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’**

Graphical user interface, application

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Select **‘Exchange’**

Graphical user interface, application, Word

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

Graphical user interface, text, application, email

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Select **‘Remember my credentials’**

Enter your email password and then select ‘Ok’

Graphical user interface, application

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Select **‘Next’**

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Select **‘Done’**

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