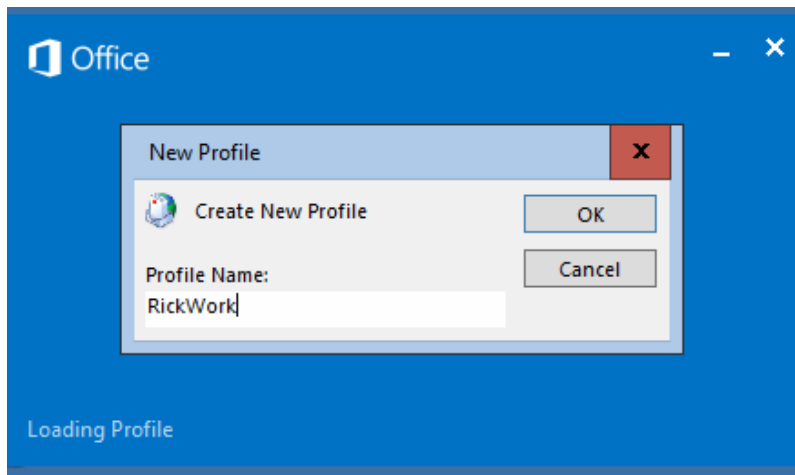


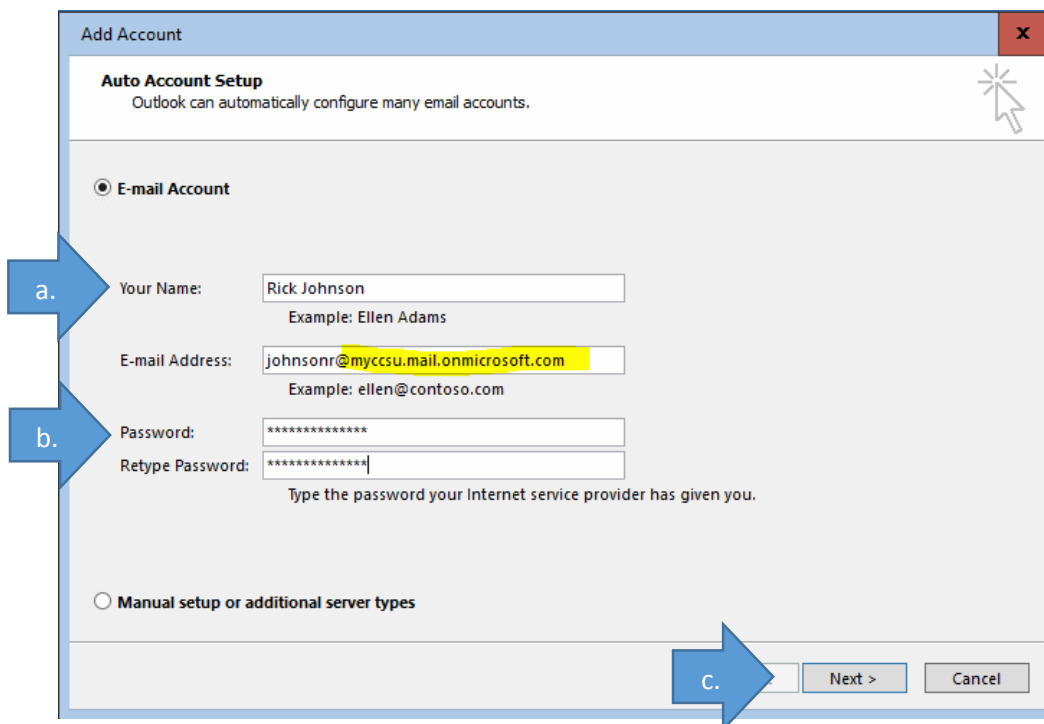
Outlook 2013 from Home (First-time configuration from home)

1. Open the Outlook 2013 Client
2. *If prompted for profile, enter your name:*



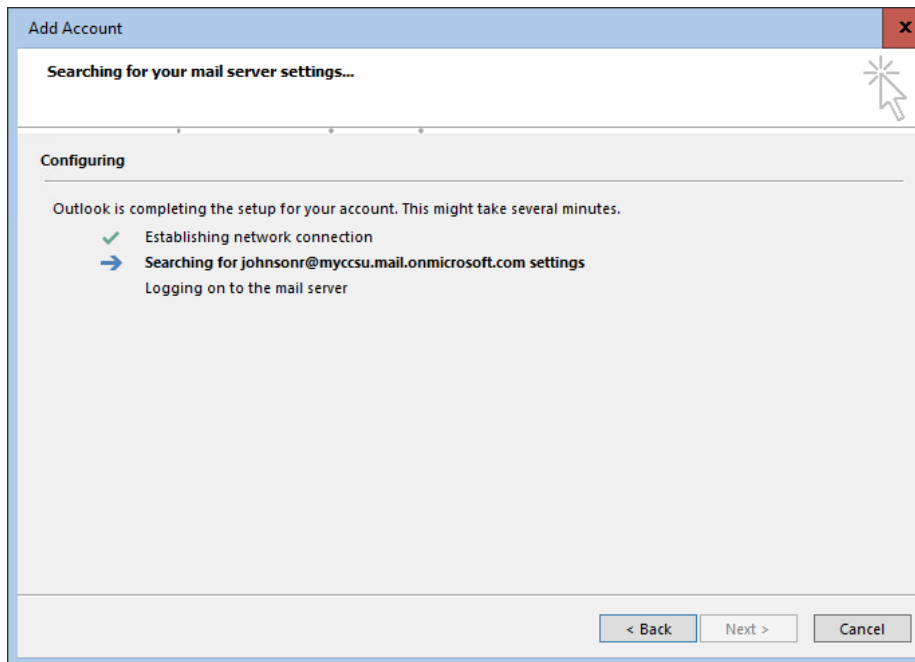
3. Add Account:

