

# Set up Outlook 2010 on a personally owned computer

This guide describes how you can access your LSE email account from a personally-owned computer to synchronise email, calendar and task list, and have access to the global address list.

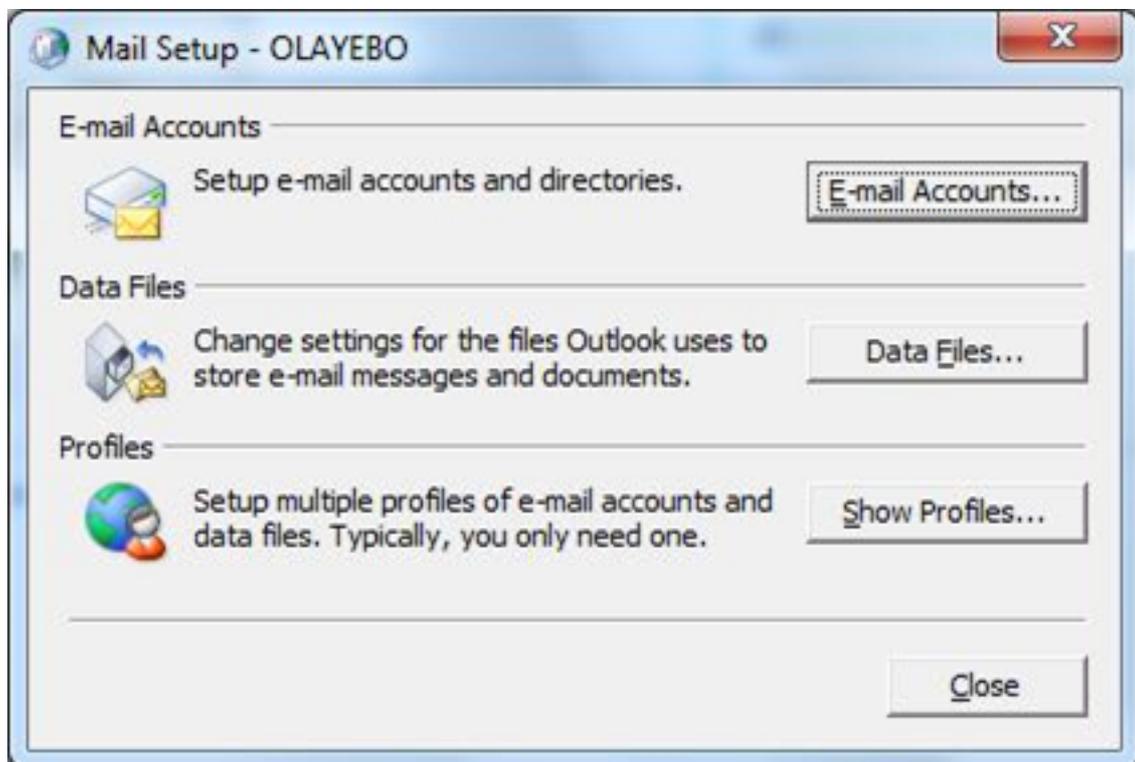
## Requirements

You should be familiar with using Windows, and have an active Internet connection. You must have Outlook 2010 installed before you follow these instructions.

