



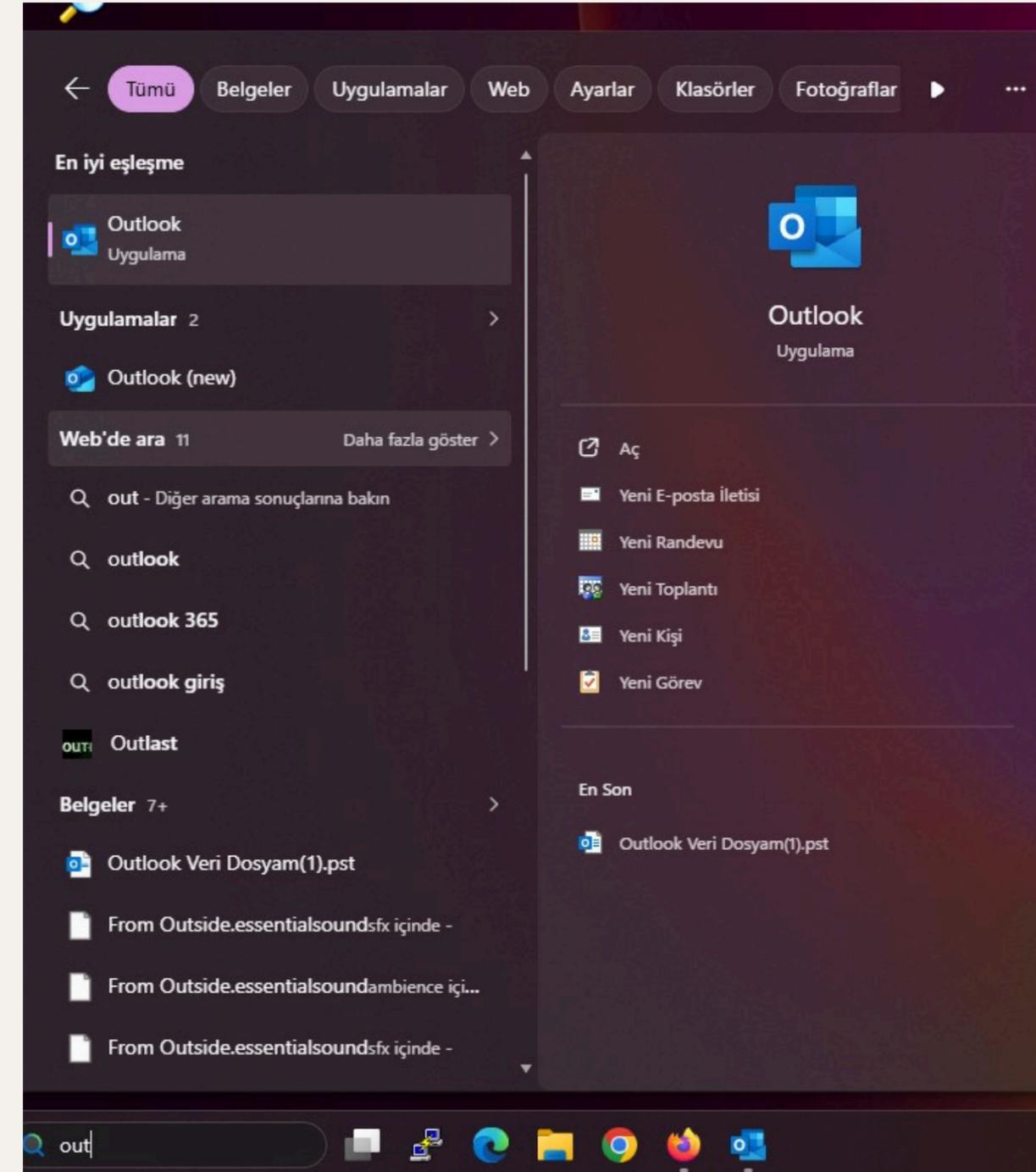
How can I set up my KSU-based  
email account on my computer?

