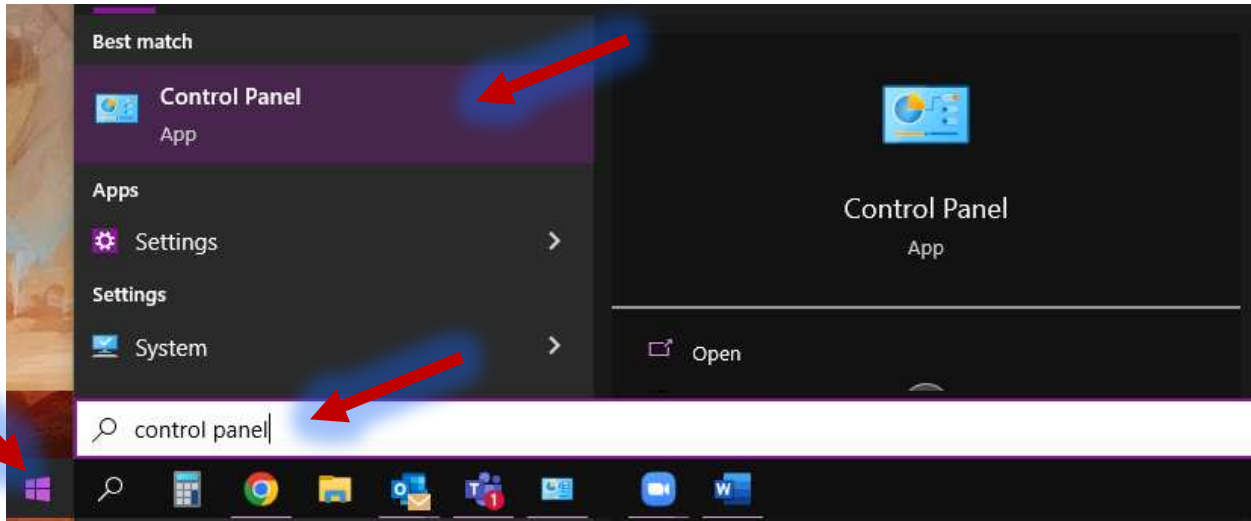


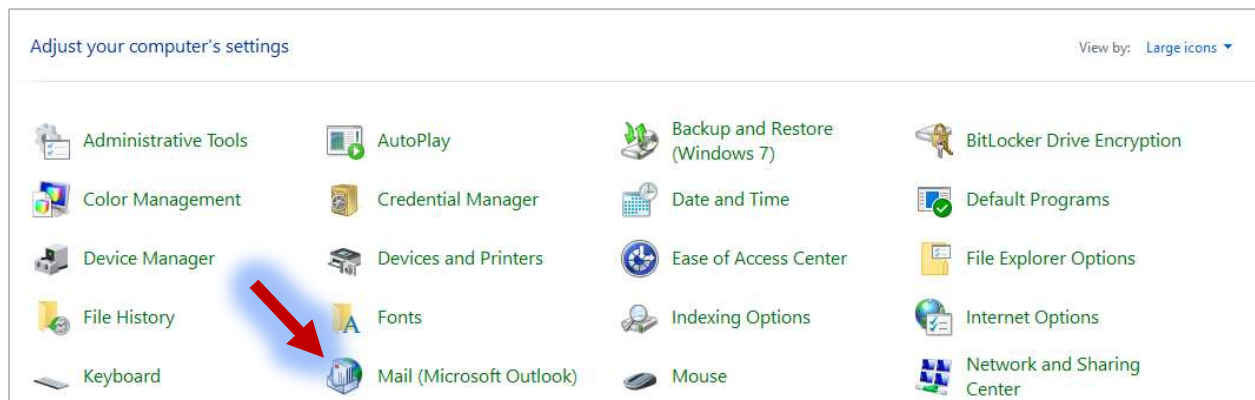
Set Up Cloud Email in Outlook

For instructions on switching between profiles, please see page 3.

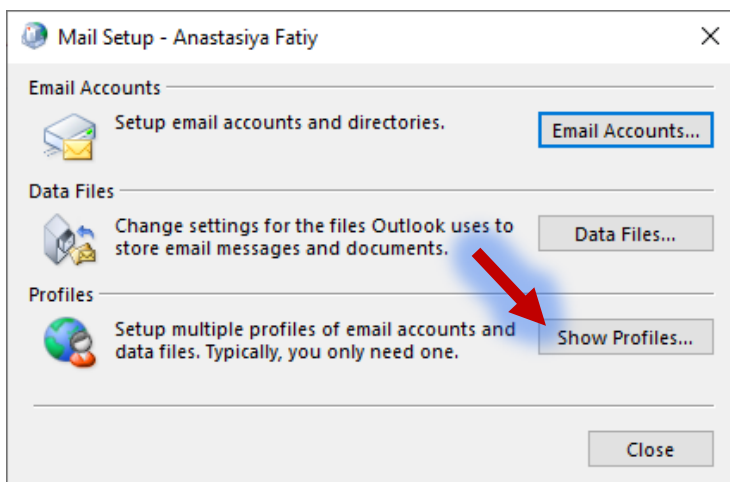
1. Close out of the Outlook desktop client.
2. Press the Windows Start button and navigate to your Control Panel by typing "Control Panel" in the search field.



