Outlook – Day 1 Mailbox Set-Up

To send and receive Microsoft Cloud email using your desktop Outlook client, you must:

- If you have not already done so, add your new Microsoft Cloud email account to your Outlook desktop client using the instructions in Add New Account to Outlook.

- Set the new Microsoft Cloud email account as the default account in your Outlook desktop client using the instructions.

1. Open your Outlook desktop client.
2. Click on the **File** menu item in the top-left of your mailbox.
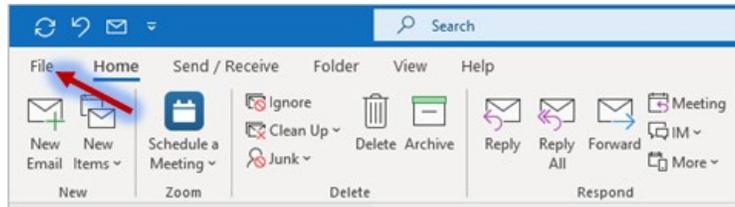
3. Click the **Account Settings** tile and select **Account Settings** from the dropdown menu.

4. In the **Account Settings** dialog box, click on the **Data Files** tab.
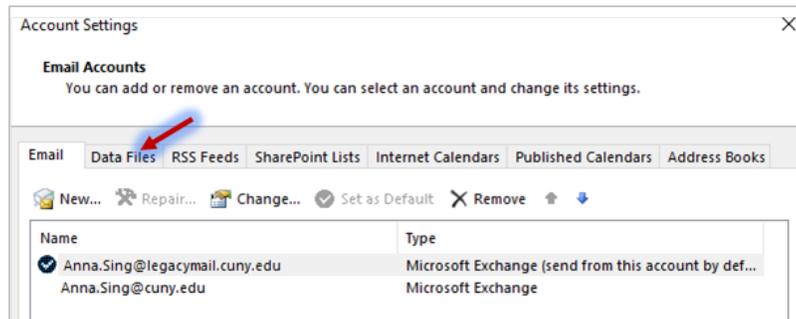
5. You will see a checkmark next to your @legacymail.cuny.edu account. Unselect
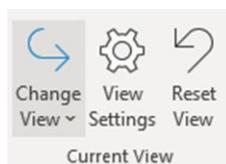
that, and instead, select your primary email address - for most BCC users it will be @bcc.cuny.edu, unless they have another primary affiliation (at another college) that is @login.cuny.edu. Click the **Set as Default** button.

6. Click the **Yes** button in the **Mail Delivery Location** pop-up box.
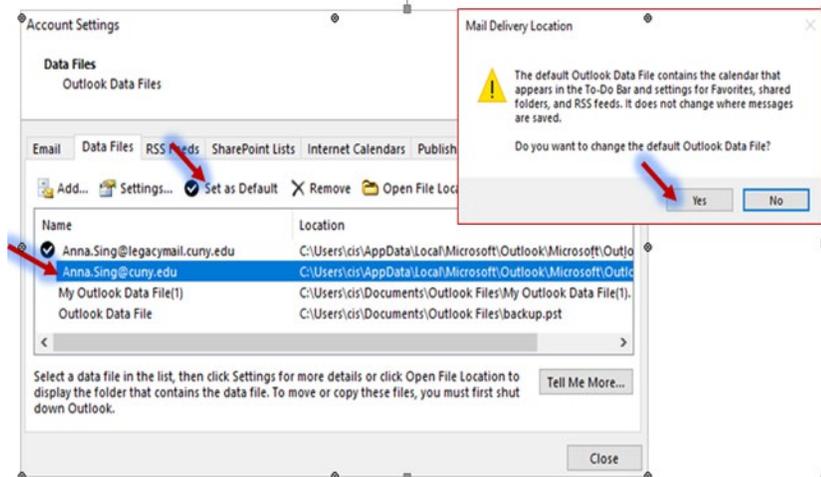
7. Make sure that the checkbox is now located next to your primary email address.