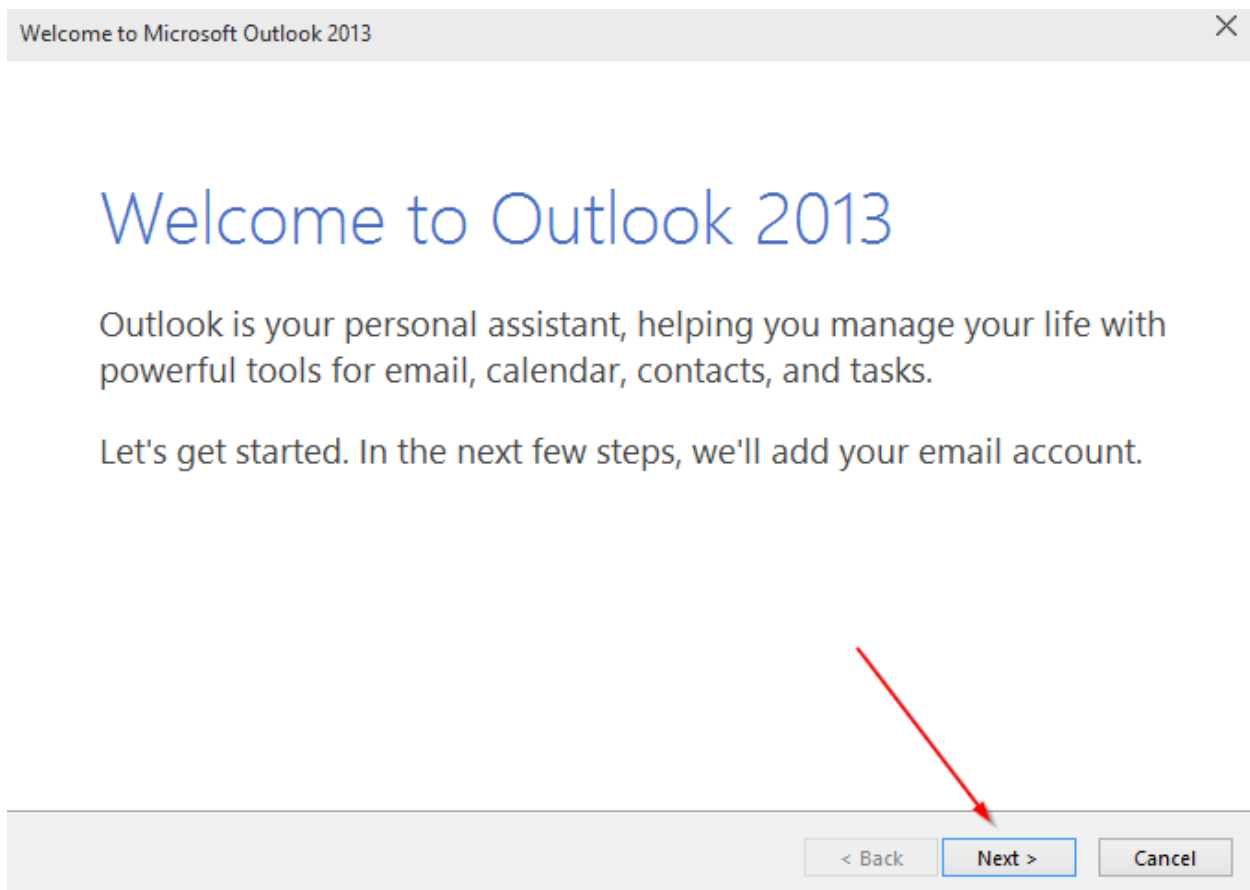


Outlook 2013 Configuration

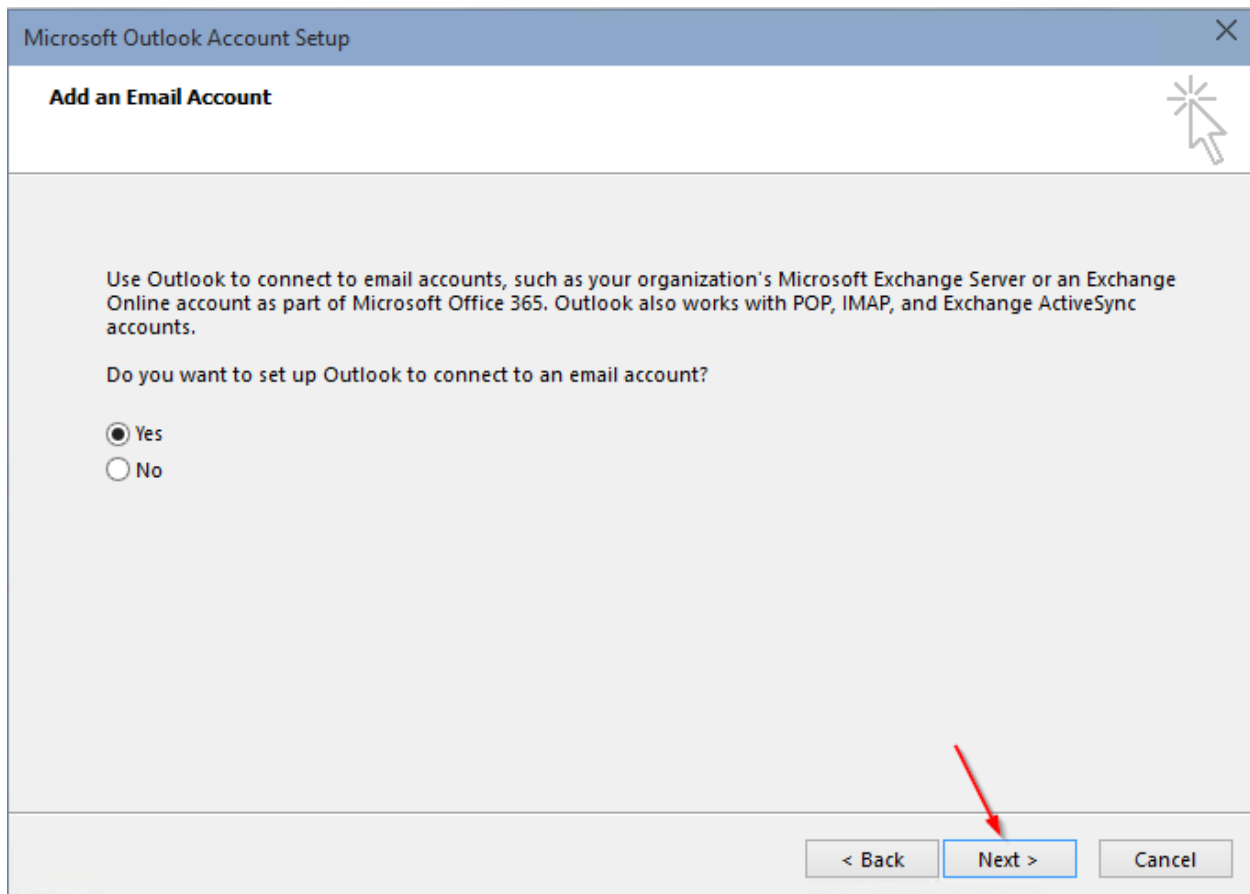
1. Open Outlook by clicking the Outlook icon in the Start Menu or on the desktop



