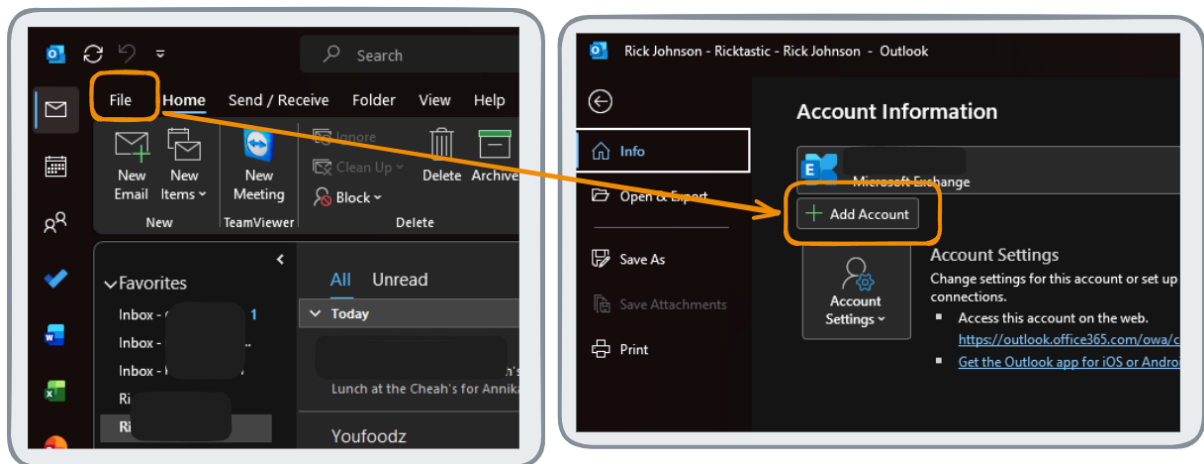


Setting up a new Email in Outlook

Step 1

In the main screen of Outlook look to the top left of the screen for the 'File' Menu, click on that it'll open a full screen menu.

Once that menu is open look for 'Add Account' in the Account information and click away.



From there, it's as simple as entering your email address, your password, and hitting go. Once it's connected close to reopen your Outlook and the mail should be there in the list to the left.

