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.

1) Begin by opening the Control Panel from the Start Menu. Click on “User Accounts and Family Safety”.

![Control Panel](image)
2) Click the option “Mail” or “Mail (32-bit)” depending on your operating system.
3) Once the Mail screen is open, click “Add” to begin adding your account.

![Outlook Anywhere 2010](image)

4) Give the profile a name, good practice is to give it one that identifies it as your Live@EDU account. Click “OK”.

![New Profile](image)
5) Select “E-mail Account” then enter your name and your email address (your HuskyID). Type your password twice, then click “Next” to continue.

6) A box will appear asking if it’s ok for Outlook to automatically configure the account. Put a check in the “Don’t ask me about this website again” box, then click “Allow”.

![Image of Outlook Anywhere 2010 - For Students](image-url)
Outlook Anywhere 2010 - For Students

7) You may be asked for your password a few times during the process. Your username is your email address (HuskyID). Enter your password, then click “OK”.

8) Outlook will begin configuring the account settings. When it’s done, it will display a message saying “Your email account is successfully configured”. Click “Finish” to end the process. Click “OK” to close the mail window.