Information Technology

Department

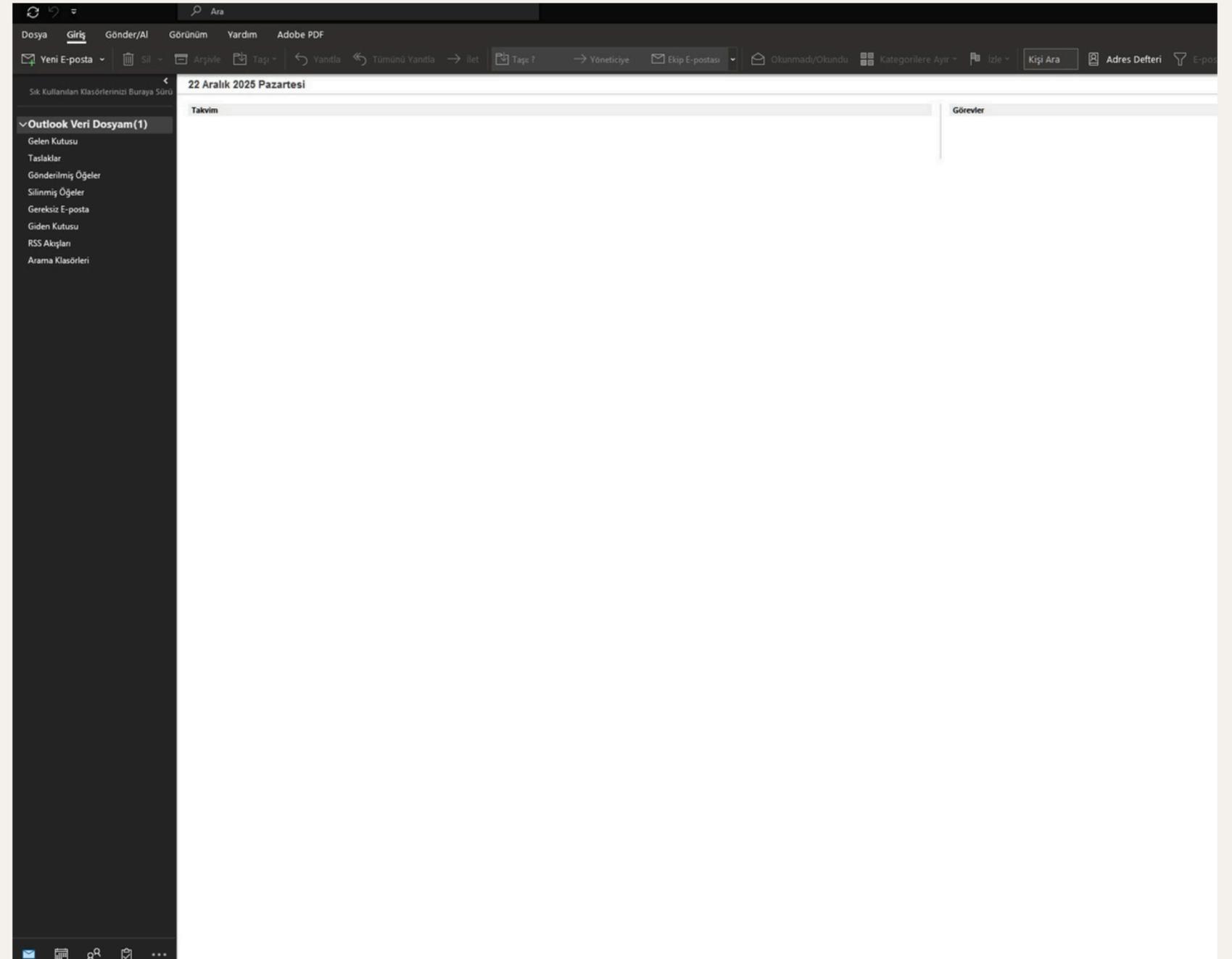
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- Step 1 – Type Outlook in the Start Menu.
- Step 2 – Click the Outlook application.



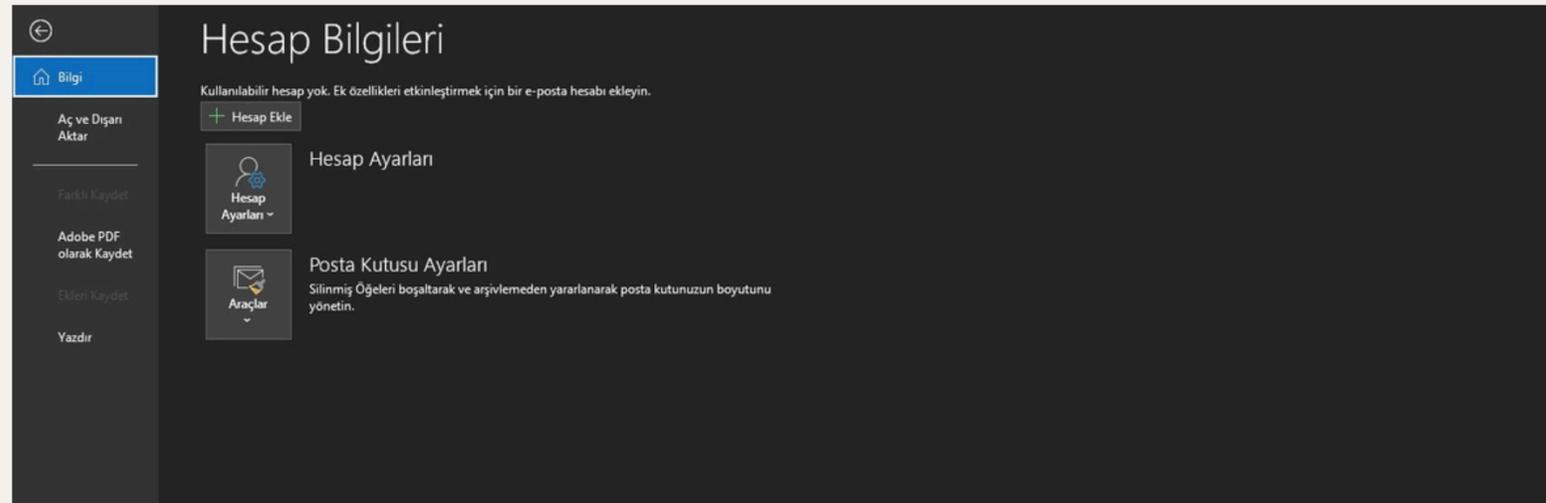
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Step 3 - Click the file tab.

