

Logging into the Outlook Client for the first time

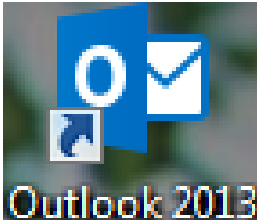
Introduction

This quickly instructs how to set up the Outlook Client. When Office 365 was implemented, many users were not aware that the Outlook Client could still be used. If you have been using the online Office 365 version of Outlook and would like to return using the client, these directions are for you.

Outlook 2013/2016 Client:

- 1) First, you will need to log into the PC as yourself. If you are using a podium PC or sharing a PC, then you will need to log out and log back in with your credentials. Once that is done you can proceed to the next step.
- 2) Look for the *Outlook Client* icon on your desktop. If it is there, skip to step 7. If not, go to step 3.

Outlook Icon



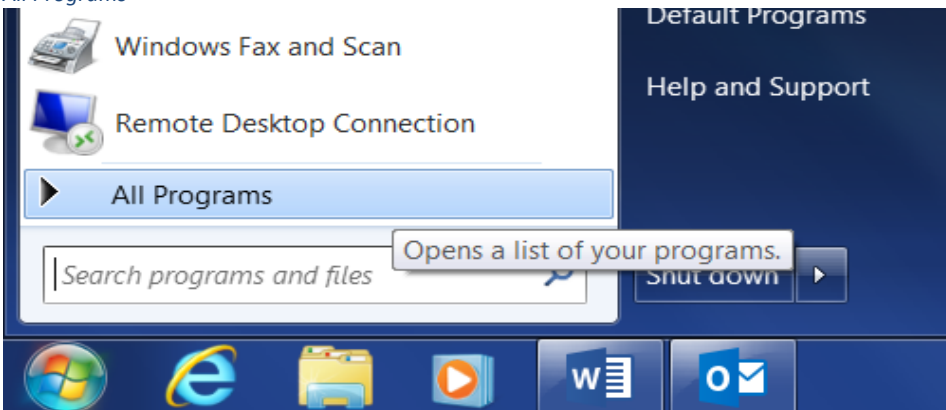
- 3) If that is not located on your desktop then you will need to manually add it there. Click on the **Windows start** button

Start Button



- 4) Then click **All Programs**.

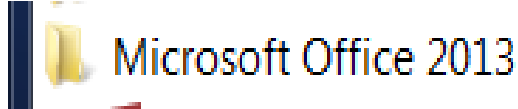
All Programs



- 5)

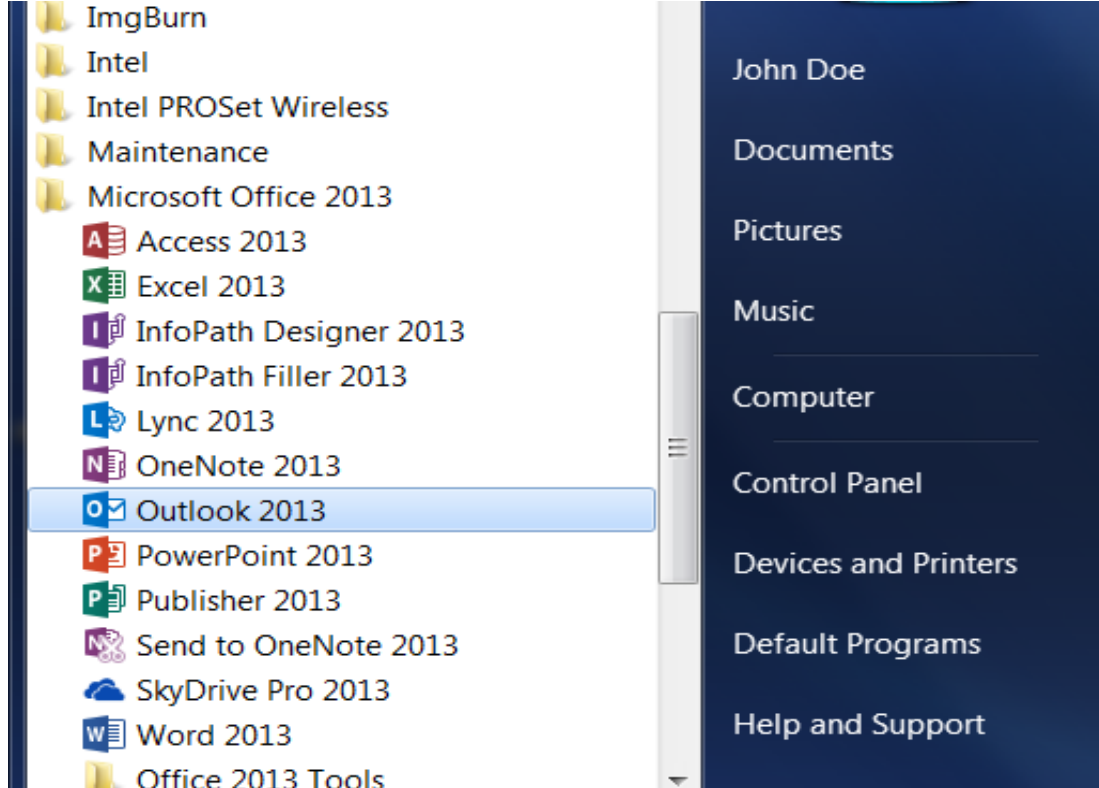
- 6) This will open a menu with a list of folders. Find **Microsoft Office** folder and open it.

