How to Configure Outlook to Connect to another Mailbox (using a PC)

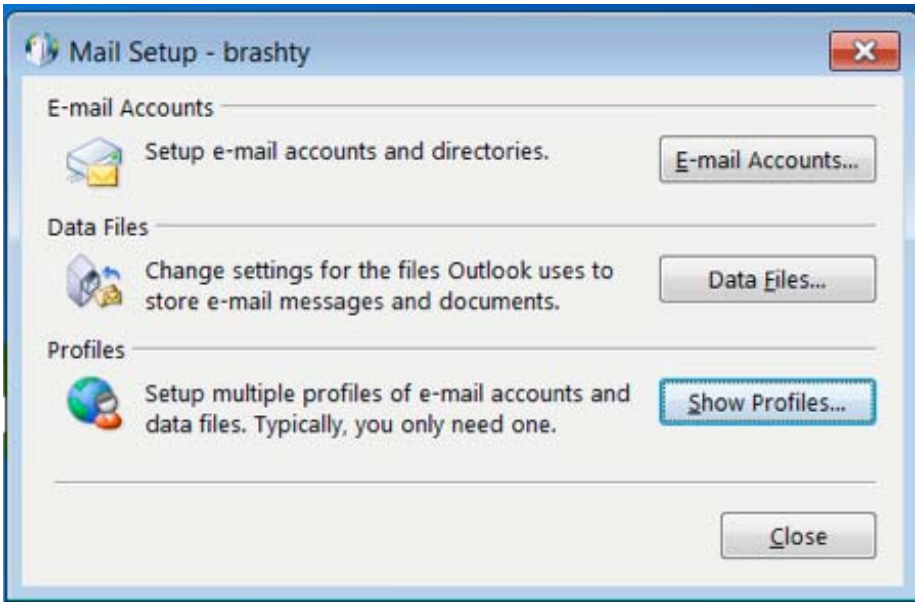
If you currently monitor a non-human mailbox, such as the English Student Association, you can configure your desktop version of Outlook to connect directly to that mailbox. This action is performed by creating an Outlook profile for the desired mailbox.

After June 1, 2015 you will no longer be able to connect to your legacy GC mailbox (XXXX@gc.cuny.edu). You will only be able to connect to a non-human Outlook mailbox (example: esa@gc.cuny.edu).

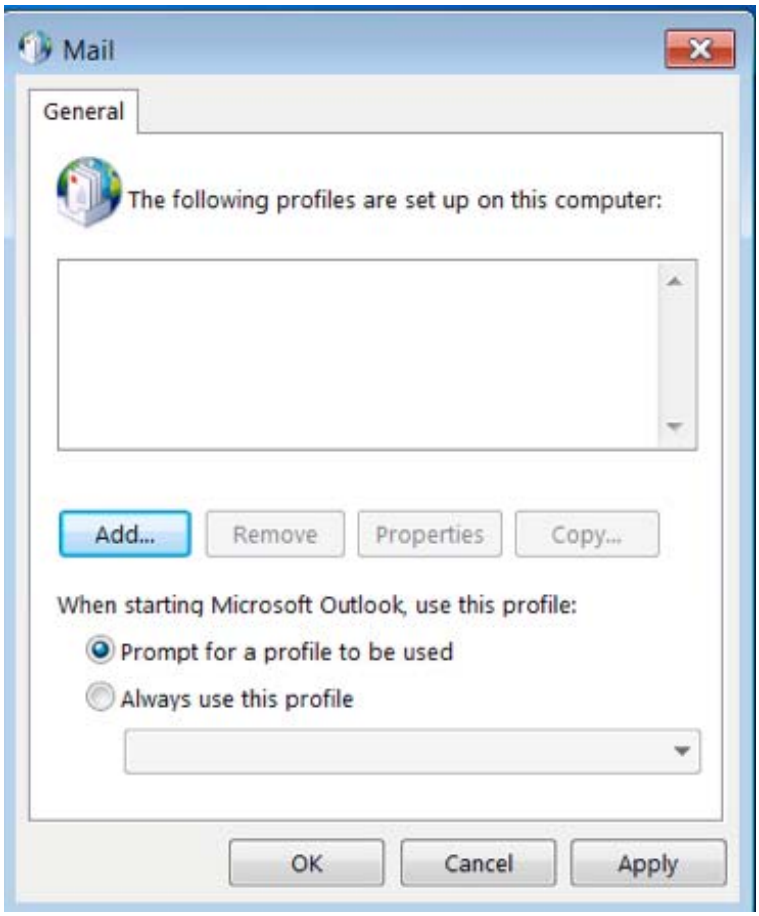
1. Click the **Start** button from bottom left of the screen.

