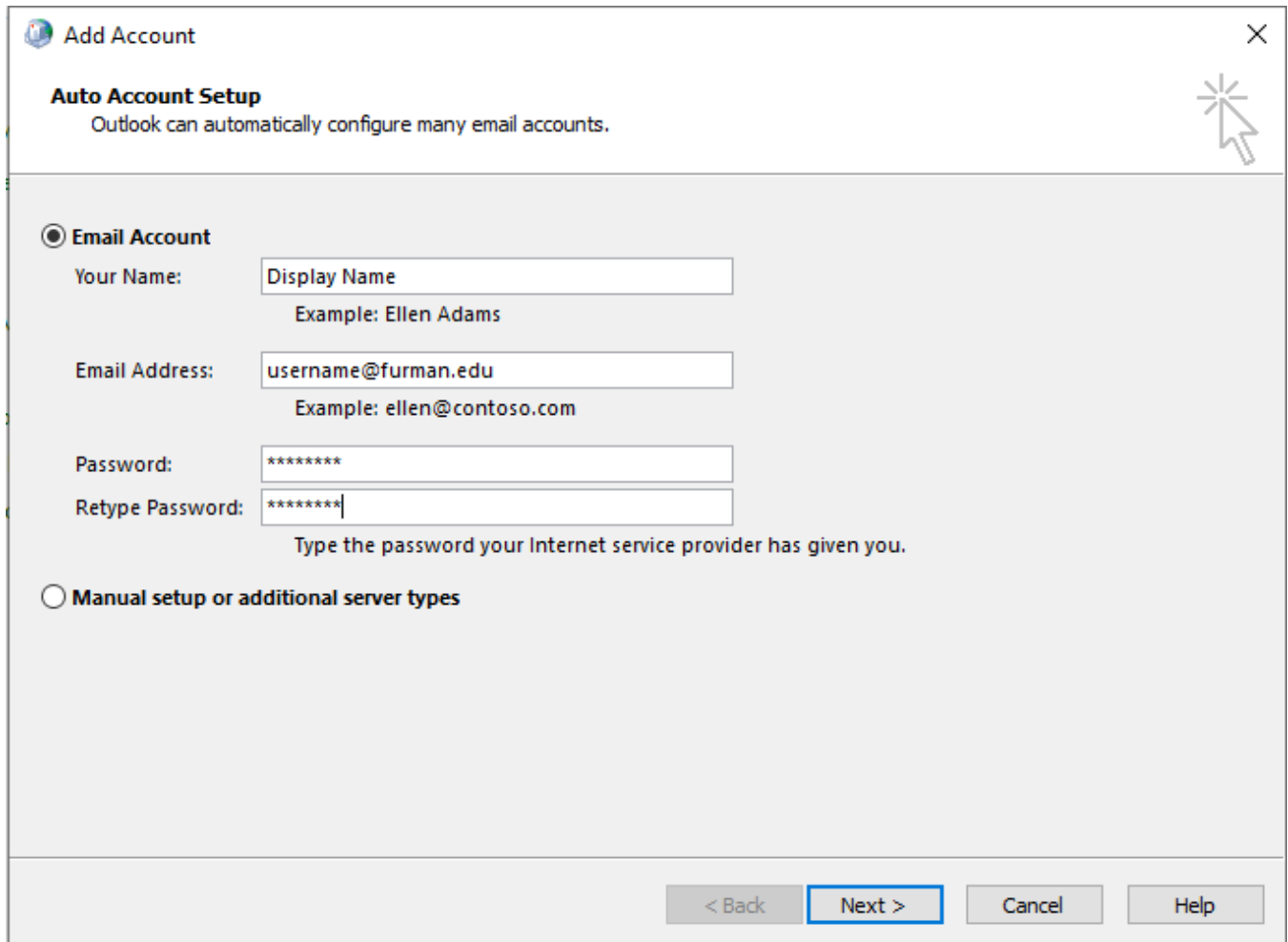FURMAN
Information Technology Services

Date: March 22, 2022 **Contributor:** Kyra Cox-Everhart

Auto Account Setup

- Your Name = Display Name (It must match the name on your account)
- Email Address = username@furman.edu
- Password = Your standard Furman password

Add Account   ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

⦿ **Email Account**

Your Name: | Display Name |
                    Example: Ellen Adams

Email Address: | username@furman.edu |
                    Example: ellen@contoso.com

Password: | ******** |
Retype Password: | ******** |
                    Type the password your Internet service provider has given you.

○ **Manual setup or additional server types**

                                    < Back | Next > | Cancel | Help

---

- If all your information matches, you will receive a successful setup window. Click "Finish" to complete the setup. If there is an issue matching your display name, username or password, please contact the IT Service Center for support. (service.center@furman.edu or 864.294.3277)

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✓   Establishing network connection

✓   Searching for   settings

✓   Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings

[Add another account...]

[< Back] [Finish] [Cancel]