1. From the main window navigate to **Tools → Accounts**.

2. Select **Add → Mail**
3. **Display Name**: Enter your full name.

4. **E-mail address**: Enter your email in the following format: FirstName.LastName@baruch.cuny.edu and select **Next**.
5. Choose **IMAP** from the drop down menu.
   a. **Incoming mail server**: mail.baruch.cuny.edu
   b. **Outgoing mail server**: contact your Internet Service Provider for this information.

Select Next to proceed.

6. **Account Name**: Enter Your BCTC or ACAD network credentials (This is the username you would use to login to the office computer).
   **Password**: Your BCTC or ACAD network password.
   Select **Next** to proceed.
7. From Internet Accounts select **Properties**.

8. Navigate to the **Advanced** tab.
   a. Check the box for **Incoming Mail: This server requires a secure connection (SSL)**.
   b. Verify that the incoming mail port is set to **993**.

Select **OK** to close the Properties screen.

Select **Close** on the Internet Accounts page to complete configuration.
9. You may be prompted with a Certificate Error. Select **Yes** to continue and finish configuring setup.

![Outlook Express Certificate Error Message]

Momentarily your email will be downloaded into your newly created Mail Account Inbox.