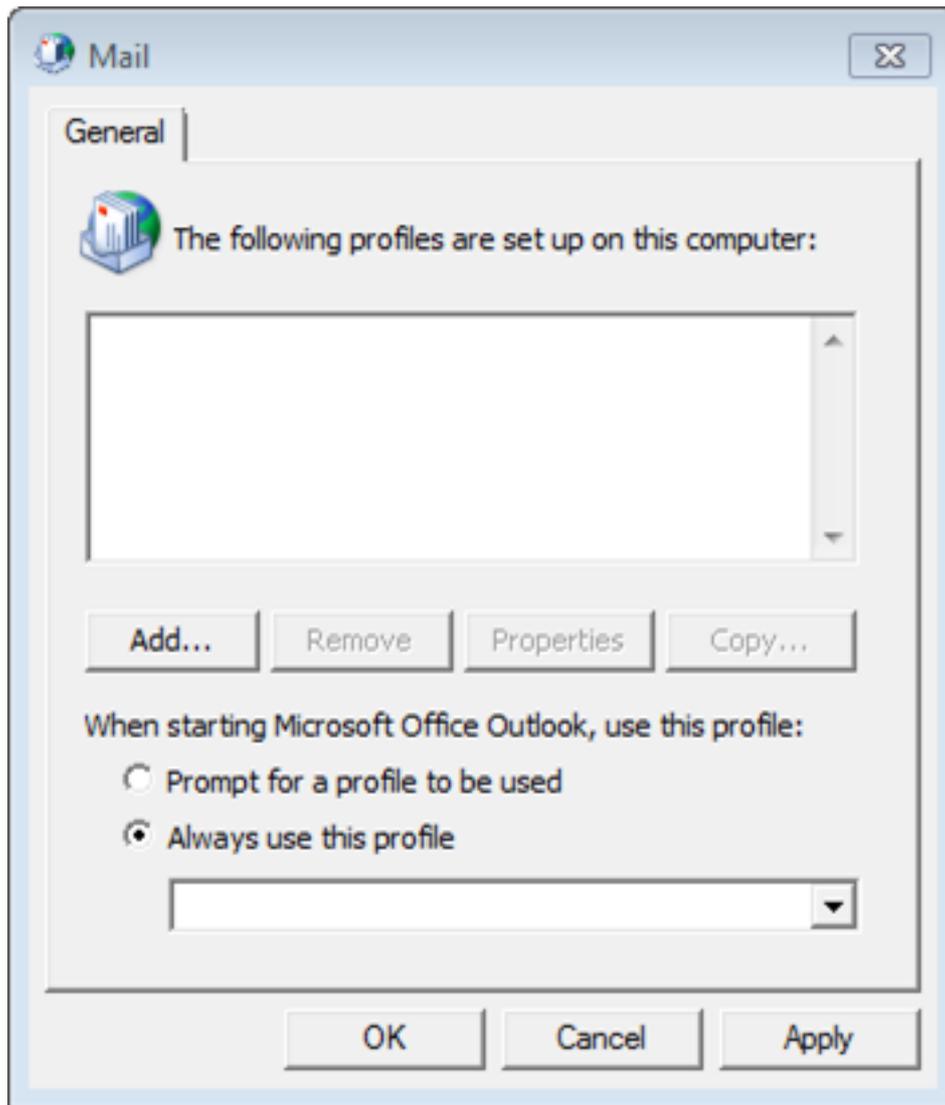
**Note:** Whilst these instructions are designed for Outlook 2010, the same process should apply to most recent versions of Outlook.

## Set up for a single email account

1. Ensure Outlook 2010 is **closed** before you begin
2. Open the **Start Menu** and click on **Control Panel**
3. In the **Control Panel**, find and open **Mail** or **Mail (32-bit)**
4. *The Mail Setup dialog box will appear. Click **Show Profiles...***



5. *A new window will appear. Click **Add...** and enter a 'friendly' name for your new profile when prompted. You may need to select this name when you open **Outlook 2010**.*



6. Click **OK**. Another new window will appear; enter your LSE Network Account details as follows:
- In the **Your Name:** field, enter your name as you would like it to be displayed
  - In the **Email Address:** field, enter your LSE email address
  - For example: if your name is Joe Bloggs, your email address might be [j.bloggs@lse.ac.uk](mailto:j.bloggs@lse.ac.uk)
  - In the **Password** and **Retype Password** fields, enter your LSE password
  - Ensure that the **Manually configure server settings or additional server types** tick-box is left **unchecked**

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** IT Student Support  
Example: Barbara Sankovic

**E-mail Address:** it.studentsupport@lse.ac.uk  
Example: barbara@contoso.com

**Password:** \*\*\*\*\*

**Retype Password:** \*\*\*\*\*  
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back   Next >   Cancel

7. Click **Next** and wait for the setup process to automatically complete
8. If you are prompted for a username and password, enter your username preceded by **LSE\** and your password
9. For example: if your name is Joe Bloggs and your username is **BLOGGSJ**, enter **LSE\BLOGGSJ**
10. Click **Finish** and close all the windows. You can then open **Outlook 2010** and wait for your account to synchronise.