Set up Outlook 2007 for your new student e-mail using MAPI

1. Open Outlook. The Account Settings dialog box will open the first time you open Outlook. If the Account Settings dialog box doesn't open when you first open Outlook, do the following:
   a. On the Tools menu, click Account Settings.
   b. In the Account Settings dialog box, on the E-mail tab, click New.
2. On the Auto Account Setup page:
   a. In the Your Name box, enter the name you want users to see when you send e-mail from this account.
   b. In the E-mail Address box, enter your full new student e-mail address (peedee@students.ecu.edu).
   c. Then type in your password in the appropriate fields.
3. Click the Next button to continue.
4. At this point, Outlook will connect to the proper server and configure your Outlook automatically.
5. After Outlook has gathered the necessary information, click **Finish**.