Office Folder



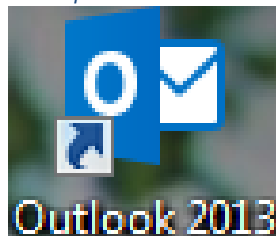
- 7) Find *Outlook 2013* on the list. If you want this on your desktop. Use your mouse by holding down the right mouse button and then dragging and dropping it onto your desktop. Choose **Create Shortcut Here**.

Outlook Client Icon

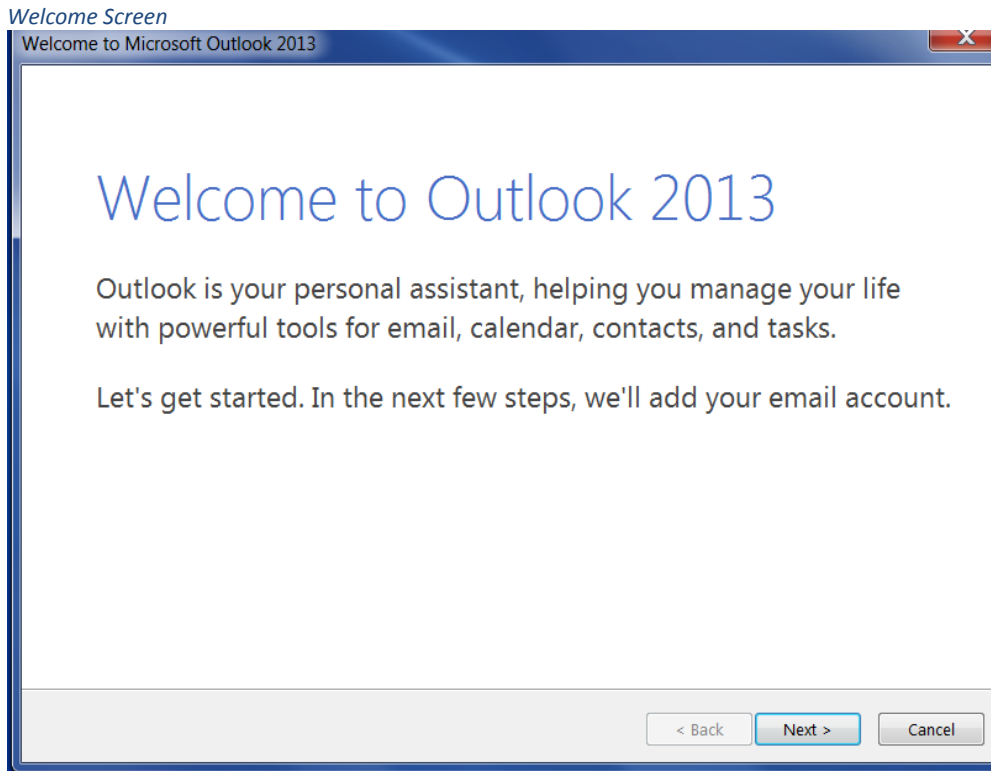


- 8) Now double click on the **Outlook** client icon

