If you have Outlook 2010 and you set it up like this, you will have a much better experience including read/write access to your calendar, tasks, and contacts – something not possible with POP or IMAP.

1. Begin by opening the Control Panel from the Start Menu. Click on “User Accounts and Family Safety” if displaying the default Category view. If displaying the Icon view, click on “Mail (32-bit)” (Windows 7), View 32-bit Control Panel Items  Mail (32-bit) (Windows Vista x64) or Mail (Windows XP and Windows Vista x86) and skip to step 3.

2. Click the option “Mail” or “Mail (32-bit)” depending on your operating system.
Microsoft Outlook 2010 “Outlook Anywhere” Instructions - Bloomsburg University Students

3. Click on “Show Profiles”.

4. Click “Add” to begin adding your account to a new local Outlook profile.
5. Give the new local Outlook profile a name that identifies it as your student email account. Click “OK”.

6. Select “E-mail Account” and enter your name and your email address. Type your current HuskyID password twice, and then click “Next” to continue.
7. If a dialog box pops up asking if you want to allow an outlook.com website to configure the server settings, check the “Don’t ask me about this website again” box and then click “Allow”. Once the account gets configured successfully automatically, click “Finish”.

8. Your account is now configured. Click “OK” to close the Mail control panel dialog box and open the Microsoft Outlook 2010 software from your start menu. Enter your password when you are asked. You may check the “Remember my credentials” box if you would like to; however, this should not be done if you are using a computer with a shared logon. The initial synchronization could take a while depending on your usage.