

# Outlook 2013 - Windows

1. Click on **File > Account Settings > Account Settings...**

*(If opening Outlook for the first time proceed from step 3)*

2. Click **New** to add an email address to Outlook.

3. Click on **Next**

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4. Select **Yes** and click on **Next**

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5. Enter your Email address and click on **Next**

*(Don't worry about entering your password for now, you will be asked to enter it again on the next screen even if you have already typed it in)*

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6. You will be prompted by the popup below. Check the **Don't ask me about this website again** option and click **Allow**

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7. Type in your password. Check the box to **Remember my credentials** and click **OK**.

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8. Click on **Finish**, your account is now setup and ready to go.

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