2. On the bottom type "**mail**" into the search box and left click on "**Mail**" at the top.

3. Left click on **Show Profiles**.



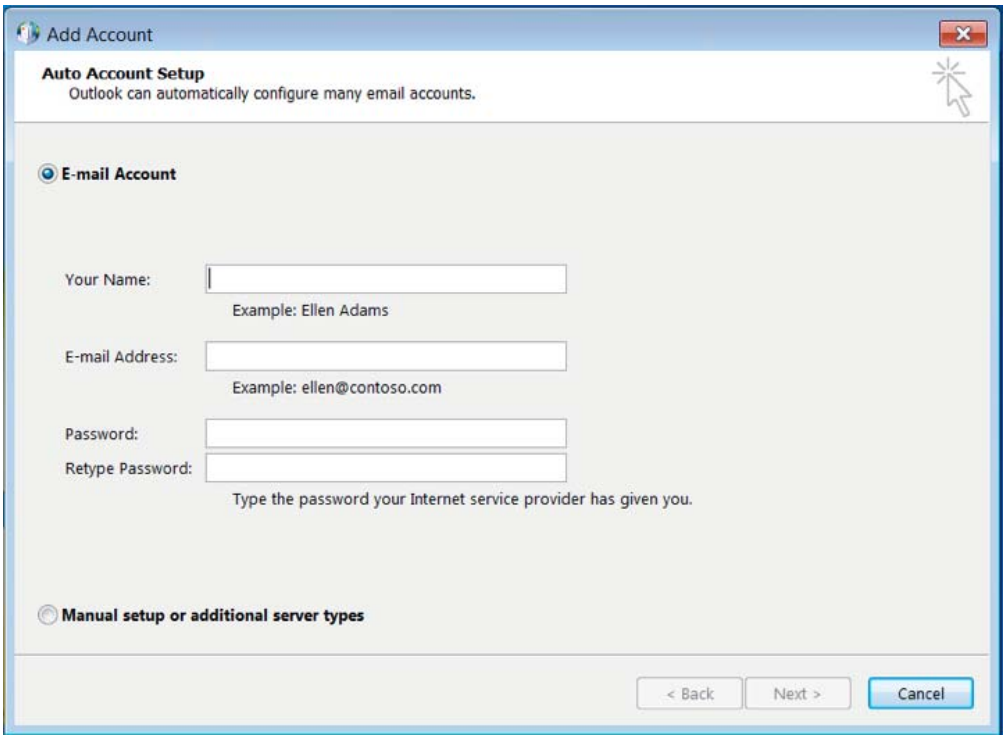
4. Left click **Add**.



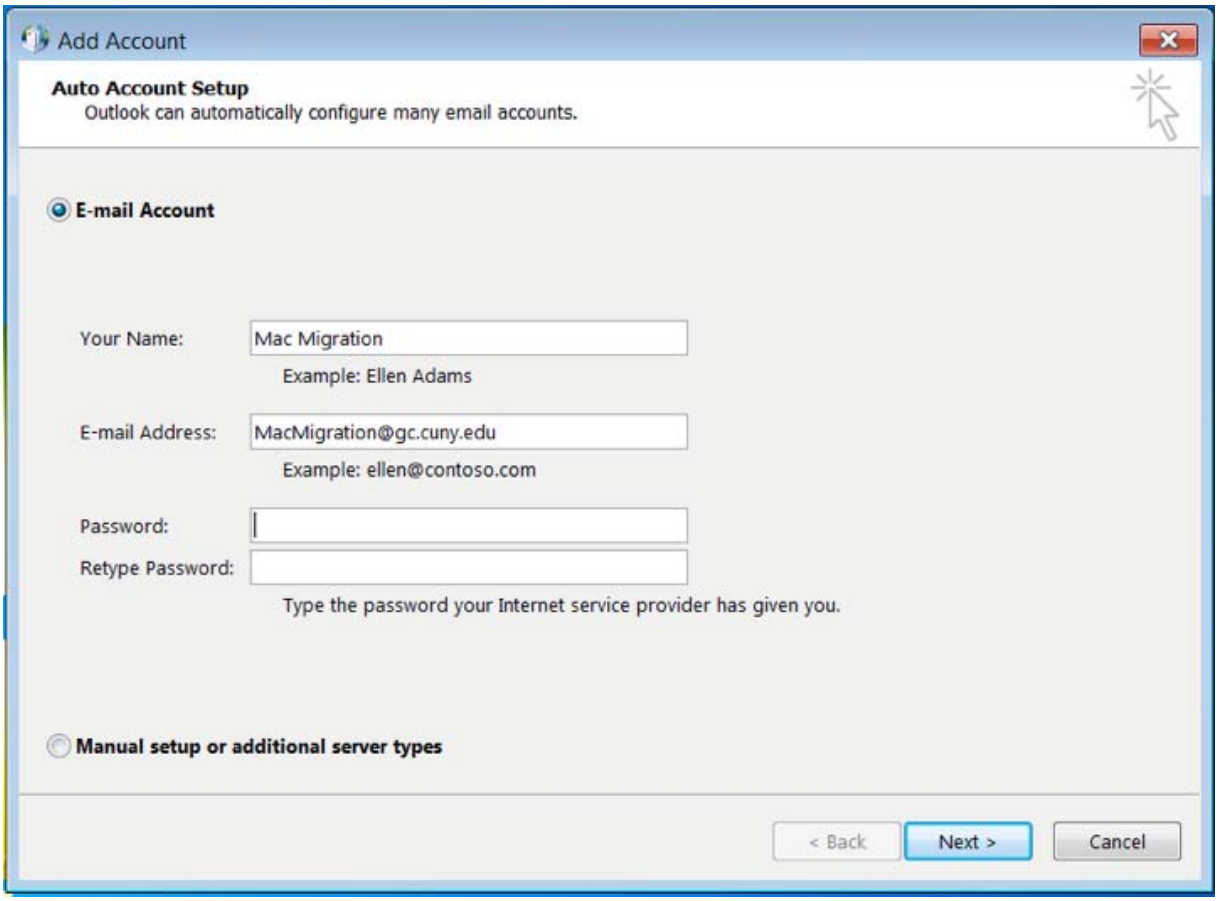
5. Type in the name of the account you want to add.

