Microsoft Outlook 2010

Email Setup Guide
A. Introduction

This document shows the step by step instructions on how to configure your NUS email account in Outlook 2010.

Please ensure that you have internet access before configuring your account.

If you are connecting from outside of NUS, please login to NUS WebVPN first: https://webvpn.nus.edu.sg

B. Configure Outlook 2010

1. Go to Start > Control Panel > Mail

2. Select Add...

3. Enter a name for your Outlook profile and click OK.
4. Enter the following fields:

**Your Name:** your name  
**Email Address:** your full NUS email address (for example, ccetest1@nus.edu.sg)  
**Password:** your NUS email password  
**Retype Password:** retype your NUS email password

Click **Next**.

5. Wait while Outlook 2010 configure your email settings automatically.
6. Once successful, you will see the following screen. Click Finish.

7. You could now start using Outlook 2010 to receive/send emails with your NUS account.