



# Initial Outlook Setup

1. Open the Outlook App
2. On the “Welcome to Outlook” screen select Next
3. On the “Add an Email Account” screen click Next
4. Your email address will auto populate, click Next
5. A popup will appear asking for your password
6. Remove the phrase “internal.” from your email address, enter your password, and check the “Remember my credentials box”
7. Select ok
8. Select Finish