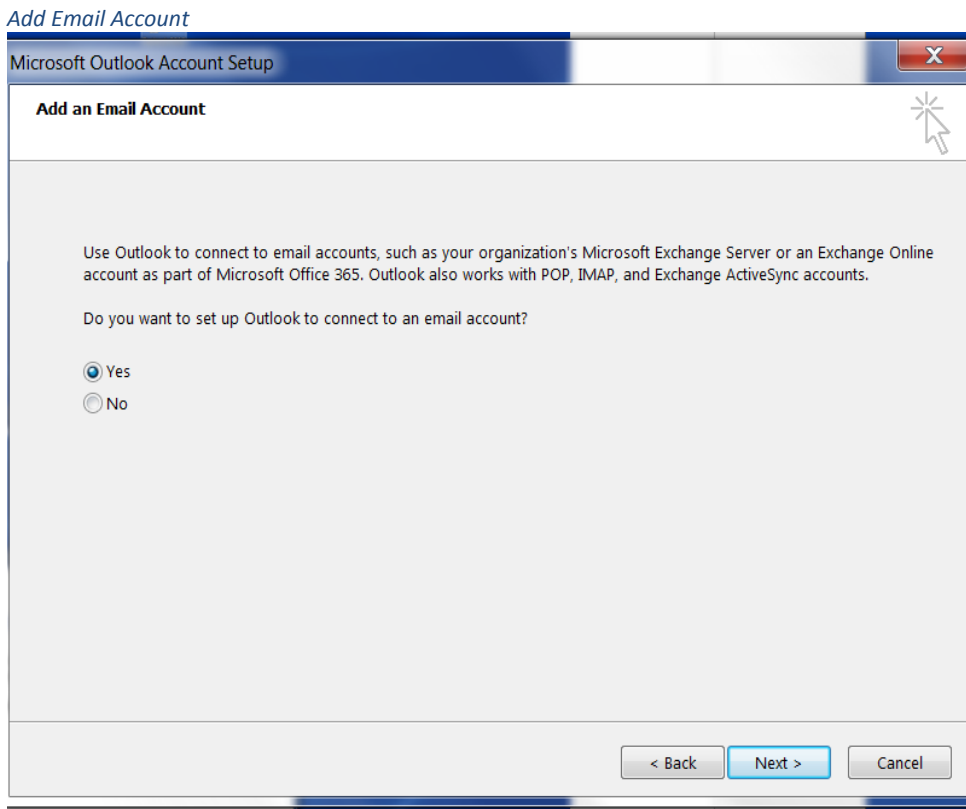
Desktop Client Icon



- 9) First you will get the *Welcome Screen*, click **Next**

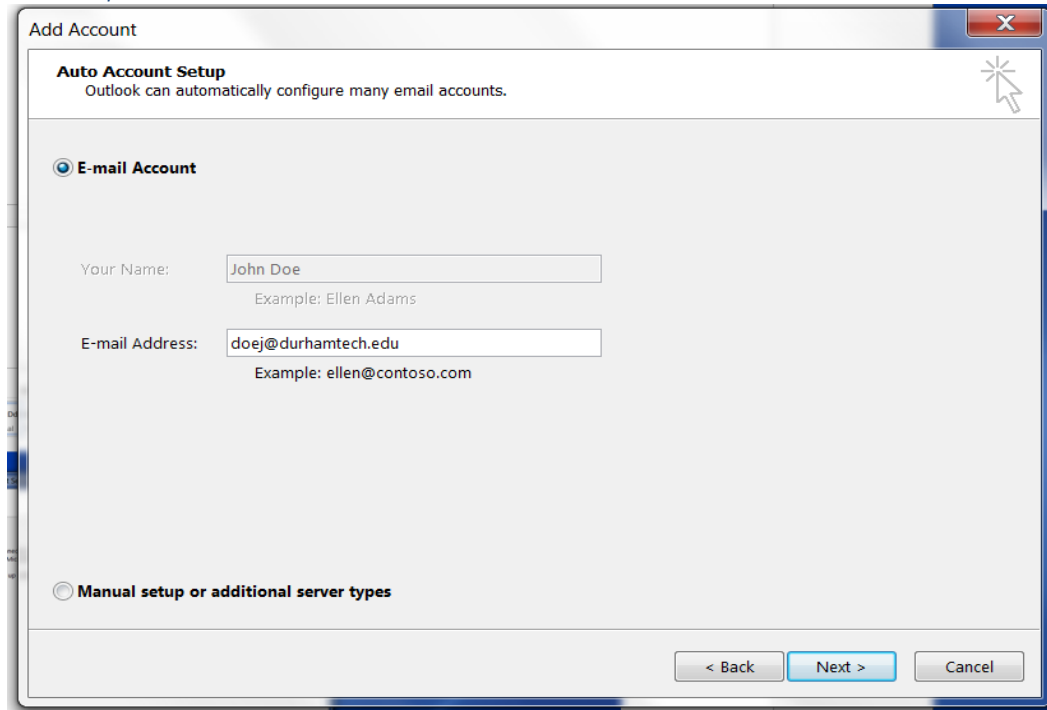


- 10) Then, choose *Yes* and click **Next**



- 11) Since you logged onto the Domain of “durhamtech.edu” you will NOT manually set up the email account. Keep *default* settings and Click **Next**

