



Setting Up an Individual Outlook Account Profile

(These instructions apply to all PC users)

Amarillo College Faculty and Staff

How to Set up Your Outlook Account Profile in Your Outlook Desktop Client

1. Click **Start**, then click **Control Panel**.

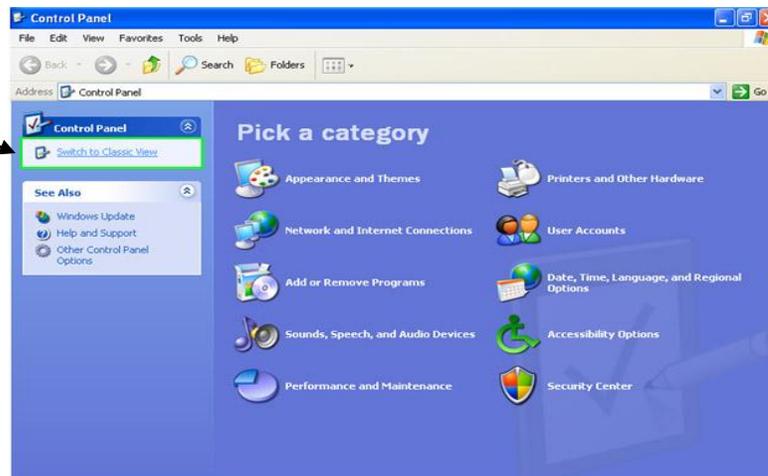
1) Click here



2) Click here

2. In the upper-left hand corner, click **Switch to Classic View**.

Click here



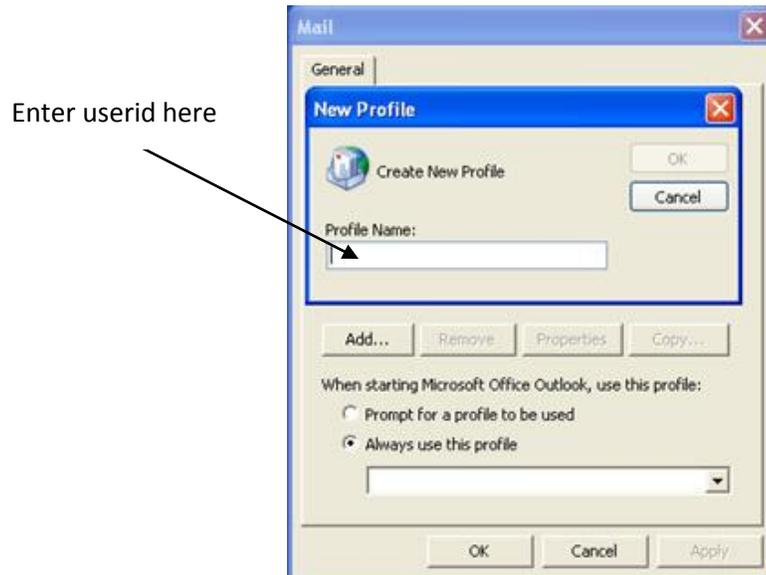
3. Double-click on the **Mail** icon.



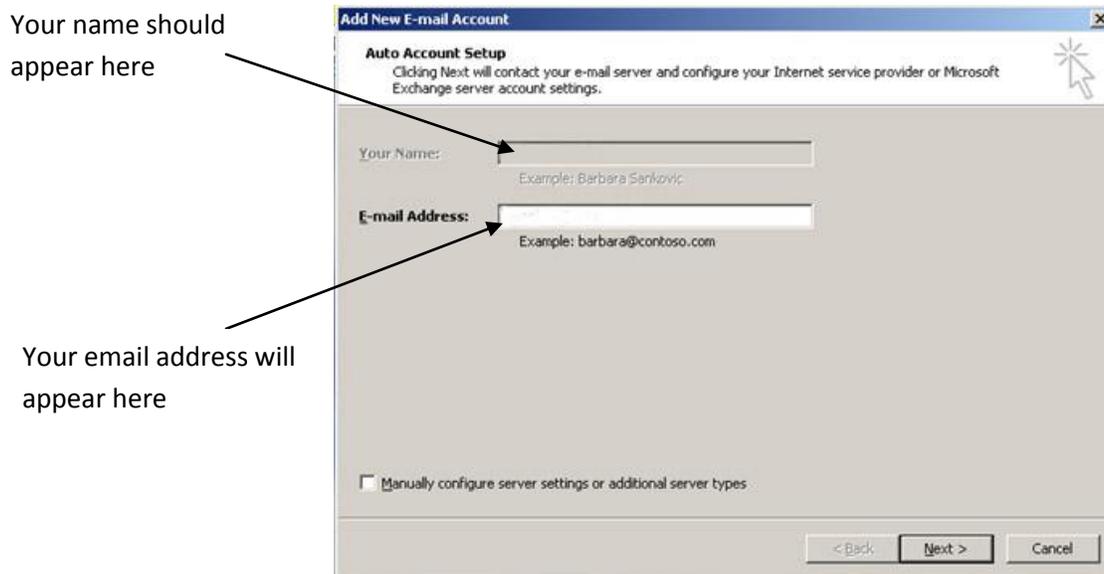
4. In the new window, click the **Add...** button.



