How do I connect Outlook to my UCO email at home?

Have your very own copy of Microsoft Outlook at home? Ever wanted to connect it to your UCO email without having to login to a special webpage or VPN client? Well, now you can!

NOTE: You will need to have an active Internet connection in order to have full functionality of your UCO email within Outlook.

Configuring the Outlook Profile

NOTE: If this is the first time you have run Outlook and are prompted with the Microsoft Outlook Startup wizard, you may skip to the Add Account section of these steps.

1. With Microsoft Outlook running, click on the File tab at the top-most menu bar.
2. Click Info on the sidebar.
3. Click the Account Settings dropdown and select Account Settings…

4. A list of all the accounts your Outlook client knows about will appear. Click the New… button on the E-mail tab.
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5. The **Add Account** window will appear. Enter the appropriate information in the following fields:

- Your Name: Buddy Broncho
- E-mail Address: bbroncho@uco.edu
- Password: **********
- Click **Next**.
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6. Once your email account is successfully configured, click **Finish**.

7. You will have to restart Outlook for these changes to take effect. Click **OK**.

If you have any questions or problems concerning this setup, please contact the [IT Service Desk](mailto:ITServiceDesk@uco.edu) at support@uco.edu or 405.974.2255.