http://cumc.columbia.edu/it/howto/domain/change.html) for instructions.
- Log in to [https://uniapp.cc.columbia.edu/acctmanage/mailforwarding](https://uniapp.cc.columbia.edu/acctmanage/mailforwarding) to verify that mail sent to your @columbia.edu virtual address will be forwarded to your @cumc.columbia.edu account.

Configuring Your Email in Outlook

Instructions can be used with Outlook versions 2016 or 2013.

1. Open Mail settings: click the Start icon in the bottom left corner of your computer screen, then type Control Panel in the search bar or select it from the menu that appears. In the Control Panel select the User Accounts link, then the Mail icon.
2. If a Mail Setup window opens select Show Profiles; click the Add button near the center of the Mail window.
3. At the New Profile window type CUMC in the Profile Name field.
4. The Add Account window will appear. Make sure E-mail Account is selected, then type in your name and your full email address: youruni@cumc.columbia.edu (using your own UNI).
5. Type your CUMC email password in both the Password and Retype Password fields, then click the Next button in the lower right. The Mail program will attempt to connect to the CUMC mail server and find your account; this may take a few moments.
6. Once Outlook has found your account a login window will appear. Make your full CUMC email address is used for the login (if not, select Use another account and type in your full CUMC email address for the Username), type your CUMC email password and click OK.
7. After successful login, your UNI will change to the full Exchange account address, with the Server and User Name underlined. Select the Next button in the lower right.
8. A success message will appear. Click the Finish button in the lower right, then OK to close the Mail window.
9. Open Outlook and enter your password when prompted. Outlook will open to your Inbox and messages. To verify your email is working properly, try sending and receiving a test message.