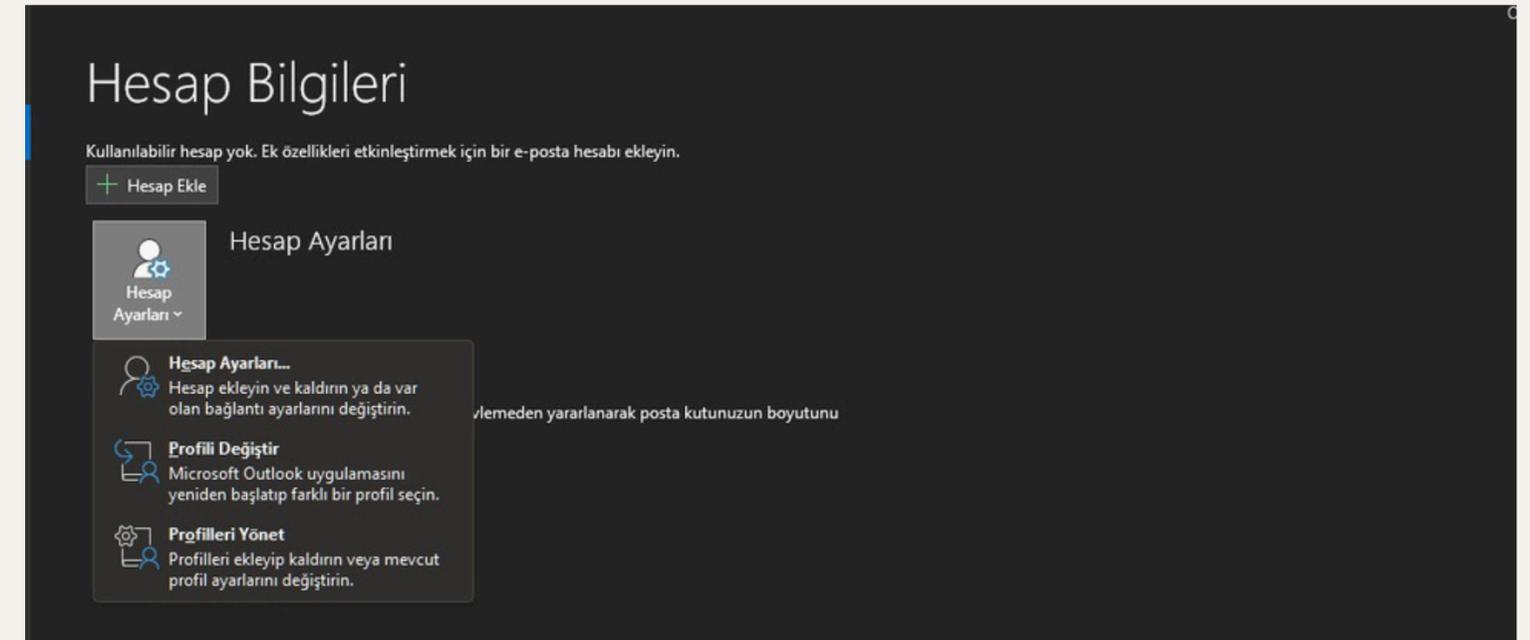


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## Step 4 - Click on account settings



