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**.

![Email Setup](image)

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