Stage 4 - Set up ACCT.EDU email in Outlook

1. Open Outlook. If you haven’t setup any account in outlook before you will have the Auto Account Wizard open, then select Next. On the E-mail Accounts page, select Next.

   If already have emails setup in outlook the Wizard will not open. So you have to add an additional email account, on the Outlook toolbar select the File tab.

2. Select Add Account.

3. On the Auto Account Setup page, enter your name, e-mail address, and password, and then select Next.
4. Select **Finish**.
5. Restart outlook