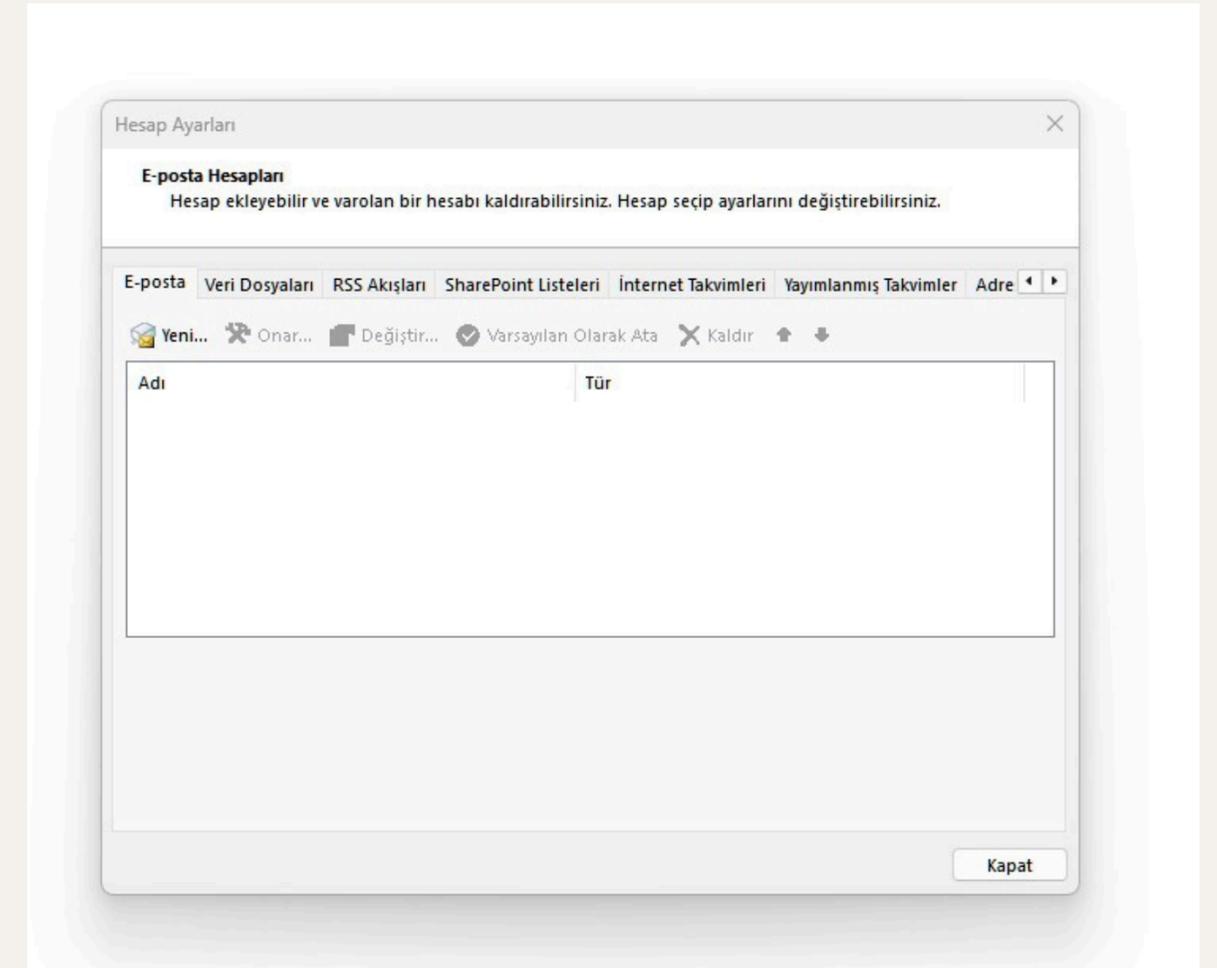
## Step 5 - Click on account settings...



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Step 6 – Click the E-mail tab.

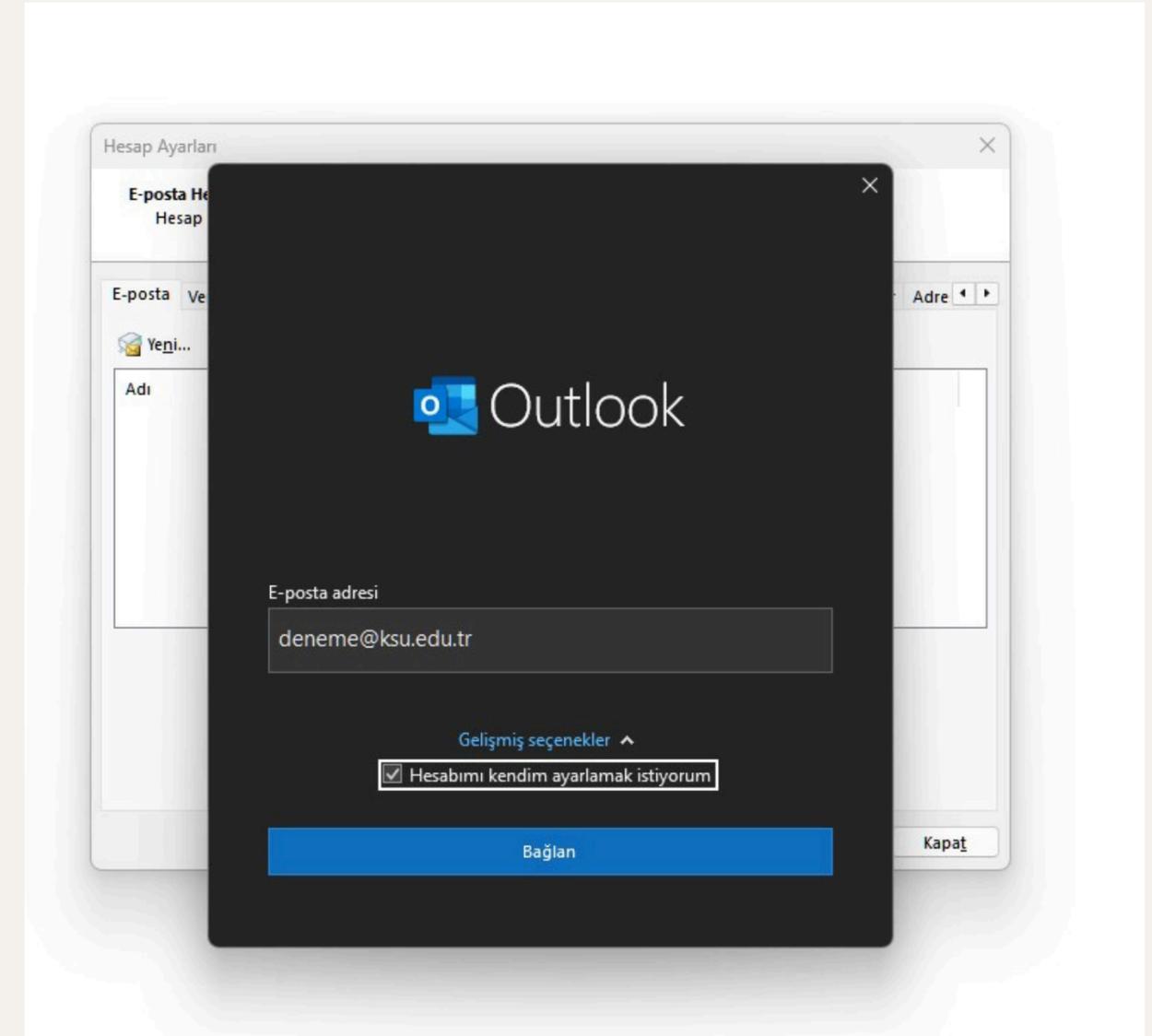
Step 7 – Click New.