Email setup



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

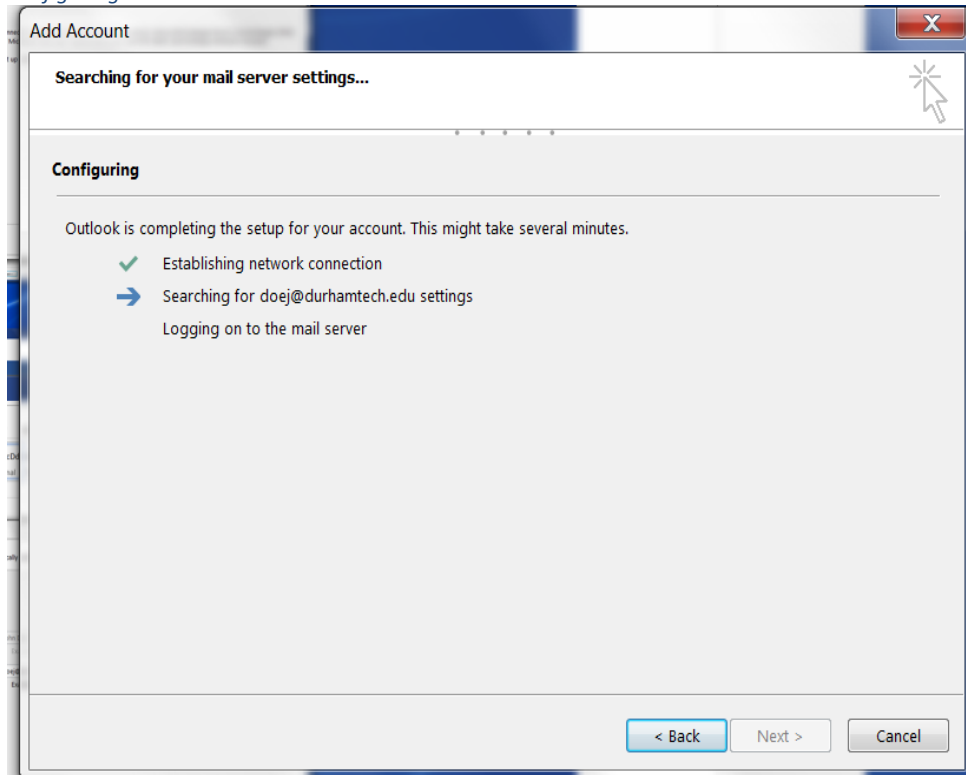
E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back Next > Cancel

- 12) You will now see your email profile being loaded. This will take about a minute

Configuring



Add Account

Searching for your mail server settings...