5. In the new window, type in your *First Initial, Middle Initial, and Last Name* (your ACNetID and Outlook userid) in the text box labeled **Profile Name**. Click **OK**.

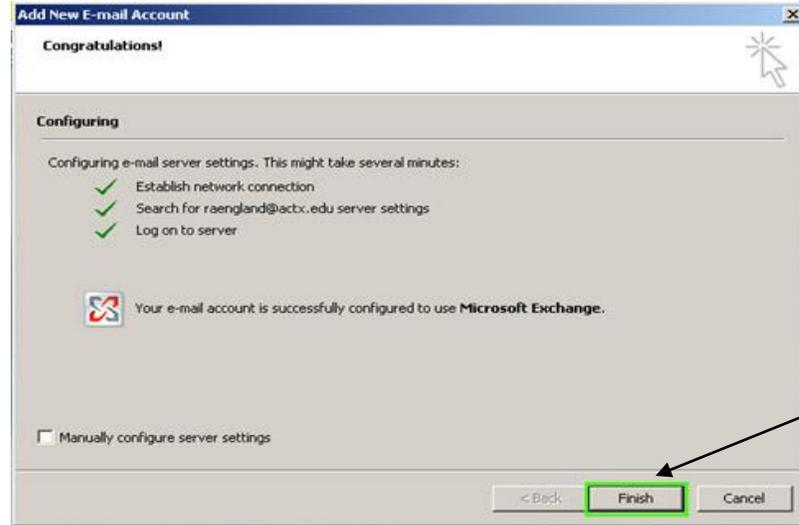


6. In the next window, your First and Last name should automatically appear in the grayed-out **Your Name** text box. Your e-mail address should also be automatically entered in the **E-mail Address:** Text Box.* Click the **Next** button.

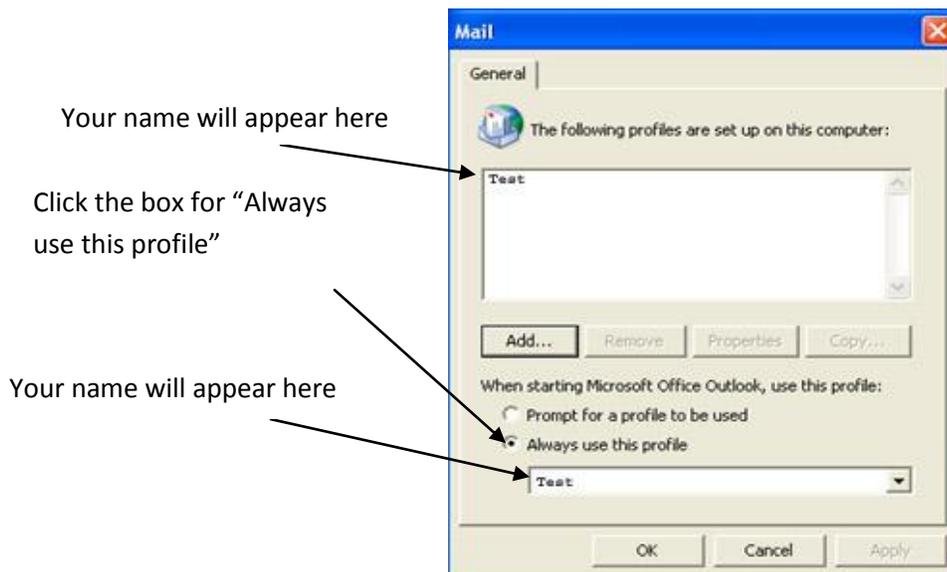


*At this point, if your full name and e-mail address do not automatically show up in the text boxes, you will need to contact the TIC Helpdesk by phone (371-5100), or by email helpdesk-it@actx.edu . When you contact the TIC Helpdesk, be sure to tell the support representative that you are having trouble setting up your email with this document.

7. In the new window, click the **Finish** button



8. You will now be brought back to the original Mail window. Your name should be in the upper box, as well in the drop-down menu under *Always use this profile*. (Shown by “Test” in the example below.) Click the **OK** button.



You have now completed your e-mail setup. You can now access Outlook 2007 through the start menu, or through the desktop icon. Your e-mail may take a few minutes to fully refresh your inbox.

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This is a publication of Information Technology Services. For further assistance please contact the Technology Information Center (806) 371-5100, or email helpdesk-it@actx.edu.