- a. Enter your **BlueNet Username followed by "myccsu.mail.onmicrosoft.com"**
(Example: *jonsonr@myccsu.mail.onmicrosoft.com*)
- b. Enter your **BlueNet Password**
- c. Click on **Next**



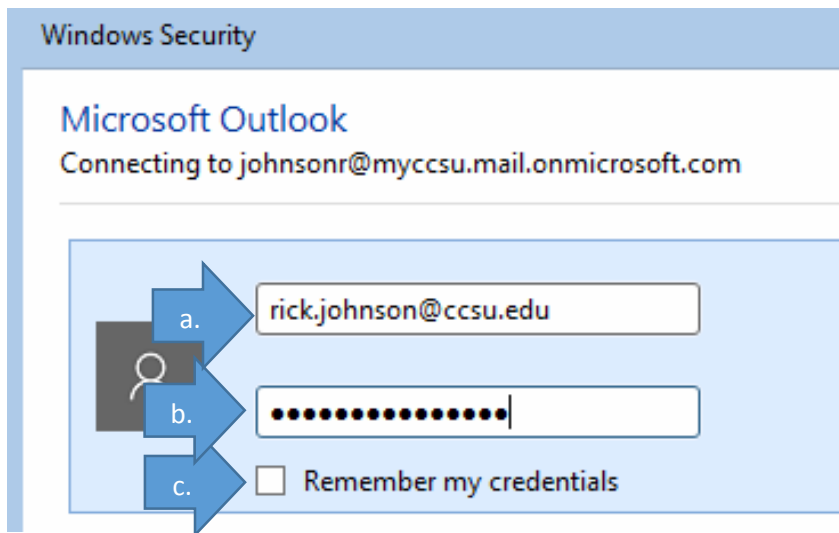
Outlook 2013 from Home (First-time configuration from home)

The following screen will display:



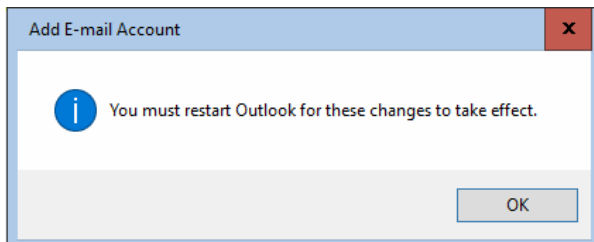
4. The following screen will display:

- a. Enter your **“CCSU e-mail address”**
- b. Enter your **“BlueNet Password”**
- c. **Optional** - Put a check in the box next to **“Remember my credentials”** if you want to save your CCSU e-mail password on your home computer.
- d. Click on **“OK”**

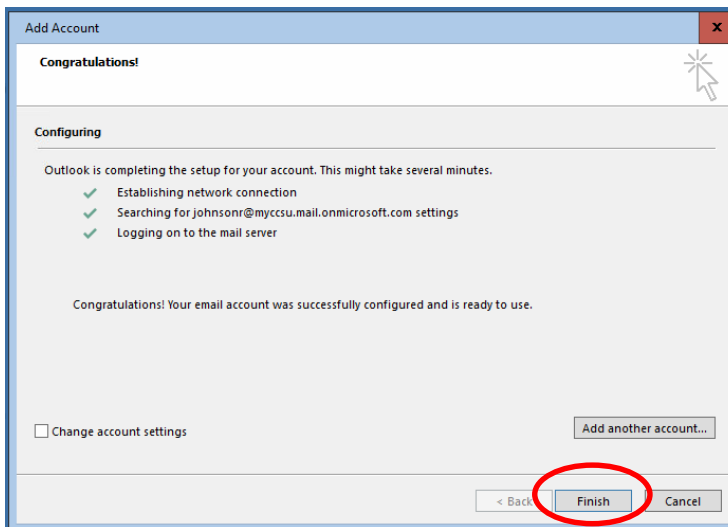


Outlook 2013 from Home (First-time configuration from home)

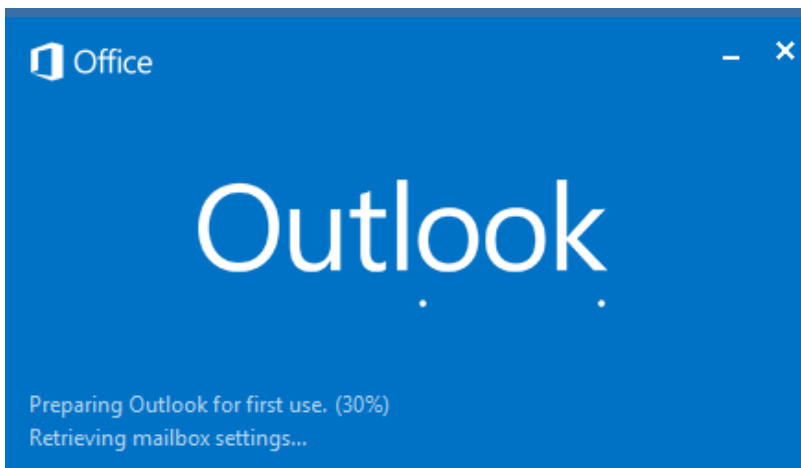
If you get the following screen, click on “OK”



5. To exit from Outlook: (**Do not use the “X” to exit.**)
NOTE: You must click on “File, click on “Exit” to Exit from Outlook.
6. “Reopen” Outlook on your Desktop. The following screen will come up:
 - a. Click on **Finish**



The following screen will come up:



Success!