ACCESSING OUTLOOK FOR WINDOWS USERS

for Faculty & Staff
Step 1
Open up the Outlook application on your device.
Step 2

Select “Next” after viewing the welcome screen.
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.