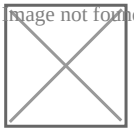
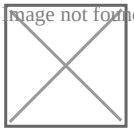
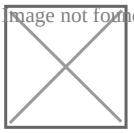
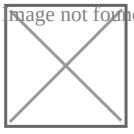
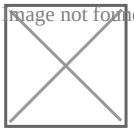
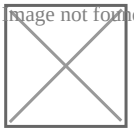
Outlook 2013 - Windows

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**
   Image not found or type unknown
   
4. Select **Yes** and click on **Next**
   Image not found or type unknown
   
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*)
   Image not found or type unknown
   
6. You will be prompted by the popup below. Check the **Don't ask me about this website again** option and click **Allow**
   Image not found or type unknown
   
7. Type in your password. Check the box to **Remember my credentials** and click **OK.**
   Image not found or type unknown
   
8. Click on **Finish**, your account is now setup and ready to go.
   Image not found or type unknown
   

Revision #3

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