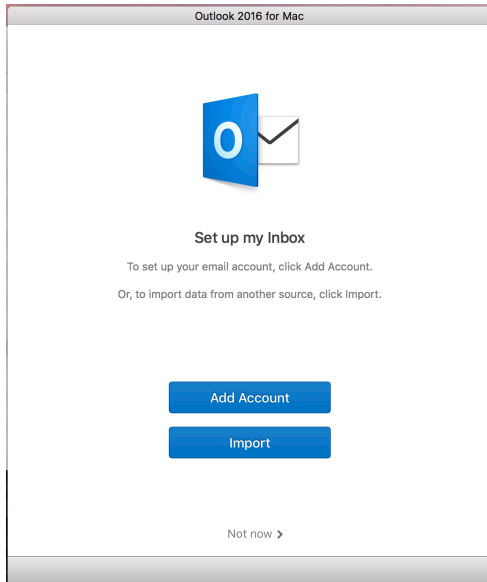


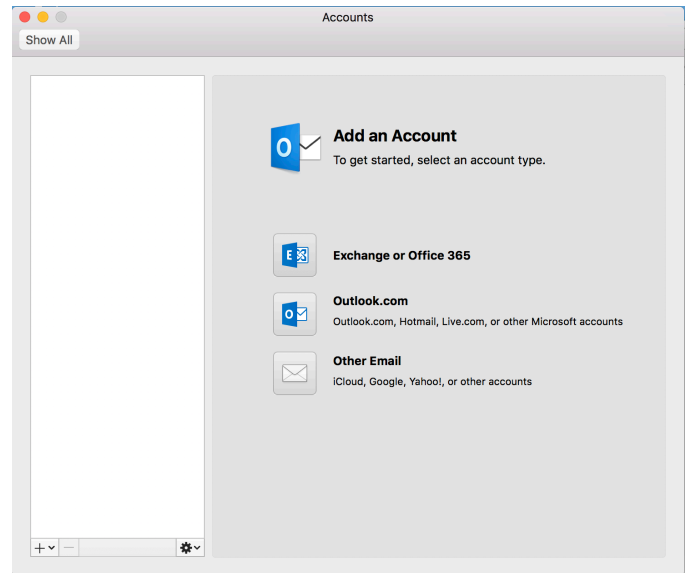
Setting up Microsoft Outlook

The first time you start Outlook, you will be asked to add your account. (You may first have to complete the Office Activation.)

Click Add Account



Click on Exchange or Office 365

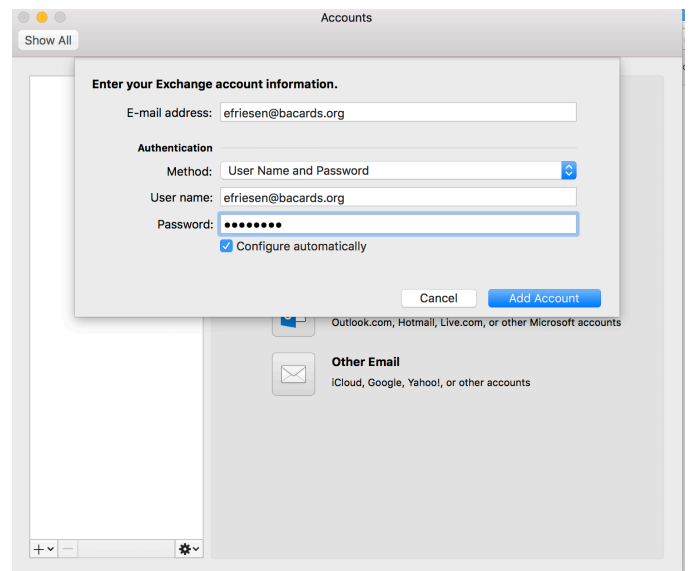
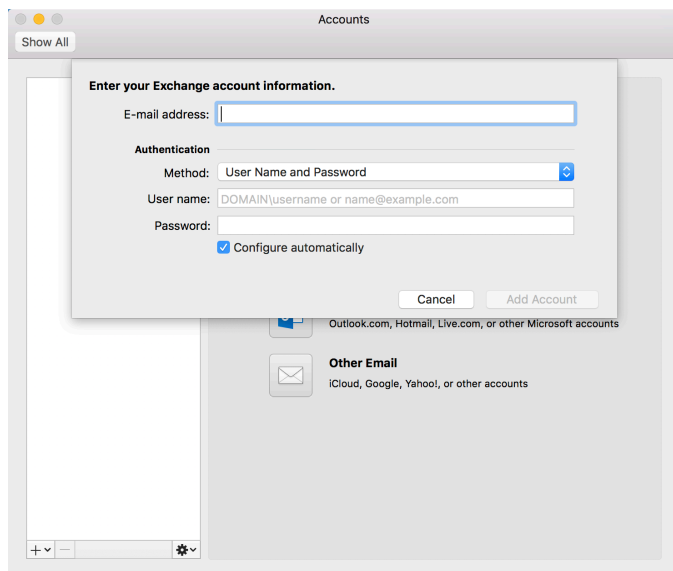


Enter your school email address in the email address box and in the username box.

Then, enter your password.

