



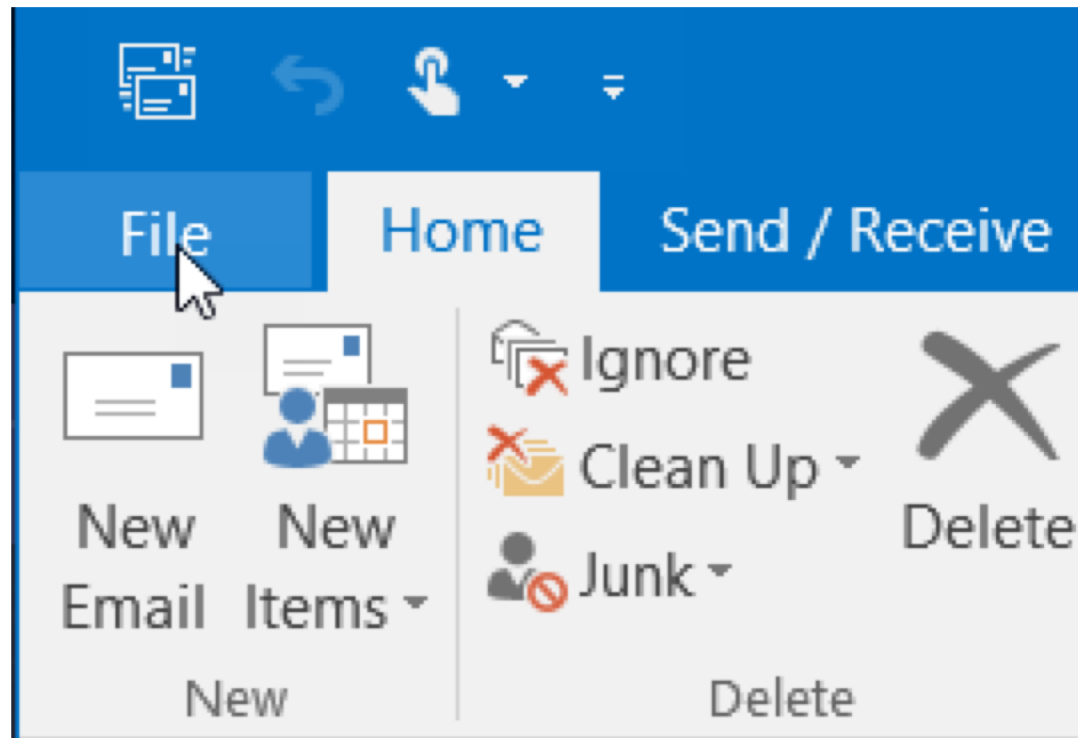
Office of Information Technology

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

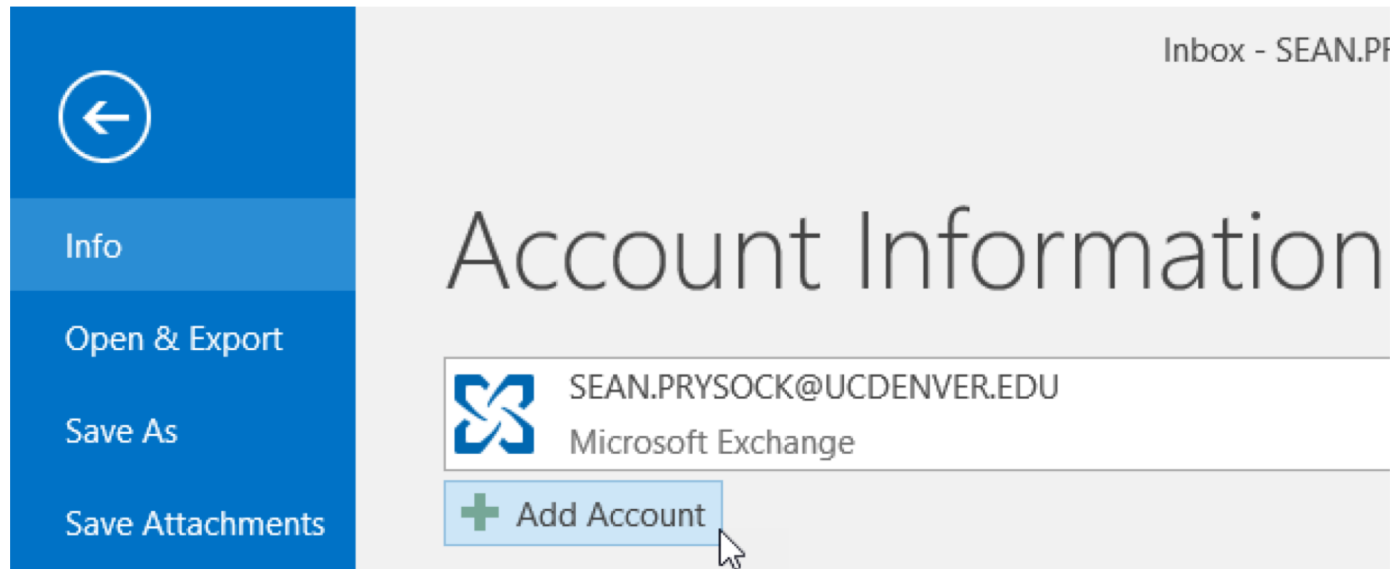


ADD MAILBOX (WINDOWS)

Open Outlook > Click “File” tab





Click “Add Account”



Enter **Display Name** (optional) in the “**Your Name**” field then populate “**E-mail Address**” with the address. Click “**Next**” when finished.

