Configure Outlook on my laptop

Faculty and Staff

1. Open the Outlook client which is installed as part of the Microsoft Office suite.
2. Click “Next” on the “Welcome to Microsoft Outlook 2013” window.

3. Select “Yes” and click “Next” when asked “Do you want to set up Outlook to connect to an email account?”

4. If you are logged into a university-owned computer with your School of Business username, your Name and Email address will fill in automatically. Click “Next”
5. If you are **not** using a university-owned computer or logged into the computer with anything other than your School of Business username, fill out:
   a. Name: How you want your name to appear in Outlook
   b. Email Address: Your School of Business email address
   c. Password: Your School of Business email password

   Click "Next"
6. Outlook will configure the settings for your account. Click "Finish" when the configuration is complete.

[Image: Add Account window showing successful configuration]

7. Outlook will open and begin to sync your email. You can now use your email account with Outlook.

Related articles

- Edit a Distribution List
- Adding a Shared Mailbox in OWA (Outlook Online)
- Mass Mail Account Setup for Outlook
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