Be sure the box next to Configure automatically is checked.

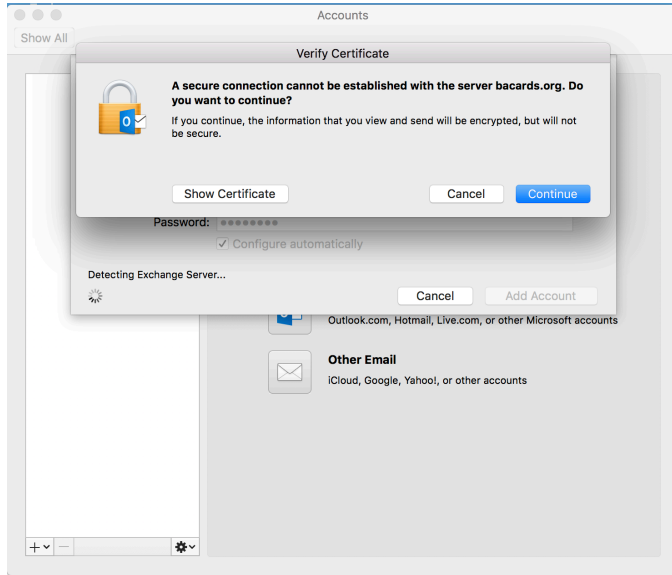
Click on Add Account



Setting up Microsoft Outlook

You may receive a message about a secure connection and security certificate.

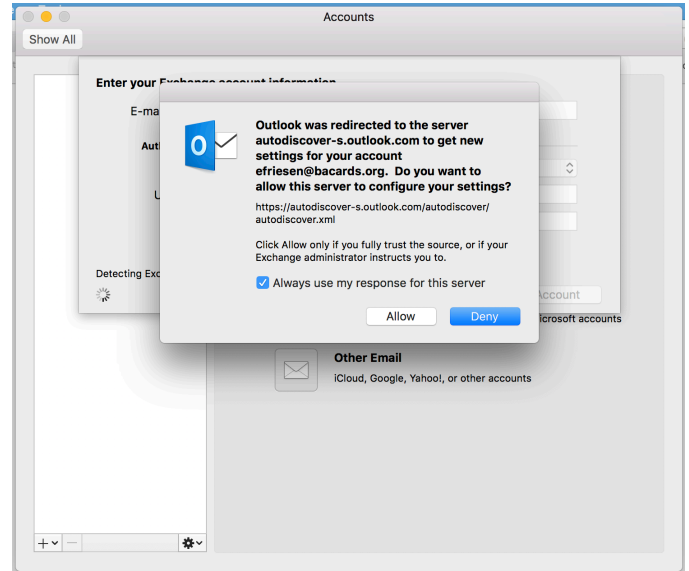
Click on Continue.



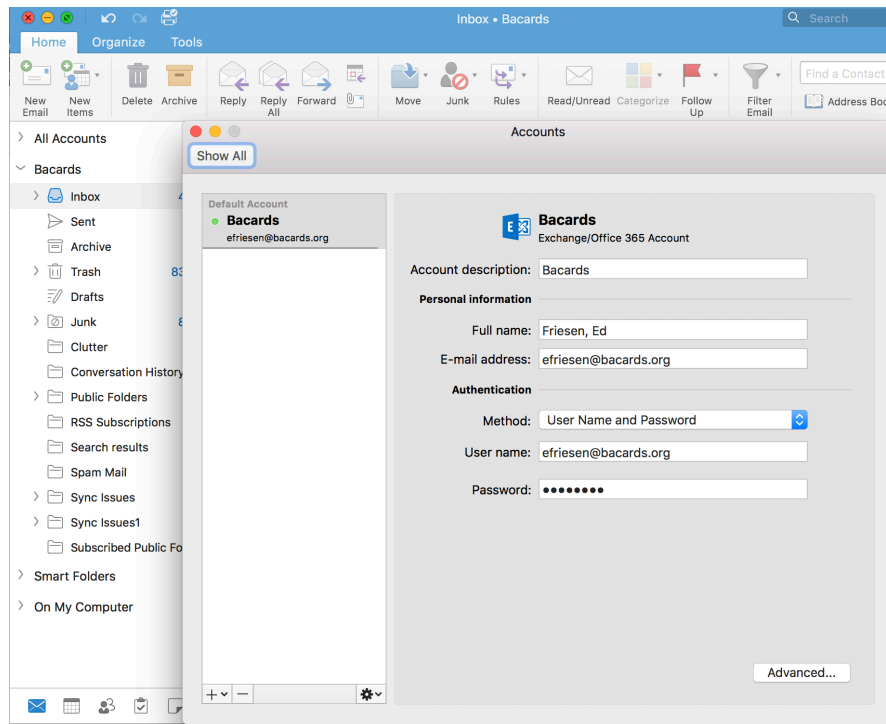
You will receive a message that Outlook was redirected.

Check the box to Always use my response for this server.

Click on Allow



Outlook you will begin to synchronize with the email server. You will get the Accounts window. You can click on the red circle in the top left to close the accounts window after your inbox starts synchronizing.



Our next steps will be to setup Outlook as the default program for email.