Add Account ×

Auto Account Setup
Outlook can automatically configure many email accounts. 

☒ **E-mail Account** 

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

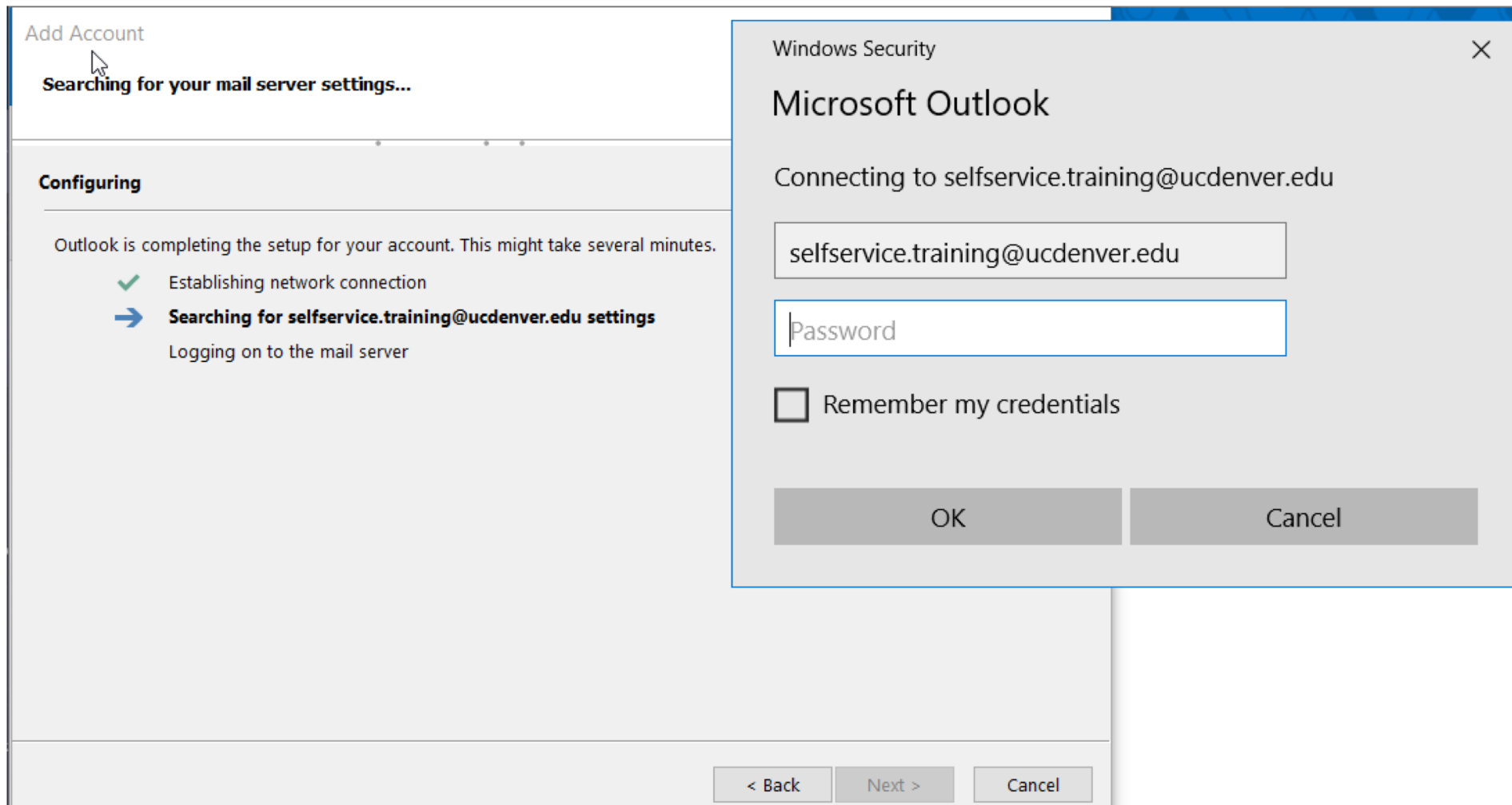
Retype Password:

Type the password your Internet service provider has given you.

