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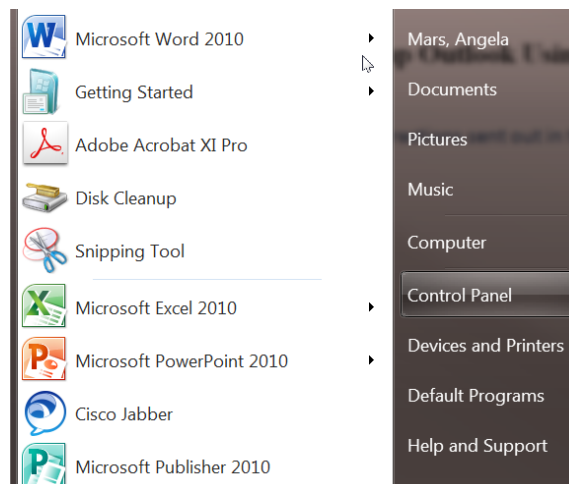
## Configure Outlook Profile for Use with Exchange 2016

CTC's IT Division recommends that remote users use Outlook Web Access to access their CTC mailbox. You can login to OWA at this url: <https://mail.ctcd.edu/owa>, using the same username and password for Etrieve or for logging into the Central Campus CTCD domain.

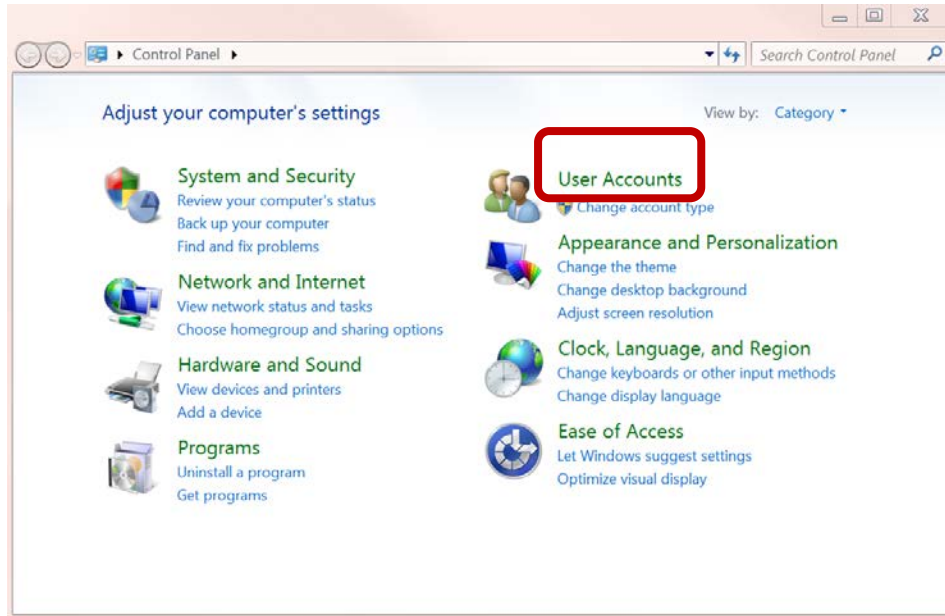
Remote users may also use Microsoft's Outlook client. Versions of Outlook prior to 2010 are not supported. As such, the IT Division recommends Outlook 2013 or later. Instructions for configuring Outlook for use with CTC's Exchange 2016 environment are as follows:

1. Click the *Start icon* in the lower-left hand corner of your screen. 

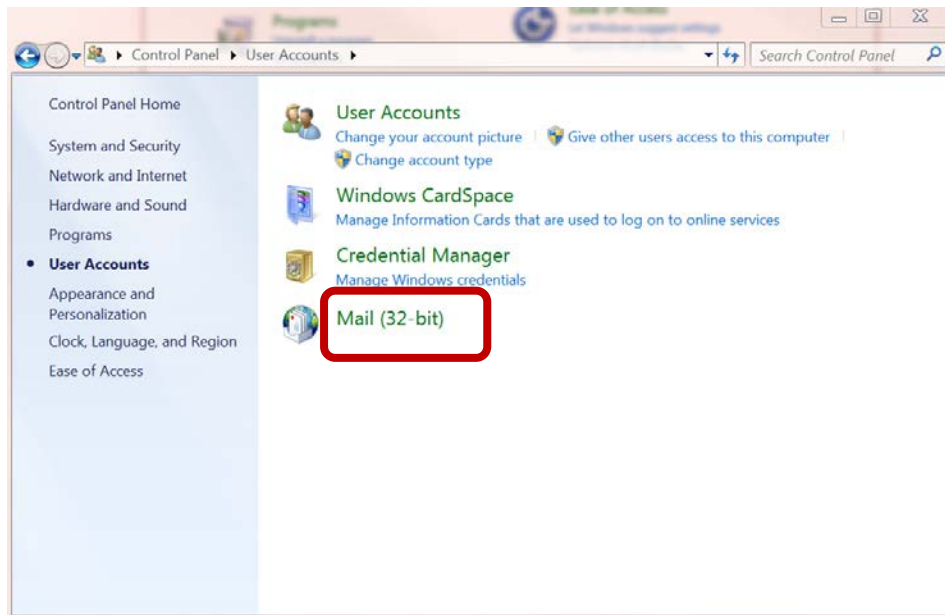
2. Open the **Control Panel** from the Start menu.



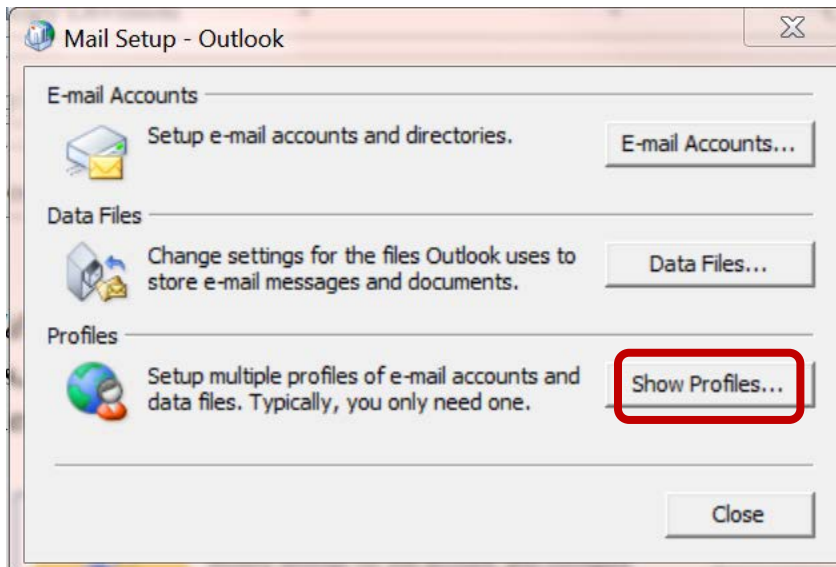
3. Click on **User Accounts**.



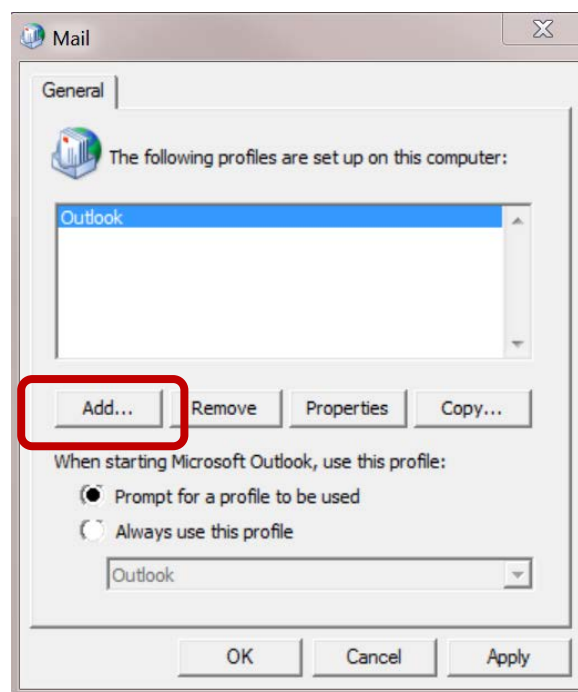
4. Click on the **Mail** option.



5. When the *Mail Setup – Outlook* window appears, click Show Profiles.



6. After the *Mail* window opens, click **Add** to create a new Outlook profile and select **Prompt for a profile to be used**.