2. The new Profile dialog box will come up, click Next



3. Make sure the YES radio button is selected and click Next again



4. Make sure the Name and Email address match your information, this will all be filled out automatically. If it doesn't come up correctly you will need to contact the helpdesk for assistance. Click Next if the information is correct.

Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

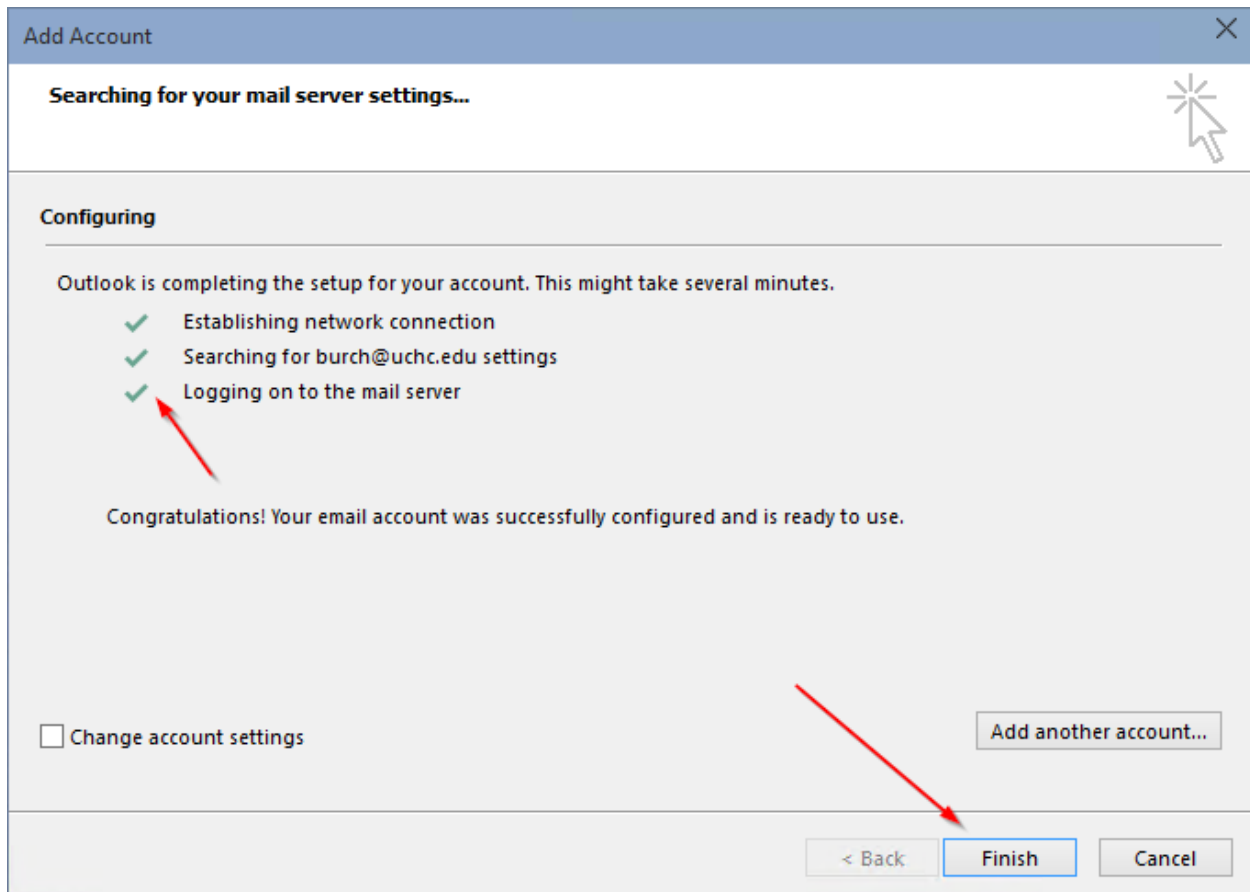
Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel

5. Make sure that all 3 steps get green check marks, then click Finish



6. Outlook is configured and ready to use, if Outlook displays any errors or fails to bring up your email please contact the helpdesk for further information.