6. Left click on **OK**.

7. Delete the email address box if it has anything in it. Your screen should look like this.

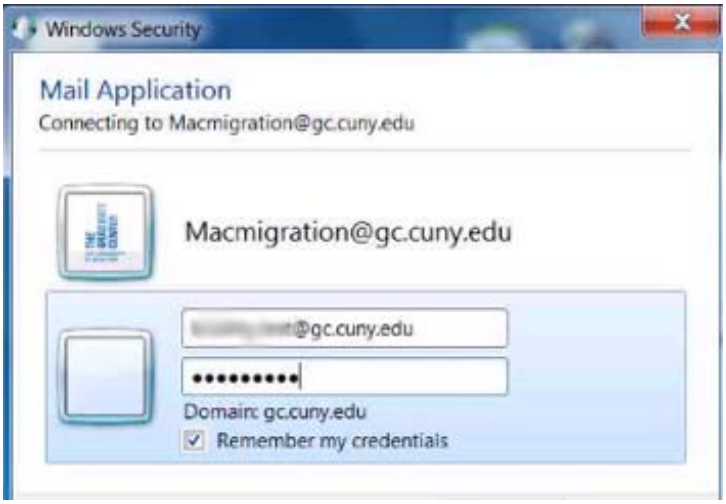


8. Enter the name and the email address of the account you want. Leave the password empty and click **Next**.

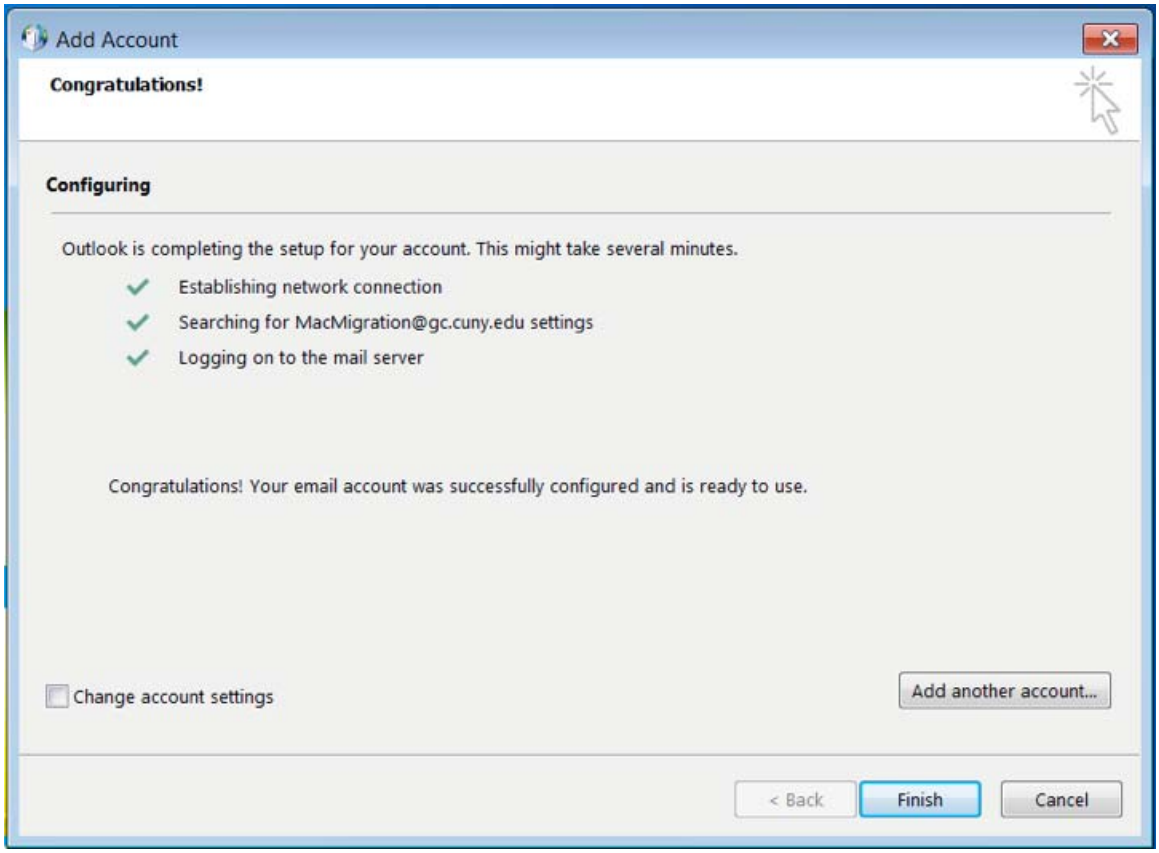


9. If you get a popup like this select "**Use another account**".

