To begin the process of setting up your account in Outlook, you will first need to close the Outlook Program. Next we will need to open the Mail Control Panel program. This can be done on Window’s 7 or 8 by pressing the windows key and then typing “Mail” or in XP by opening the control panel off of the start menu.

If you have never used Outlook on this machine before, you will need to setup a profile before you can setup an account. Enter a name for your profile of your choosing, and then select OK.

If you are logged into a campus computer, the next screen will be filled out for you. If you are using a personal machine or a group account, you will need to enter your name, email address with @bgsu.edu, and your password twice.

Select the next button to continue. A screen will come up that has three lines. Each line will show a green check mark once completed. Once all three lines have the green check marks, select finish to complete the setup process.