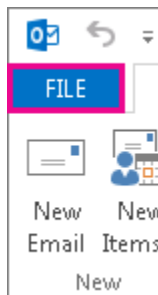


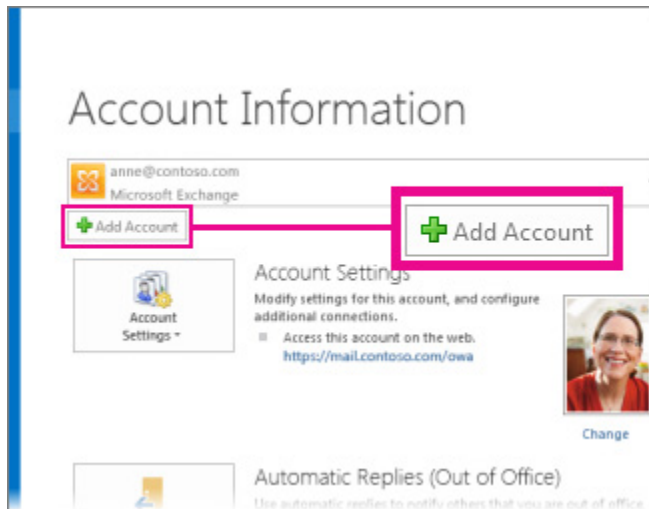
Stage 4 - Set up ACCT.EDU email in Outlook

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**.

Add New Account ✕

Auto Account Setup 
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

4. Select **Finish**.
5. Restart outlook