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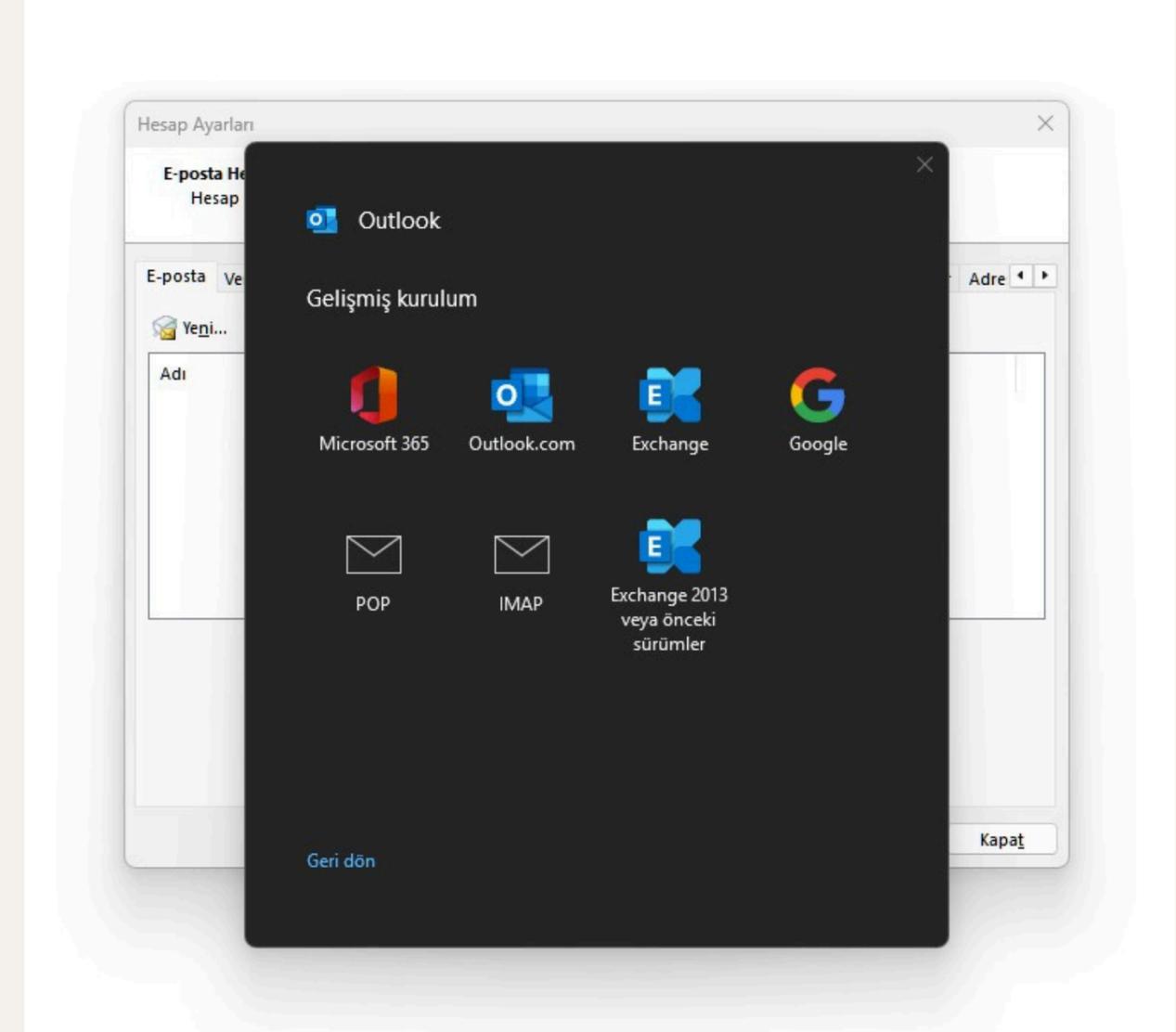
Step 8 – Enter your KSU-based email address.

Step 9 – Select 'Let me set up my account manually' and click Connect.



