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.

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New New Email Items ~	Schedule a Meeting ~	Clean Up ~ Delete Archive	Reply Reply Forward All Di More -		
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- Click the Account Settings tile and select Account Settings from the dropdown menu.
- In the Account Settings dialog box, click on the Data Files tab.



 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.

 Click the Yes button in the Mail Delivery Location pop-up box.



 Make sure that the checkbox is now located next to your primary email address.

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