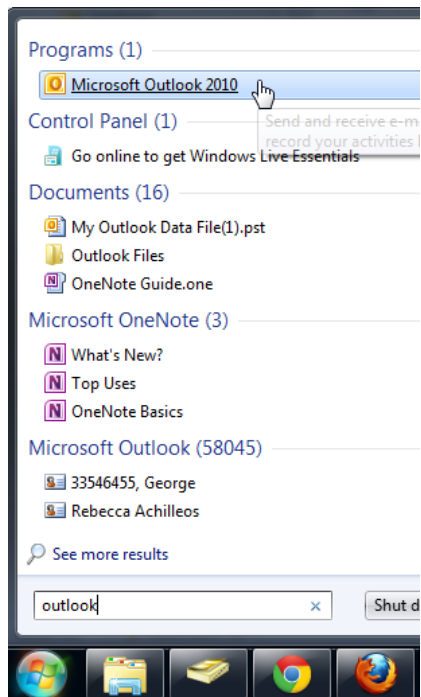


**Purpose:** This procedure describes how to configure your Email account as a new user or on a new computer.

**Step 1** Log on to the computer with your UQ username and password.

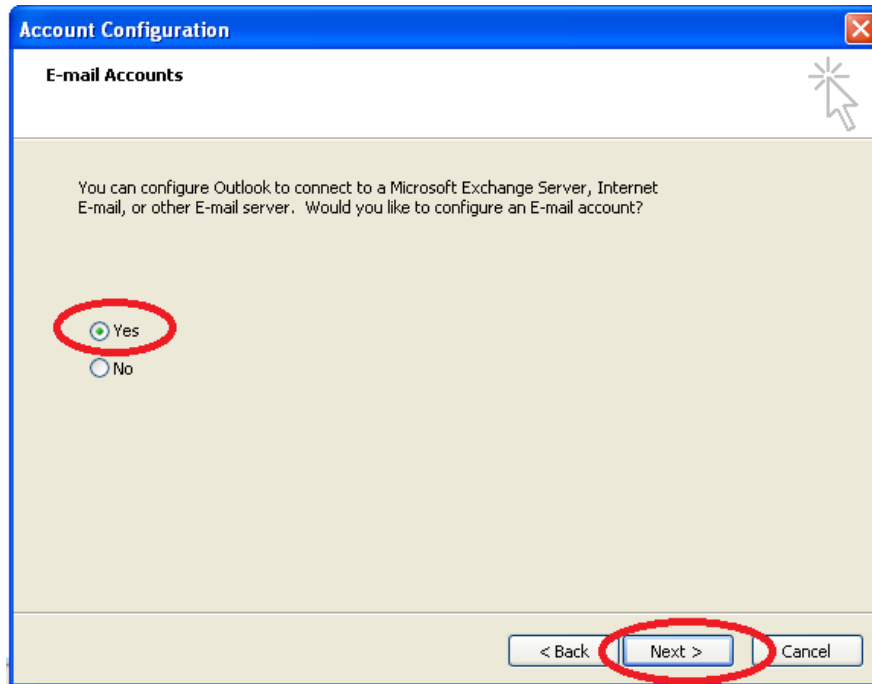
**Step 2** Open Microsoft Outlook.



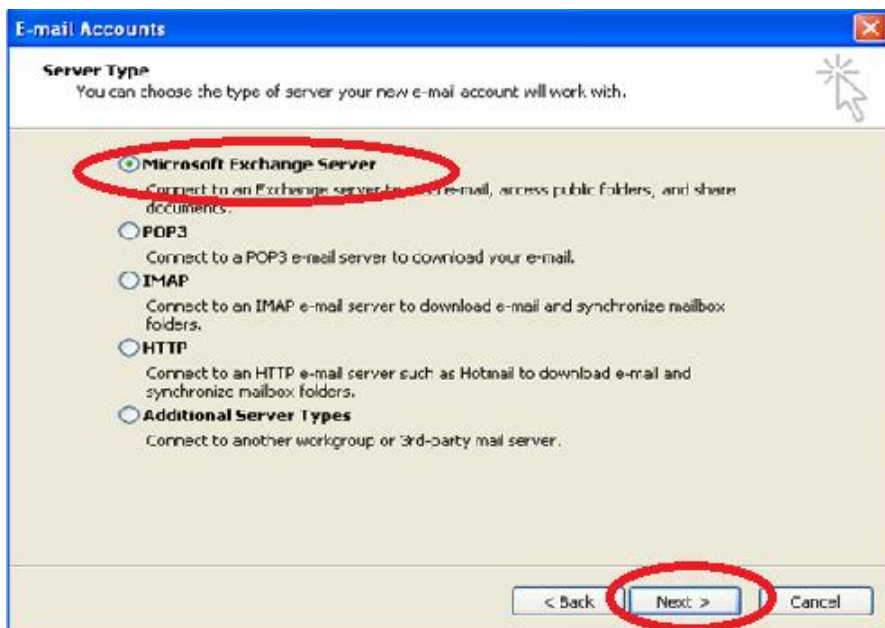
**Step 3** The Outlook Start up screen will open, click **Next**.



**Step 4** Select “Yes” and click “Next”.



**Step 5** Select **Microsoft Exchange** server and click “Next”



**Step 6** Enter the Microsoft exchange address as – **exchange.uq.edu.au** and enter your UQ username then click **Check Name**, then click **Next**.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The window title is 'E-mail Accounts' and it has a close button (X) in the top right corner. Below the title bar, there is a section titled 'Exchange Server Settings' with a sub-header 'You can enter the required information to connect to your Exchange server.' and a help icon (a star with a mouse cursor). The main area contains two sections of instructions. The first section says 'Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.' and has a text box labeled 'Microsoft Exchange Server:' containing the text 'exchange.uq.edu.au'. Below this text box is a checked checkbox labeled 'Use Cached Exchange Mode'. The second section says 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' and has a text box labeled 'User Name:' which is currently empty. To the right of the 'User Name' text box is a button labeled 'Check Name'. Below the 'User Name' text box is a button labeled 'More Settings ...'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red circle.

**Step 7** Click “Finish’ and wait 2-3 minutes for your emails to load.