Outlook Set Up for Windows 7,8,10

*Click on the Outlook icon to proceed with installation.

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts such as your organization’s Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

- Yes
- No

Add Account

Auto Account Setup

Outlook can automatically configure many email accounts.

- Email Account

  Your Name: [put your name here]
  Example: Glen Adams

  Email Address: [email address]
  Example: gle@linux.edu

  Password: [password]
  Example: glen2000

  Retype Password: [repeat password]

  Type the password your Internet service provider has given you.

  Manual setup or additional server types

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- Establishing network connection
- Searching for info@epi@linux.edu settings
- Logging on to mail server

Congratulations! Your email account was successfully configured and is ready to use.

- Change account settings
  Add another account...

Finish Cancel
*Make sure you select **Use another account**

*Sign in **epidemiology\your epi username**

And that’s it! If you were not able to begin the set up process by clicking on the Outlook Icon then see the next page.
***If the Outlook icon does not take you into the first screen asking you if you want to set up an Outlook email account do the following:

Go to control panel – mail. (if you do not see mail then in the Search Control Panel area type mail)

Remove profile first and then add – You can call it whatever you like ie Outlook, dept mail etc. click OKAY