Configuring BC Mail for Microsoft Outlook 2016 on a Windows PC

Step 1: Install Microsoft Outlook

Step 2: Update your hosts file (if off campus)

If you are looking to check your Brooklyn College email from off campus, you will have to update the hosts file in your machine. This will allow your machine to speak to Brooklyn College's mail servers.

a) Visit http://infotech.brooklyn.cuny.edu/netgroup/hostfile.vbs. Download the file that is hosted <u>here</u>.

b) Run the file you just downloaded, named hostfile.



Step 3: Set up your mail profile

a) Click the **Start button** and type **Control Panel** into the search box. Click to open.

b) In the search bar located in the top right of the Control Panel window, type "**mail**" to quickly find the mail setup window. Click on **Mail** (it may or may not say 32-bit).



c) Click on Show Profiles...



d) Click on Add, provide Profile Name, click OK.

	🐊 Mail 🛛 🕅
	General
id Jo	The following profiles are set up on this computer:
e	Netgroup
a	New Profile
ie	Create New Profile
av I	Profile Name: Cancel
a	
0	wither starting microsoft Outlook, use this prome.
e	Prompt for a profile to be used Always use this profile
у	Netgroup
s	
Vi	OK Cancel Apply

e) Select Auto Account Set-up, E-Mail account and fill it out.

Add Account	22
e Auto Account Setup Outlook can autom	natically configure many email accounts.
E-mail Account	
Your Name:	Network Support Services Example: Ellen Adams
E-mail Address:	netgroup@brooklyn.cuny.edu Example: ellen@contoso.com
Password: Retype Password:	****
	Type the password your Internet service provider has given you.
Manual setup or ac	Iditional server types
	< Back Next > Cancel

Click Next.

Add Accourt	it	X
Searching f	for your mail server settings	×.
Configuring	• •	•
Outlook is	completing the setup for your account. This might take several minutes.	
×	Establishing network connection	
→	Searching for netgroup@brooklyn.cuny.edu settings	
	Logging on to the mail server	
		< Back Next > Cancel

f) Click Next again.

Add Account	×						
Searching for your ma	ail server settings						
Configuring	Configuring						
Outlook is completing the setup for your account. This might take several minutes.							
Windows Security X Microsoft Outlook Connecting to netgroup@brooklyn.cuny.edu							
	netgroup@brooklyn.cuny.e Password Remember my credentials						
	Use another account						
	OK Cancel						

g) Click on **Use another account** and provide your BC email username as brooklycollege\(username) and your BC email password. Click **OK**.

Add Account							
Searching for your m	ail server settings	×					
Configuring	0 0 0 0 0						
Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection → Searching for netgroup@brooklyn.cuny.edu settings Logging on to the mail server							
	Windows Security						
	Microsoft Outlook Connecting to netgroup@brooklyn.cuny.edu						
	netgroup@brooklyn.cuny.e						
	brooklyncollege\netgroup ••••••• Domain: brooklyncollege	Cancel					
	OK Cancel						

Click OK.

h) Once you see below screen, click Finish.

	Mail	X		
ſ	Add Accourt	nt		X
	Congratula	tions!		×
	Configuring			
	Outlook is	completing the setup for your account. This migh	t take several minutes.	
	~	Establishing network connection		
	~	Searching for netgroup@brooklyn.cuny.edu se	ettings	
	~	Logging on to the mail server		
	Cong	ratulations! Your email account was successfully c	onfigured and is ready to use.	
	🔲 Change a	ccount settings		Add another account
			< Back	Finish Cancel