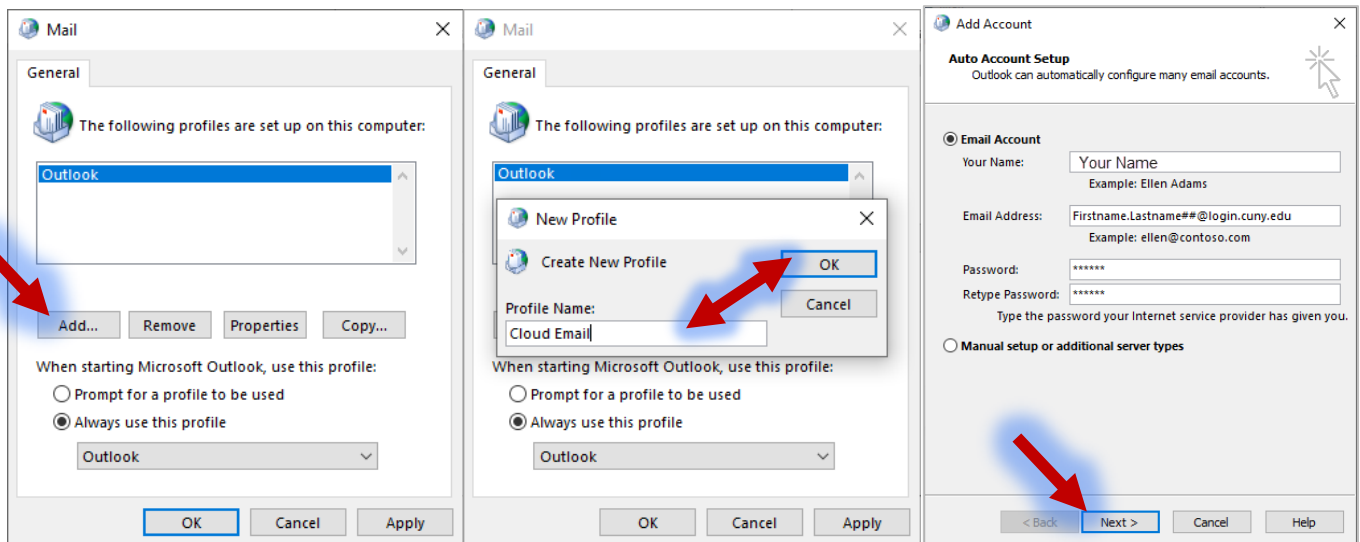
3. Select **Mail (Microsoft Outlook)**.



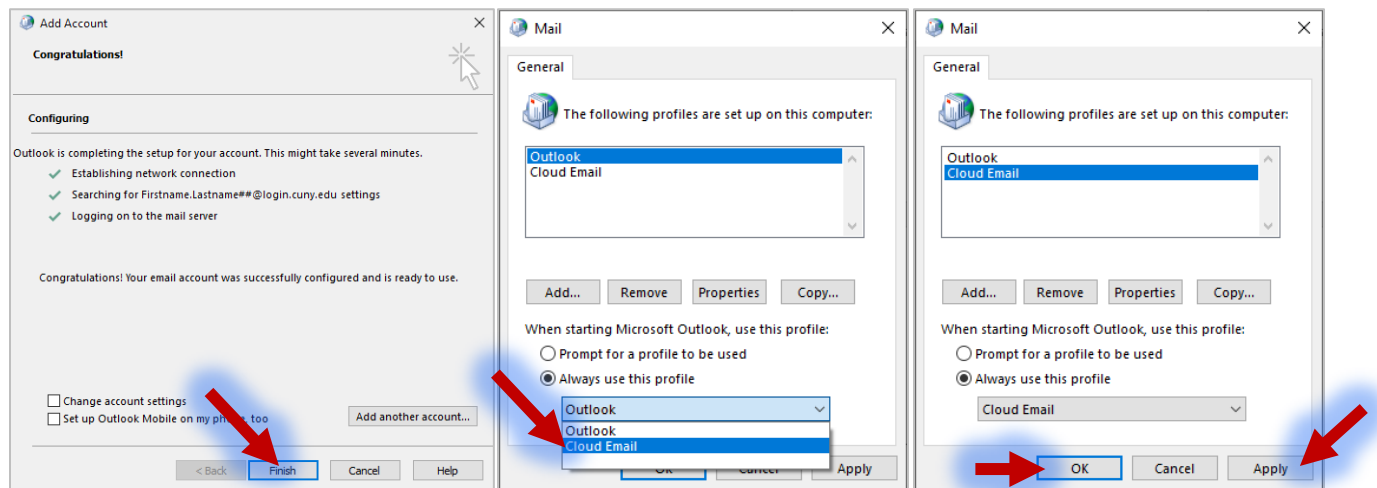
4. Press the **Show Profiles** icon.



