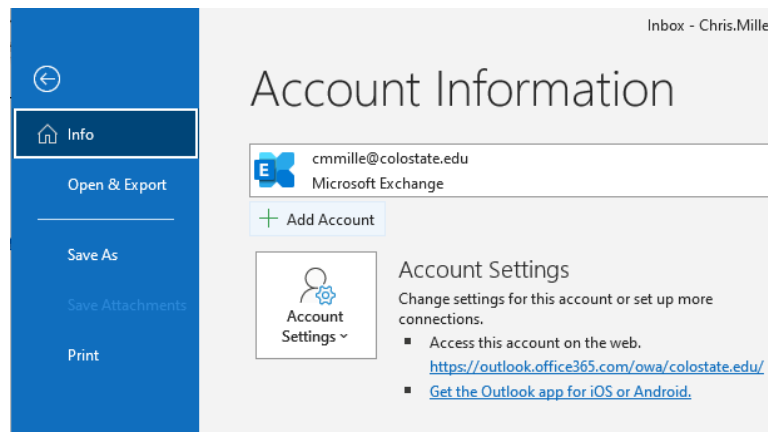
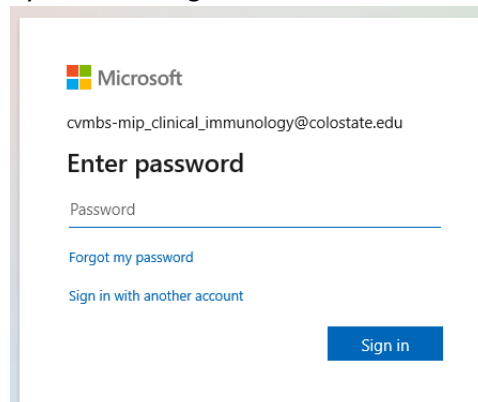


Setting up CSU and CH lab emails

- Sign in with your CSU office email
 - User: eID@colostate.edu
 - NOTE: firstname.lastname@colostate.edu does NOT work for office login
 - Password: your eID password.
- Allow the organization to manage your device.
- When the account is successfully added, a popup will appear asking if you would like to add any other accounts. Although you can setup the email from this popup, it may fail if your personal account hasn't been fully added and loaded yet.
 - It is recommended to close the popup, let outlook load, then close and reopen outlook before proceeding to the next step.
- Click "File" then "Add Account"



- User:
 - cvmbbs-mip_clinical_immunology@colostate.edu
 - Note: if you use cvmbbs-mip_clinical_hematopathology.edu, it can take a LONG time to setup. It is easiest to just setup using the clinical immunology login. Even if you login with clinical immunology, the correct clinical hematopathology email still shows up.
 - Click "Connect"
- Choose "Exchange"
- Eventually the following screen will load:



- Click “Sign in with another account”
- Sign in with your personal csu email:
 - User: (eid@colostate.edu)
 - Password: your eID password
- The default settings are fine, hit “next”

Exchange Account Settings

cvmbbs-mip_clinical_immunology@colostate.edu

Offline Settings

☒ Use Cached Exchange Mode to download email to an Outlook data file

Download email for the past:

—————|————— 1 year

Next

- Hit “Done”
- Restart Outlook
 - The loading will take some time the first time you login as it must cache a lot of data
- For the database outlook connectivity functions to work (email and tasklist), the following settings must also be changed:
 - Go to File, Account Settings
 - Under “Email” set the default to the chlab email
 - Under “Data files” set the default to the chlab email

Account Settings

Email Accounts

You can add or remove an account. You can select an account and change its settings.

