Outlook 2011 IMAP Configuration

1. From Outlook’s main window, navigate to Tools → Accounts

2. Select “E-mail Account.”
3. Enter your email address in the format: FirstName.LastName@baruch.cuny.edu
   a. Enter your BCTC or ACAD password.

4. The window will expand to reveal additional settings
   a. User name: Your BCTC or ACAD user name (e.g. jsmith)
   b. Type: IMAP
   c. Incoming server: mail.baruch.cuny.edu
   d. Check the box for: “Use SSL to connect”
   e. Outgoing server: please obtain these settings from your Internet Service Provider.

Select “Add Account” to continue.
5. You will be prompted with a certificate error:
   a. Check the box for: “Always trust “HC01” when connecting to “mail.baruch.cuny.edu””
   b. Additionally, expand the “Trust” section and select “Always Trust” When using this certificate.
6. You will be prompted for your **Baruch** username and password.
   a. At this point you could select “**Remember this password in my keychain**” to store the password.

   ![Account Information](image)

   After a short time your mailbox will synch with your Baruch e-mail.