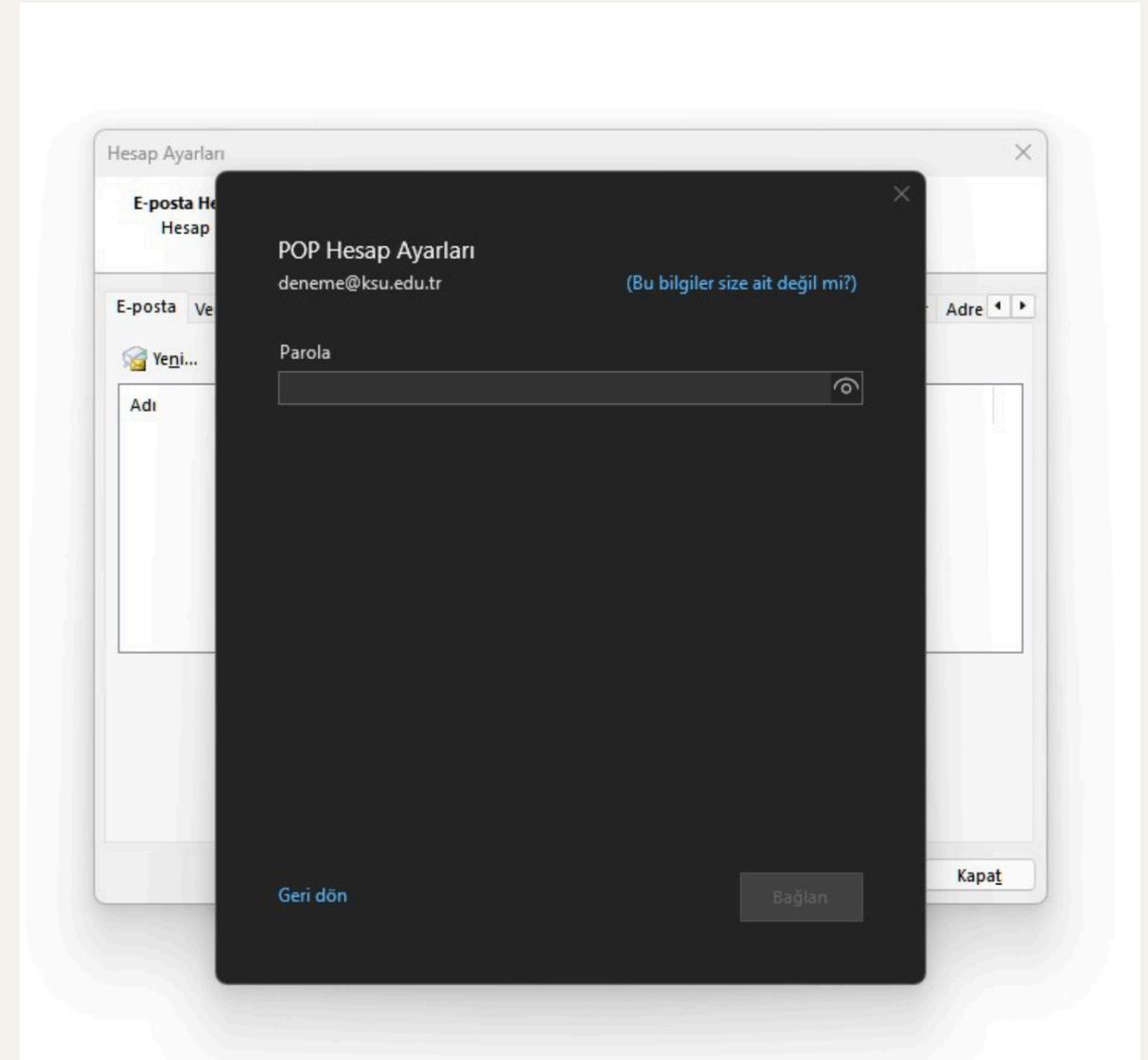
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Step 10 – Click POP.