5. Press the **Add** button to add a new profile.
6. Type in the name for your cloud email profile and press the **OK** button.
7. Type in your name in the **Your Name** field. Enter your CUNY Login credentials in the **Email Address** and **Password** fields. These are the same credentials you use to access CUNYfirst and Blackboard (Email Address = Firstname.Lastname##@login.cuny.edu). Press the **Next** button.



8. The process may take a few minutes. When the process is complete, the dialog box will say “Congratulations” and list the details of the account adding process. Press the **Finish** button.
9. Under the **Always use this profile** radio button dropdown menu, select the profile you just created.
10. Press the **Apply** button and then press the **OK** button.

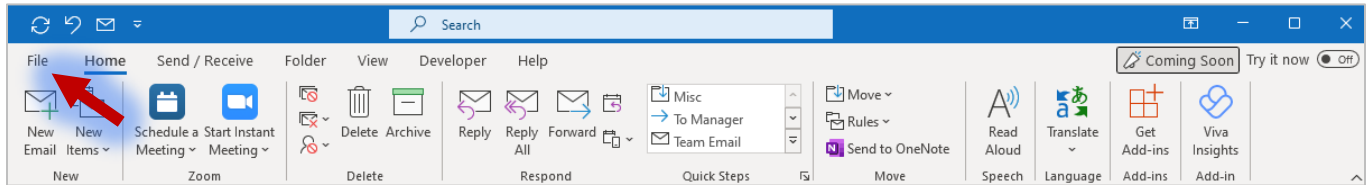


11. Restart your computer.
12. Start the Outlook client. Give it several minutes to download and populate your cloud account. You should see your individual mailbox and any shared mailboxes connected to your account.

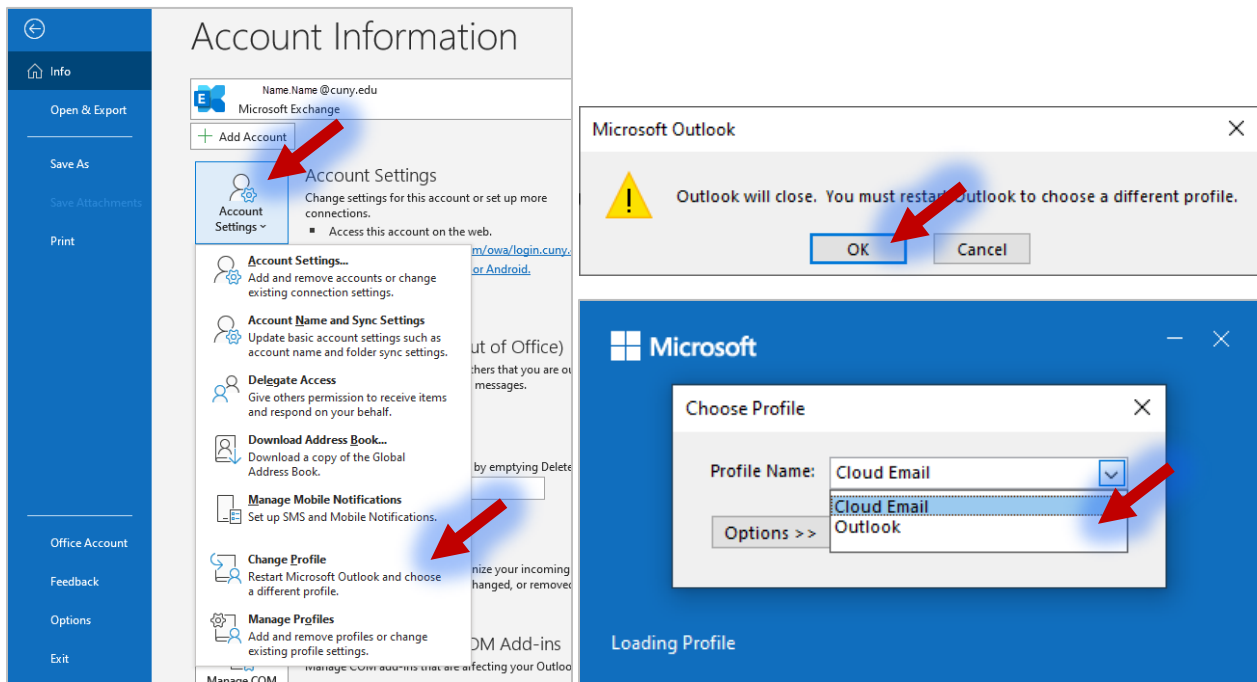
Change Profiles in Outlook

If you need to view your legacymail account, you can change Outlook profile to the previous profile.

1. Select the **File** tab from the menu ribbon.



2. Press the **Account Settings** tile and select **Change Profile** from the dropdown menu.
3. A pop-up window will warn you that Outlook will have to be restarted. Press the **OK** button. Microsoft Outlook will automatically close.
4. Open your Microsoft Outlook desktop client.
5. Select the profile you would like to open from the drop-down menu and press the **OK** button.



Note: You may switch between your profiles using the above steps at will, but please note that you will have to restart your Microsoft Outlook desktop client every time you wish to switch between profiles.