

Outlook Profile Set Up for Office Outlook Client

These directions are for moderate to advanced users. This process helps remove an email profile and loading the new MS 365 Outlook Client to a CSU Pueblo issued desktop or laptop.

PART 1

Remove existing profile(s) | Using .BAT file

Use this process to using a script to remove profiles

1. *Close* **all programs** on your computer
2. *Navigate* to this directory on your office computer while on campus:
<T:\Outlook Clean\Outlook Profile clean start.bat>
 - a. There will be no confirmation message and the script runs in under 5 seconds
 - b. This removes existing mail profiles from your machine
 - c. This *WILL NOT* remove any archive files you, but please note where you store your archives if you have them setup
3. **Restart** your **computer**

PART 2

Setting Up Your Microsoft 365 Profile

1. *Close* **any Microsoft programs** that may have auto opened (e.g. Teams, Skype, Outlook etc)
 - a. Use CTRL+ALT+DEL to access task manager close any open Microsoft apps.
2. *Launch* the **Outlook client**
3. *Click* **Next** on the welcome message page
4. *Type* in a **new profile name**
5. *Click* **Ok**

6. Select **Yes** radio box

Add an Email Account



Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes

No

7. Click **Next**

8. **Type** your **email address** if it's not there

9. Click **Next**

Add Account

Auto Account Setup

Outlook can automatically configure many email accounts.

E-mail Account

Your Name:

Campbell,Howard

Example: Ellen Adams

E-mail Address:

howard.campbell@csupueblo.edu

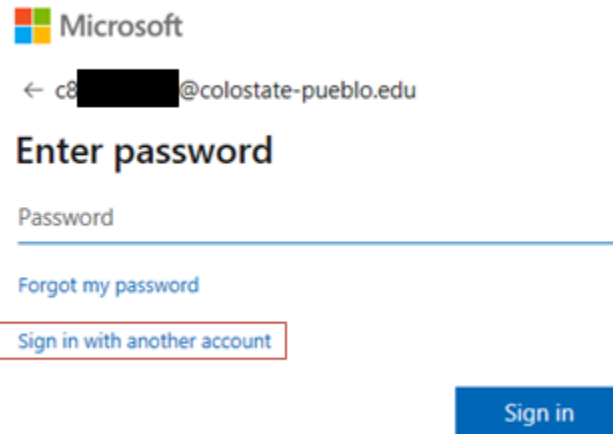
Example: ellen@contoso.com

Manual setup or additional server types

< Back

Next >

10. The process will search for the account, and pop-up will appear.
a. Select **Sign in with another account**.



Microsoft

← c8[REDACTED]@colostate-pueblo.edu

Enter password

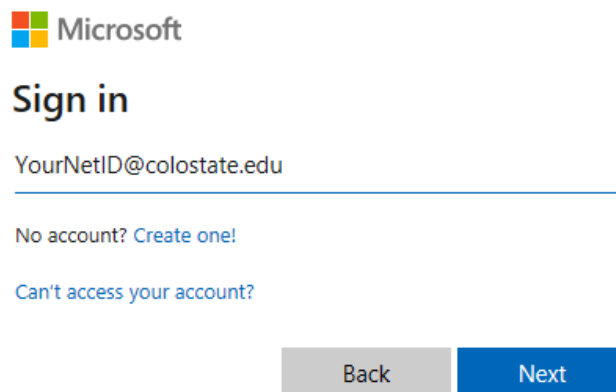
Password

[Forgot my password](#)

Sign in with another account

Sign in

11. Type your **NetID@colostate.edu**
12. Click **Next**



Microsoft

Sign in

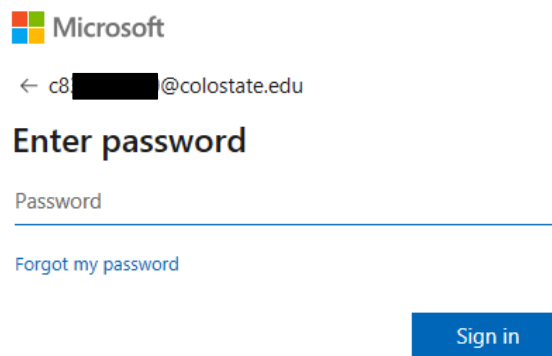
YourNetID@colostate.edu

No account? [Create one!](#)

[Can't access your account?](#)

Back **Next**

13. Type your **NetID password**
14. Click **sign in**



Microsoft

← c8[REDACTED]@colostate.edu

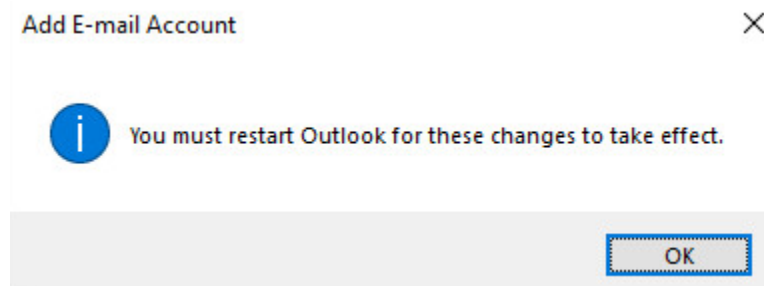
Enter password

Password

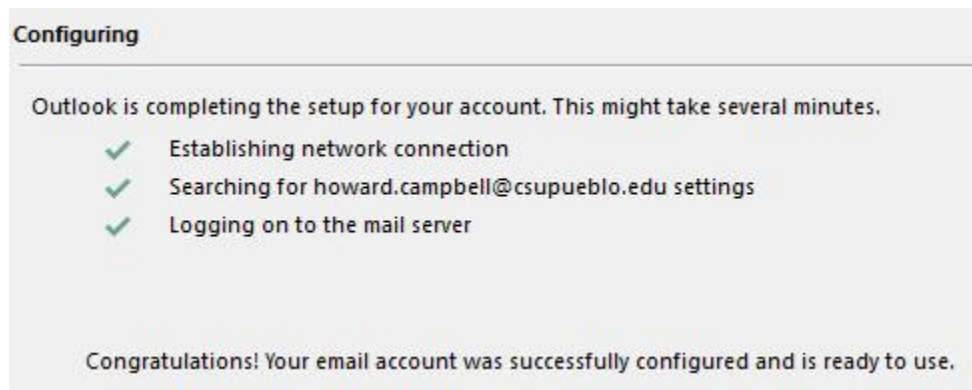
[Forgot my password](#)

Sign in

15. You should receive the message below. *Click **Ok***



The configuration should look like the box below with three green checks.



16. Click finish and Outlook will start.

- a. Please be patient as it will start synchronizing the email from the server on Outlook

If you look to the bottom right of Outlook there will be a status bar that will start updating items and this process can take a few minutes to sync with the cloud.