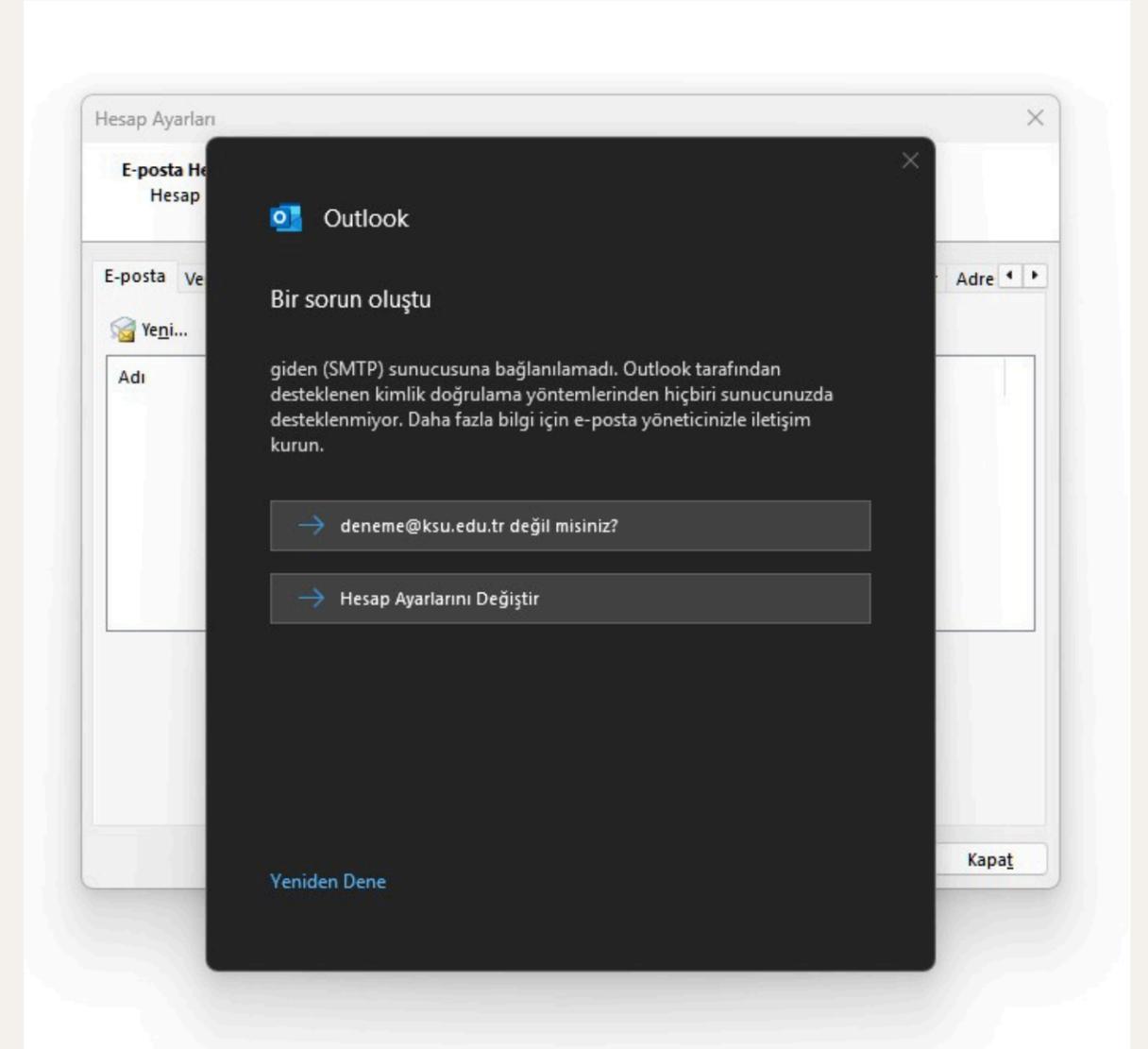
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Step 11 – Enter the password of your KSU Email account and click Connect.



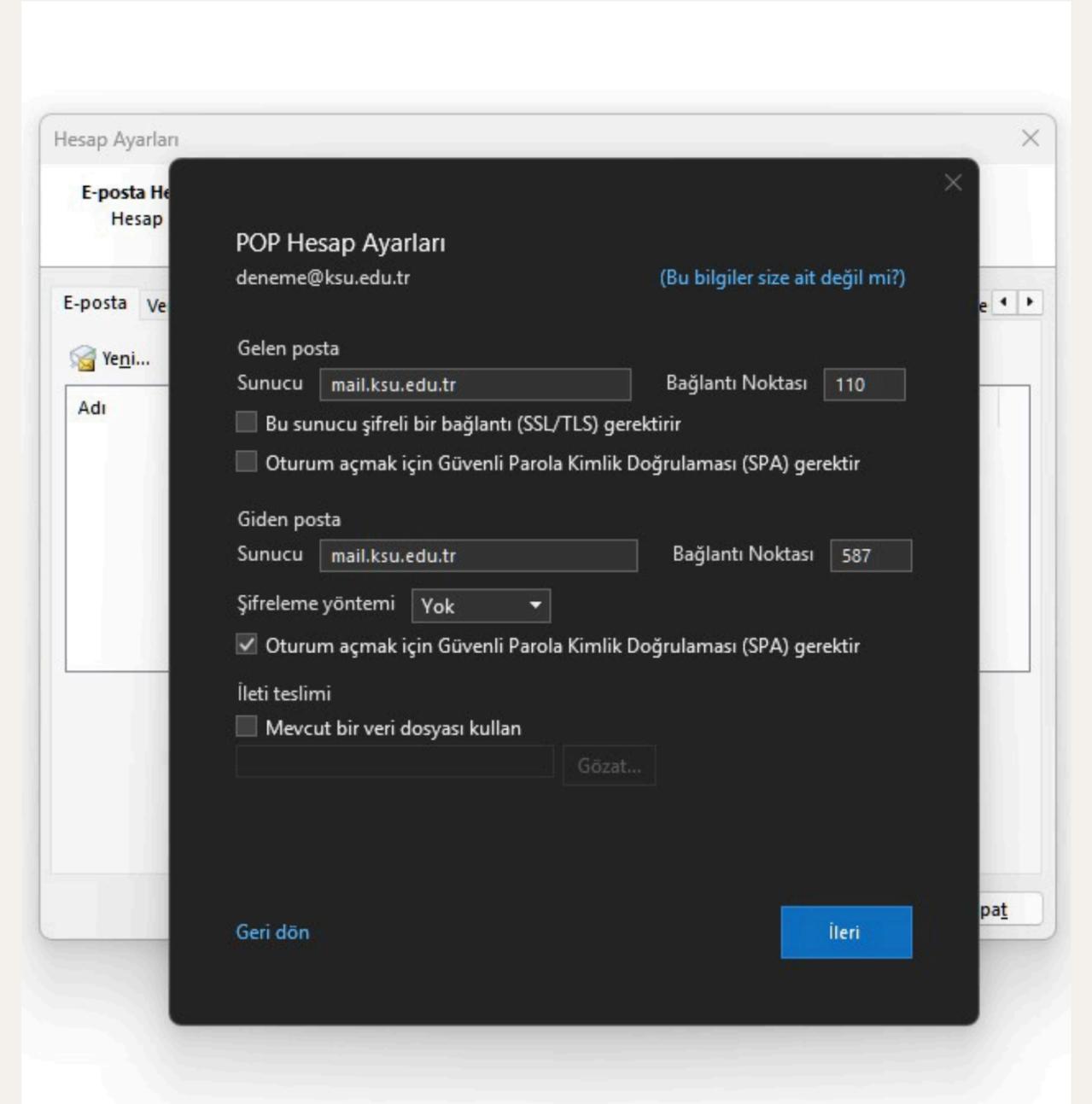
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Step 12 – On the screen that appears, click Change Account Settings.



