1. Upon starting Outlook on your Windows laptop or desktop, the **Add New Account** window displays.
2. Enter your name in the **Your Name** field.
3. Enter your Baylor Enterprise Computing Account (ECA) in the **Email Address** field in the following format: *username@bcm.edu*.
4. Click **Next**.

5. Outlook will automatically configure the required settings. Enter your Baylor **password** within the **Windows Security** pop-up window.
6. Select the **Remember my credentials** checkbox.
7. Click **OK**.

*If you receive the following prompt after completing these steps, close and restart Outlook again.*