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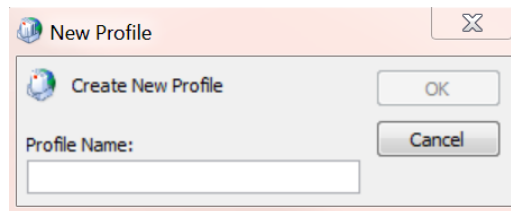
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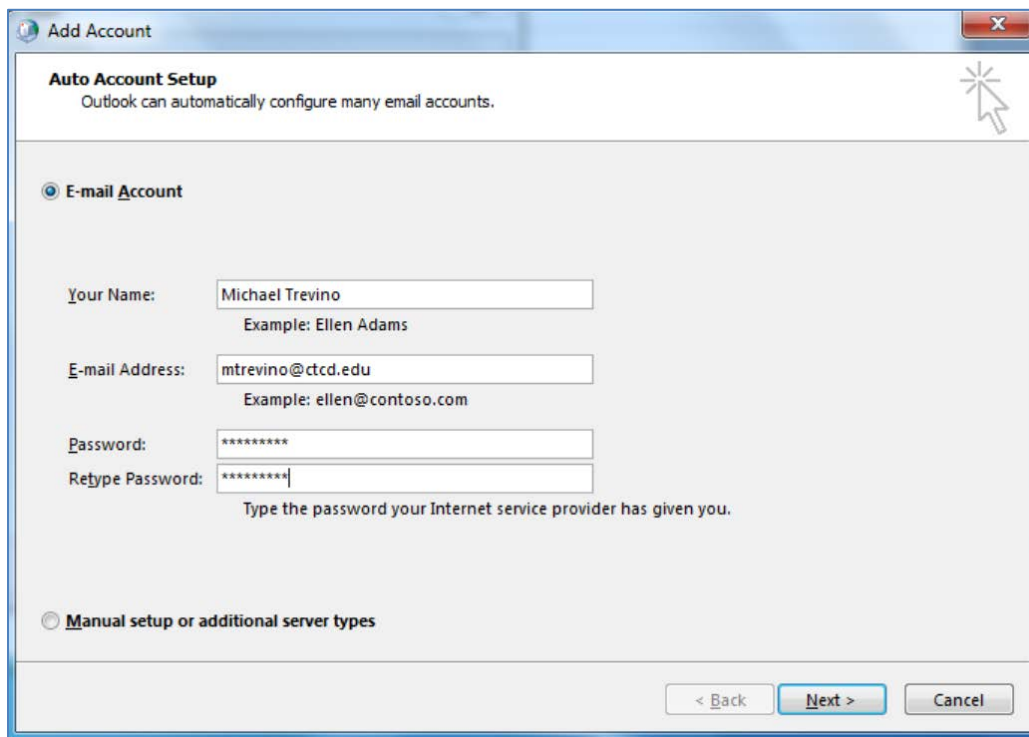
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7. In the *New Profile* window, type your **profile name** (i.e., the same login name for *Etrieve*) followed by **@ctcd.edu**. Then click **OK**.