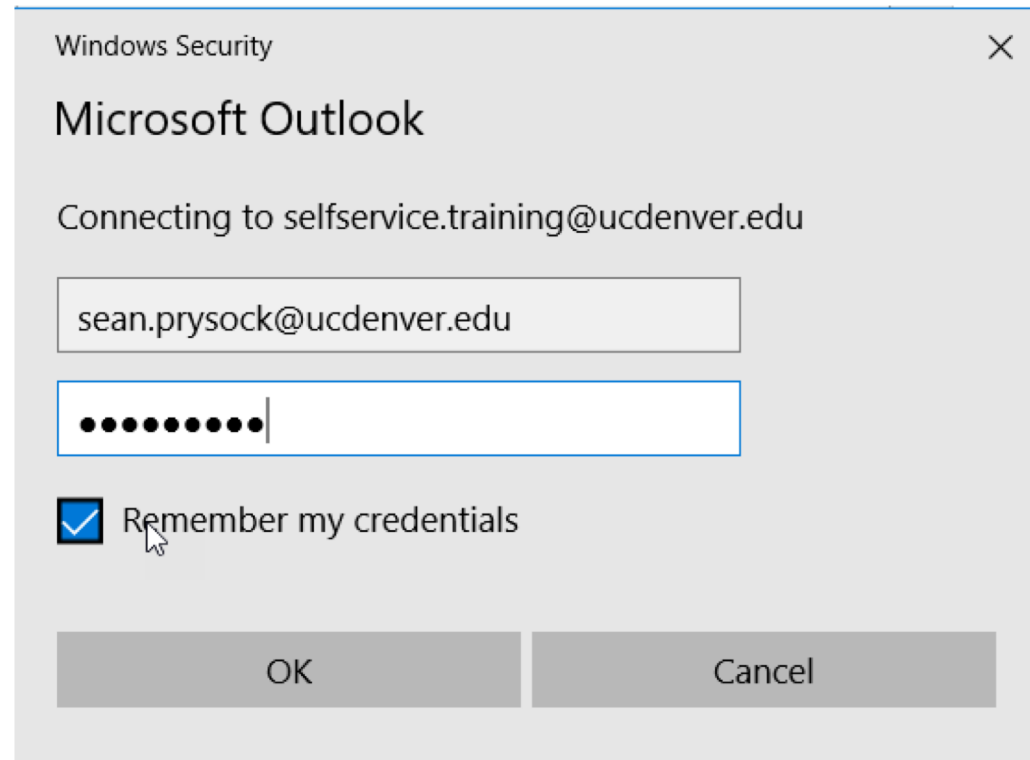
☐ **Manual setup or additional server types**

< Back Next > Cancel

You will see this popup next



Clear the field and instead enter your UCD email address and network password then click “OK”



A screenshot of a Windows Security dialog box titled "Microsoft Outlook". The dialog is for connecting to the email address "selfservice.training@ucdenver.edu". It contains two input fields: the first contains the email address "sean.prysock@ucdenver.edu", and the second contains a masked password represented by ten black dots. Below the password field is a checkbox labeled "Remember my credentials" which is checked. At the bottom are "OK" and "Cancel" buttons.

Windows Security

Microsoft Outlook

Connecting to selfservice.training@ucdenver.edu

sean.prysock@ucdenver.edu


.....

☒ Remember my credentials

OK Cancel

The field should look like this with **three (3) green checkmarks**. Click **“Finish”**.


Add Account ×

Congratulations! 

Configuring

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

- ✓ Establishing network connection
- ✓ **Searching for selfservice.training@ucdenver.edu settings**
- ✓ Logging on to the mail server



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

☐ Change account settings Add another account...

< Back **Finish** Cancel

Restart Outlook

Microsoft Outlook

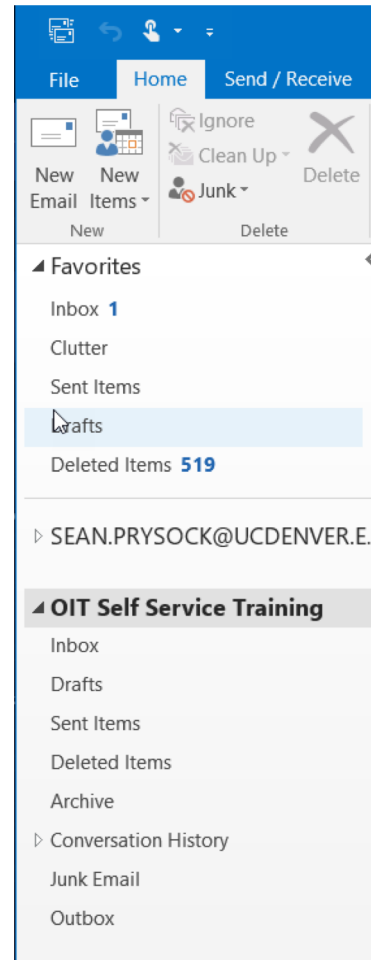


You must restart Outlook for these changes to take effect.



OK

Success!



Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at oitsupport.ucdenver.edu or Open a Ticket at <http://4help.oit.ucdenver.edu>.