Step 1
Open up the Outlook application on your device.
Step 2
Select “Next” after viewing the welcome screen.

Welcome to Outlook 2013

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.
Step 3
Select the “Yes” option in order to set up your outlook account. Then select “Next” to move forward to the next step.
Step 4
Select the “E-mail Account” option and then fill out your credentials. Select “Next” after completing your credentials.
Step 5

Outlook will then configure your email account. Once complete, select “Next”.
Step 6
Select “Finish”.*

*Make sure “Change account settings” is unchecked.