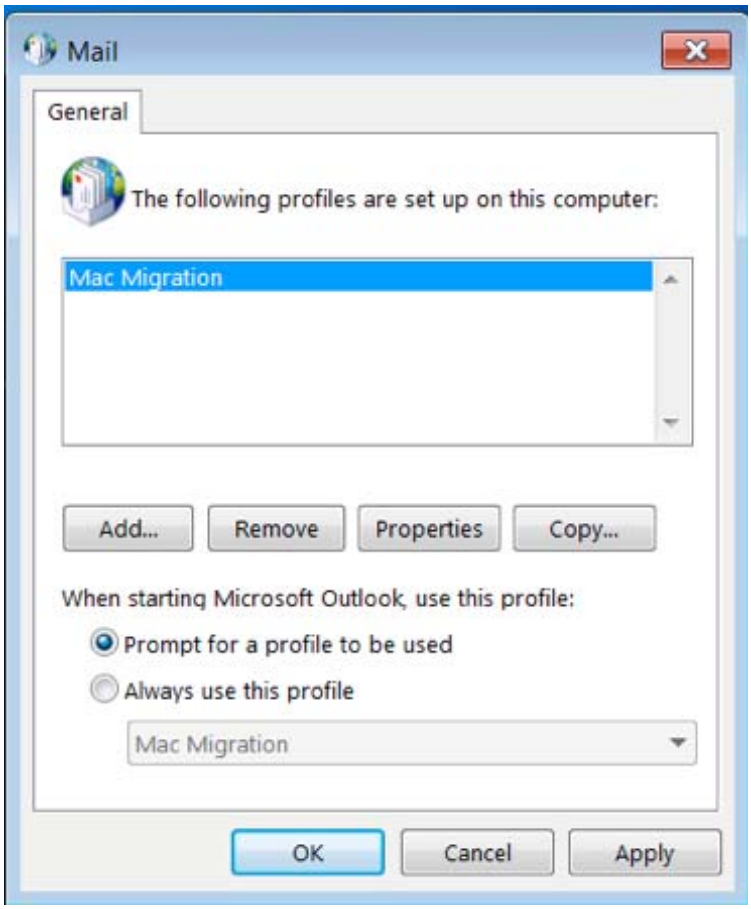
10. Enter your legacy GC email address (Including @gc.cuny.edu) and your GC password. Also make sure to check “Remember my credentials”.



11. Left click **Finish**.



12. Make sure "**Prompt for a profile to be used**" is selected and click **OK**.



13. Open **Outlook**.
14. Choose your new profile at the prompt and click **OK**.

15. Wait while inbox is synched.