

ADD AN EMAIL ACCOUNT TO YOUR WINDOWS DESKTOP

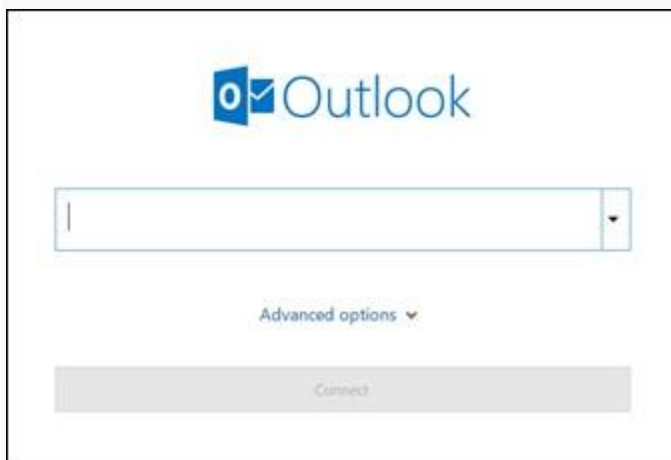
Outlook

Here's how to set up your email using Outlook, on your Windows desktop.

1. Select **File > Add Account**.

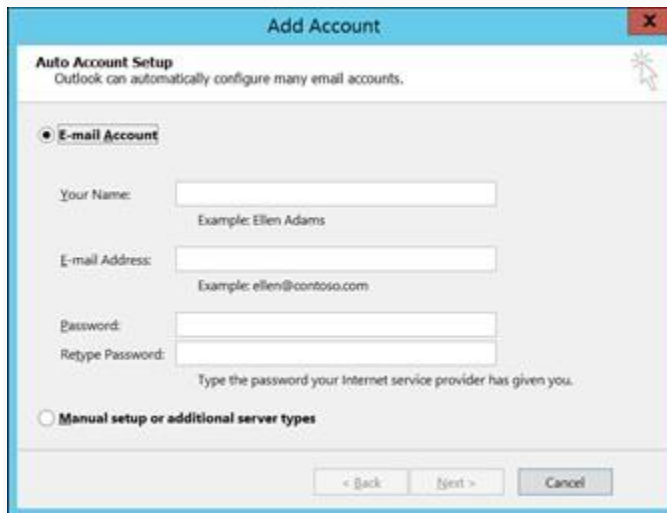
*What you see next depends on your version of Outlook.

For Outlook for Office 365 and Outlook 2016

A screenshot of the Outlook 'Add Account' dialog box. At the top is the Outlook logo. Below it is a text input field for an email address. Underneath the input field is a link for 'Advanced options' with a downward arrow. At the bottom is a 'Connect' button.

Enter your email address and click **Connect**.

For Outlook 2013 and Outlook 2010



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the section is titled 'Auto Account Setup' with the subtitle 'Outlook can automatically configure many email accounts.' and a small icon of a person. There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:' with the instruction 'Type the password your Internet service provider has given you.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

2. Enter your name, email address, and password, and click **Next**.
3. If prompted, enter your password again, then select **OK > Finish** to start using your email account in Outlook.