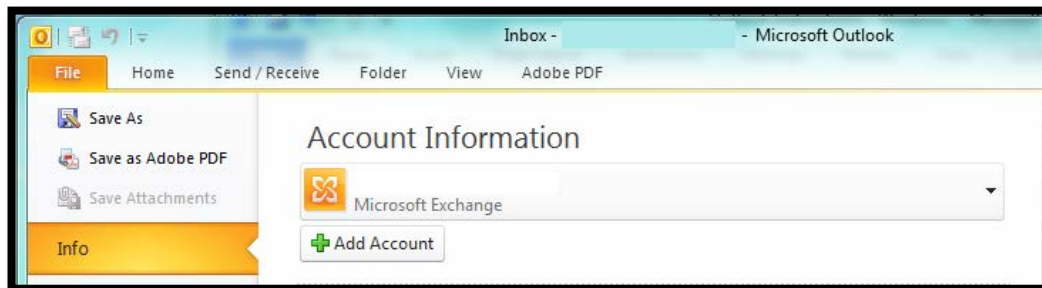
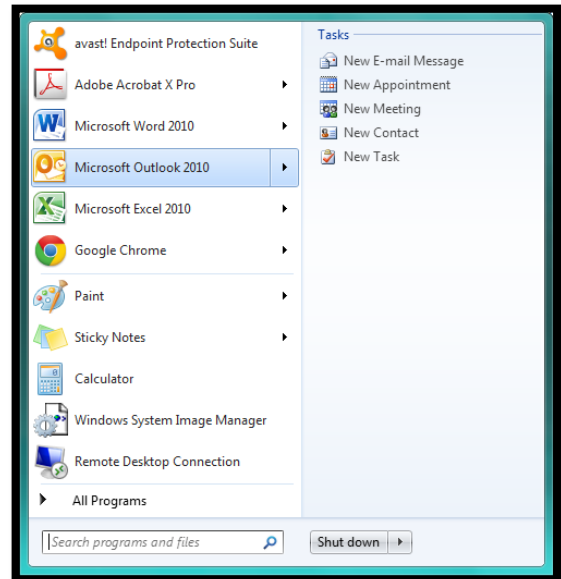
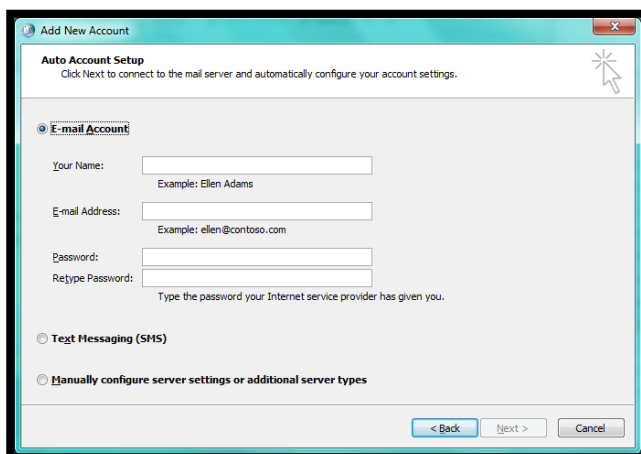


# Set Up Outlook on Windows

1. Open your Outlook Client.



2. Under the “File” tab in the top left-hand corner, click “Info”. Your Account Information will show. Click “Add Account”.



3. Enter your name (first and last), your email address, and your password. Once you finish, click “Next”

4. Outlook will then configure your settings, and it may take a few minutes. Once it's done, click **Finish**. Outlook will restart and you'll have access to your email.

