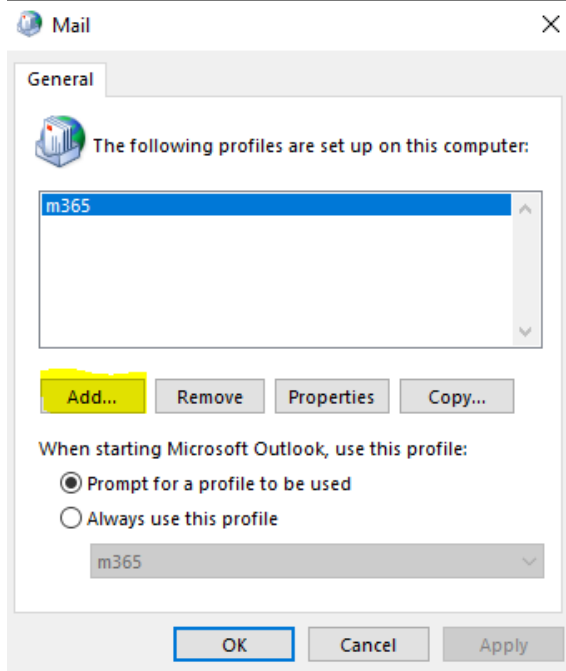
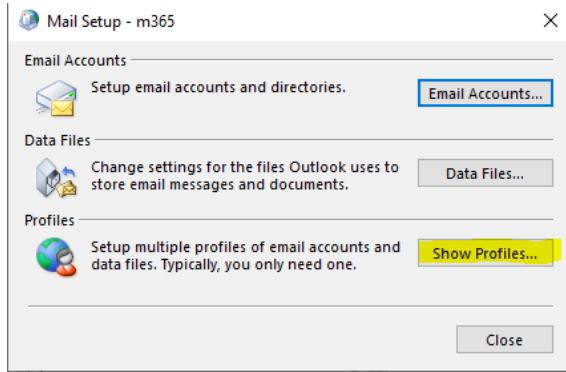
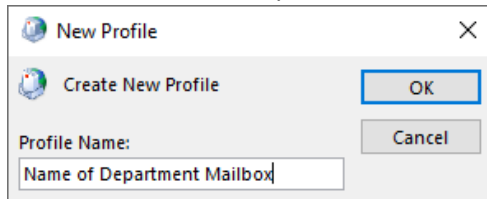


## Setting Up Your Department Mailbox As a Separate Profile in Outlook For Sending Mail Merges

1. Click the start menu and type in "Control Panel". Click on the first result.
2. Click in the top right box where it says "Search Control Panel" and type in "Mail". Click the result on the left.
3. Click the "Show Profiles" Button then click Add.



4. Create a name for the profile such as the name of the department mailbox and then click ok.



- In the email address field type in the department email address. You will need to type in the email address in the CUNY format. Please reach out to the helpdesk for the mailbox name in the CUNY format. Leave the password fields blank and click next.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the section is titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' A mouse cursor is pointing at a star icon in the top right corner. The 'E-mail Account' radio button is selected. The 'Your Name' field contains 'CSI Department Mailbox' with an example 'Example: Ellen Adams' below it. The 'E-mail Address' field contains 'csi.departmentmailbox00@login.cuny.edu' with an example 'Example: ellen@contoso.com' below it. There are two empty password fields labeled 'Password:' and 'Retype Password:'. Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom, there is an unselected radio button for 'Manual setup or additional server types'. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

- On the screen below type in your own CUNY username (e.g. `firstname.lastname##@login.cuny.edu`)

The screenshot shows the Microsoft 'Sign in' screen. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. The text reads 'Type the email of the account you would like to use to open [autodiscover.xml](#).' Below this is a text input field containing 'firstname.lastname##@login.cuny.edu' with a clear button (X) on the right. Below the input field is the text 'No account? [Create one!](#)'. At the bottom center is a blue 'Next' button. At the bottom left, there is a footer with '©2022 Microsoft' and a link for 'Privacy statement'.

7. On the next screen, type in your CUNY username and password (e.g. [firstname.lastname##@login.cuny.edu](mailto:firstname.lastname##@login.cuny.edu)) and then click login. You will be prompted to complete your Multi Factor Authentication.

**CUNY**

### Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

Username  
firstname.lastname##@login.cuny.edu

Password

Login

[> Forgot Password](#) [> New User](#)  
[> Forgot Username](#) [> Manage your Account](#)

**PROTECT YOUR PERSONAL INFORMATION AND PRIVACY**

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of

8. Click Finish on the screen below

Add Account

**Congratulations!**

#### Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for csi.officeautomation96@login.cuny.edu settings
- ✓ Logging on to the mail server

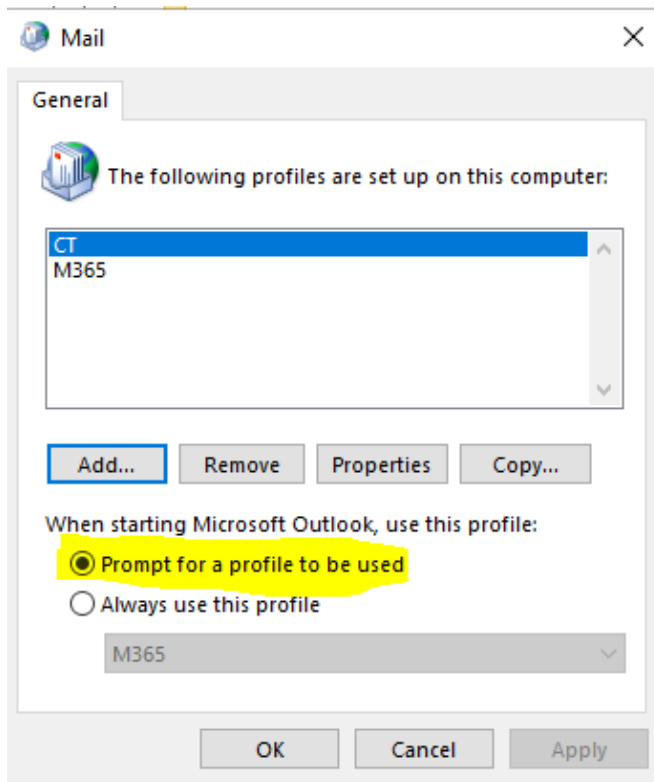
Congratulations! Your email account was successfully configured and is ready to use.

Change account settings  
 Set up Outlook Mobile on my phone, too

Add another account...

< Back Finish Cancel Help

9. Be sure to select “Prompt for a profile to be used” if it is not already selected and click OK.



10. The next time you open outlook you will be prompted to select which profile you would like to open.