Email Setup in Outlook

1. Open the Outlook application on your computer. You can first try setting up your Concordia email through the automated process. If it does not work you can then try to set up your email manually.

2. Enter your Concordia email and press **Connect**.
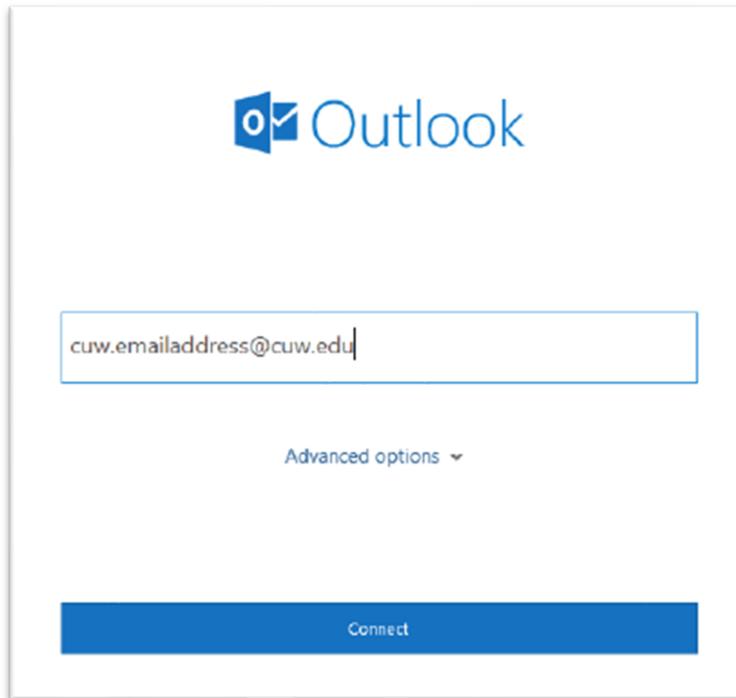
3. Students will enter their CUW email. Faculty/Staff will enter their Concordia username followed by **@cuw.edu**. Enter your regular Concordia password and click **OK**.
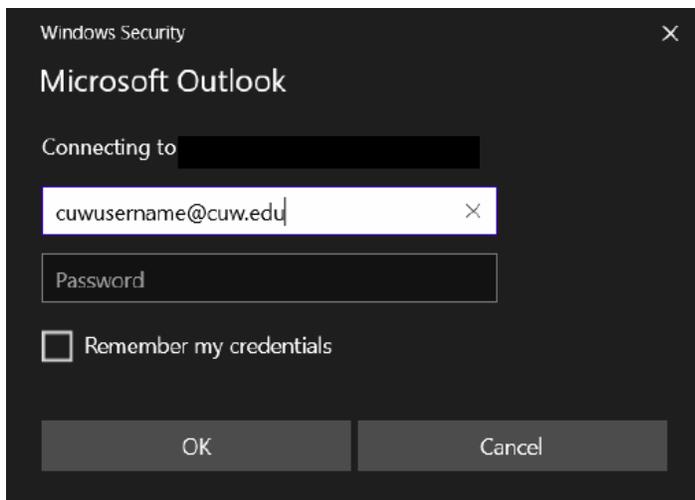
4. Wait for Outlook to download your email. The automated process takes some time to connect – it often depends on your internet connection. If it does not work the first time please try connecting again.

5. If you still can't connect, go back to the beginning window and follow the steps below:

Enter your Concordia email address, select **Advanced Options**, and check the box next to **Let me set up my account manually**. Click **Continue.**
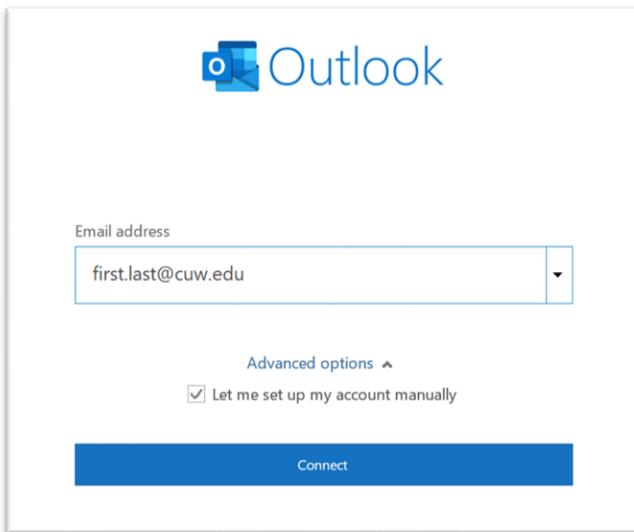
6. It will ask you to enter some of the following information:

- Server Type: Exchange
- Server: outlook.office365.com
- Domain: leave it blank
- Username: Your Concordia email
- Password: Your Portal Password

7. When the window below appears, click **Allow**.
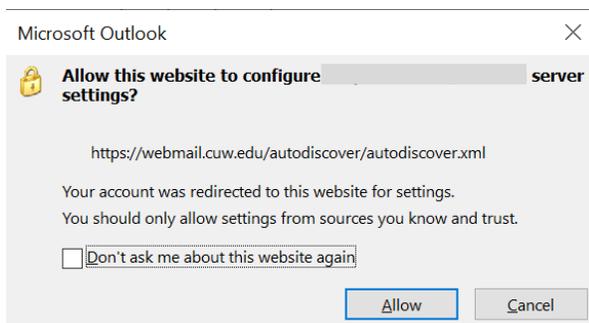
8. Select your preferred preferences on this page and then click **Next**.
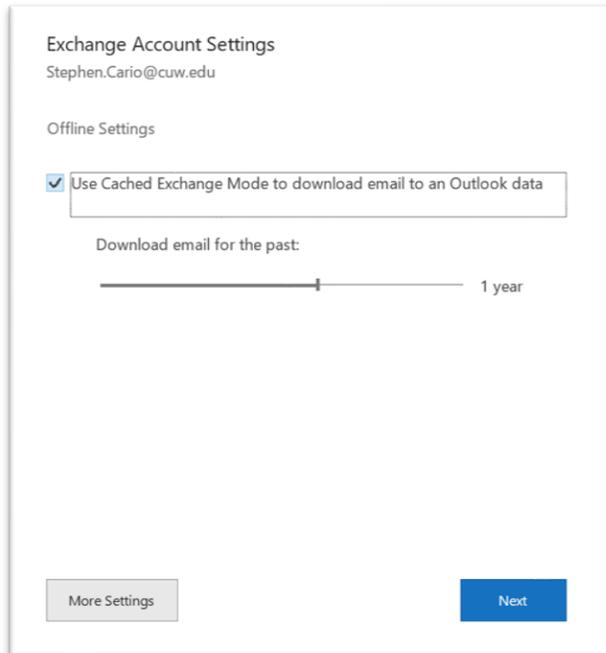
Exchange Account Settings
Stephen.Cario@cuw.edu

Offline Settings

☑ Use Cached Exchange Mode to download email to an Outlook data

Download email for the past:

|————————————————|———————— 1 year

More Settings   Next

9. If your account was set up sucessfully the following window will appear.
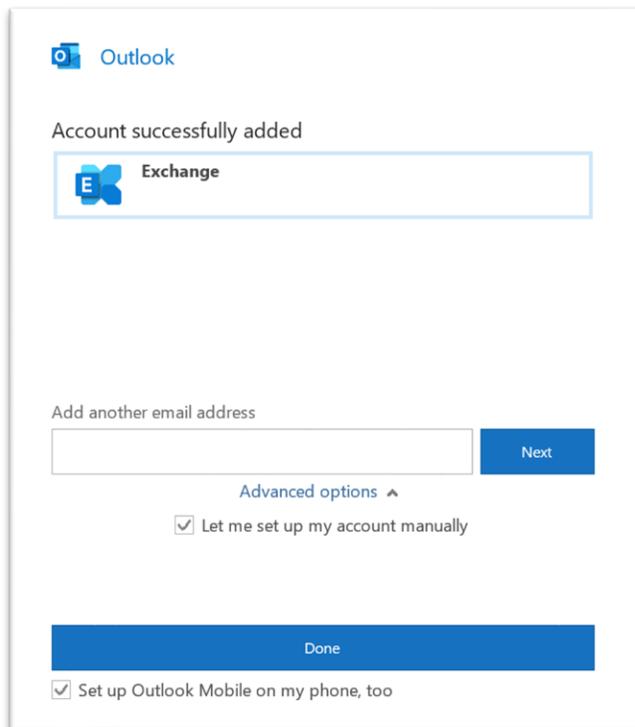
Outlook

Account successfully added

E Exchange

Add another email address

[   ]   Next

Advanced options ⌃
☑ Let me set up my account manually

Done

☑ Set up Outlook Mobile on my phone, too