How to Set up Outlook for Windows

***Start the Outlook Program***

Make sure your email address is correct and then select **‘Advanced options’** and then select **‘Let me set up my account manually’** and then select **‘Connect’**



Select **‘Exchange’**



When prompted select **‘Don’t ask me about this website again’** and then select **‘Allow’**



Select **‘Remember my credentials’**

Enter your email password and then select ‘Ok’



Select **‘Next’**



Select **‘Done’**