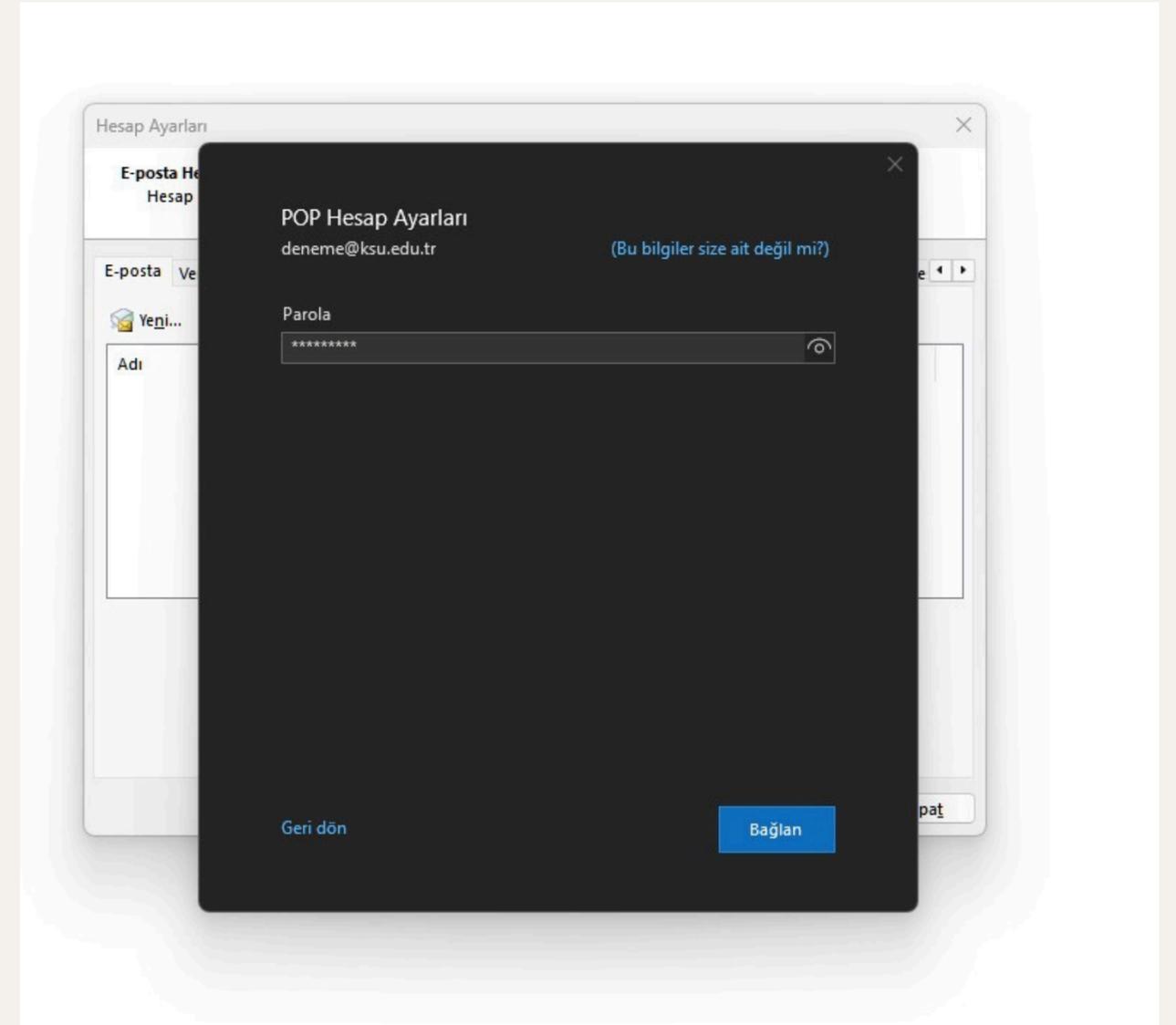
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Step 13 – Enter the settings exactly as shown in the image on the right.



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Step 14 – Re-enter your KSU email password and click Connect.



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Step 15 – Your KSU email account has been successfully set up on your computer.