8. When the *Add Account* window appears, if not already populated, enter **Your Name, E-mail Address, and Password**.



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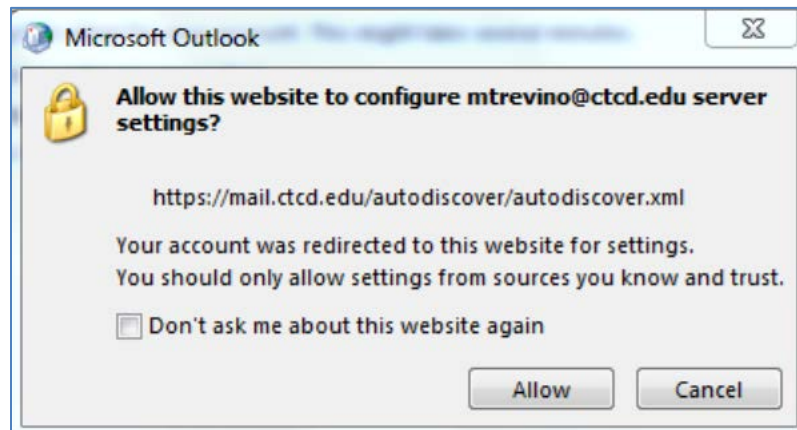
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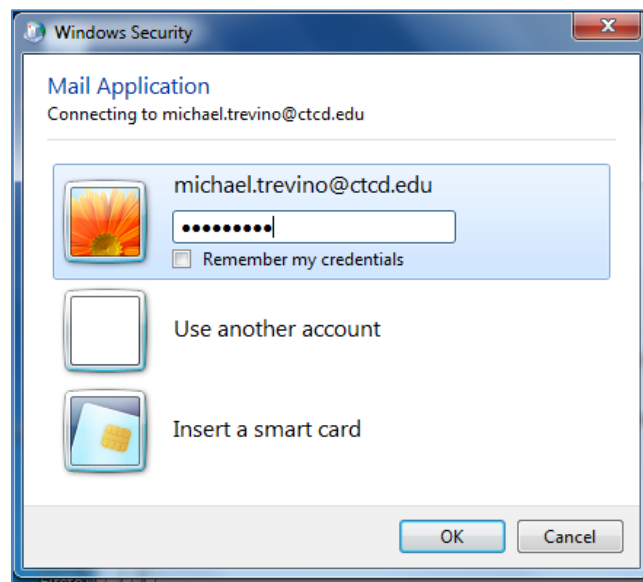
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9. A *Microsoft Outlook security box* will appear to ask if the mail.ctcd.edu domain can configure the settings for your mailbox. Click **Allow**.



10. You will be prompted to enter the password for your new mailbox. Do so, and click **OK**.



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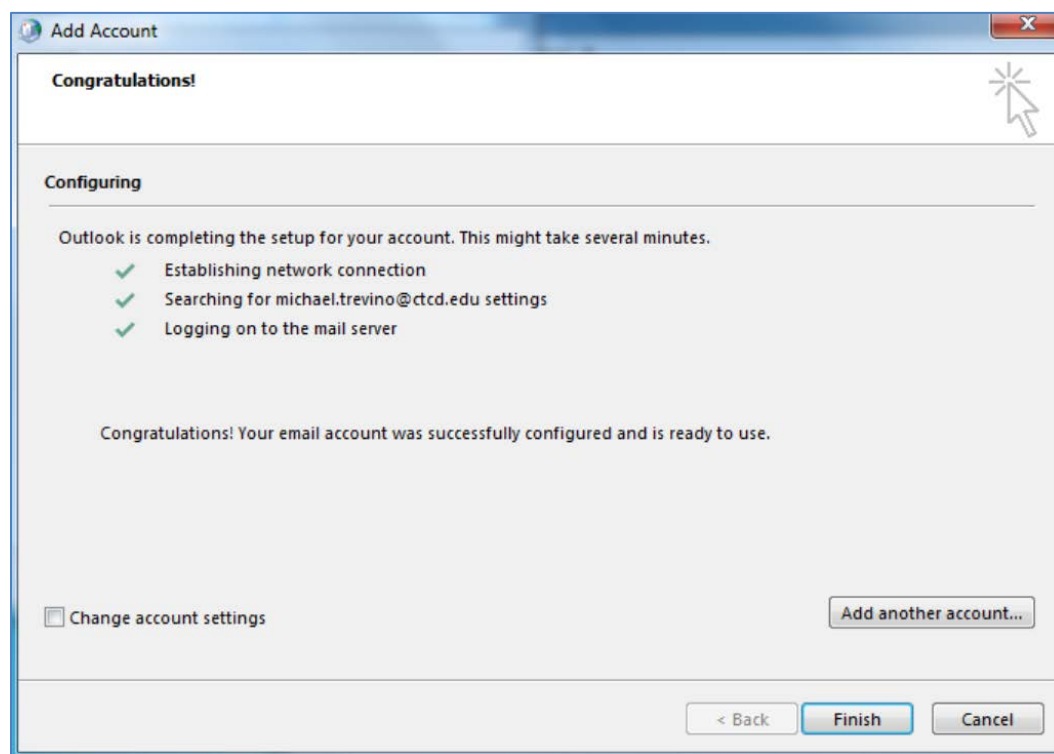
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11. Microsoft Outlook will set up your new connection on your computer. This may take a couple of minutes to complete. Finally, click **Finish**.



If you need help with this tutorial or have further questions, please contact the IT Help Desk. **Remember that you can still access all your mail via [OWA](#) in the meantime.**