Configuring

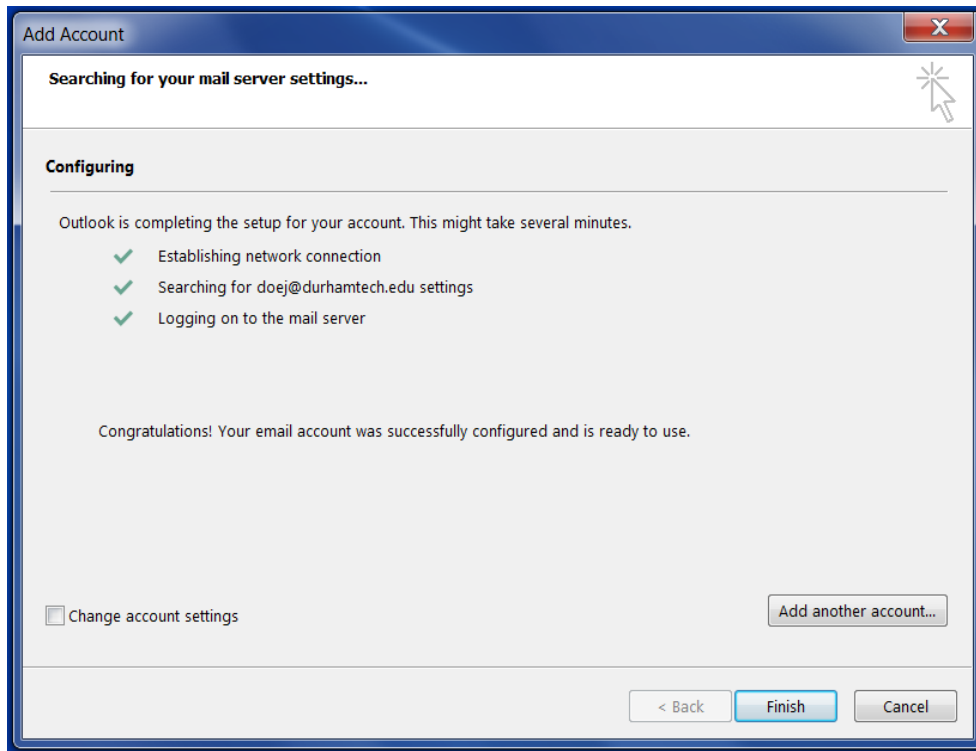
Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- Searching for doej@durhamtech.edu settings
- Logging on to the mail server

< Back Next > Cancel

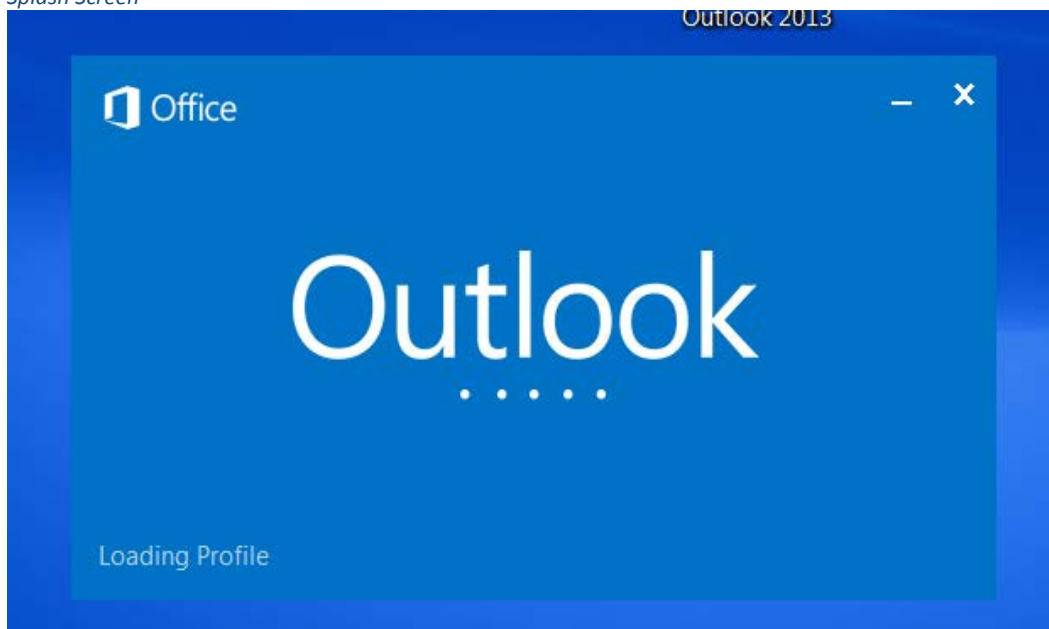
13) Now that it has completed, click **Finish** and your Email mailbox will open.

Configuration Completed



14) Then you will see the Outlook splash screen

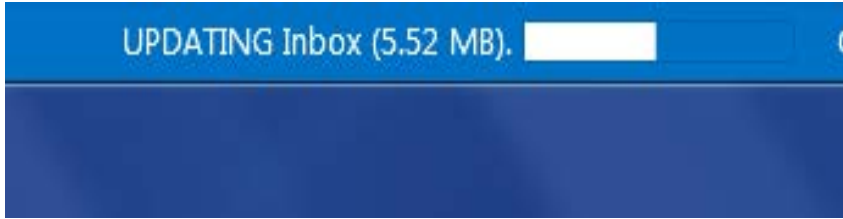
Splash Screen



15) Your mailbox will open. Everything will not appear all at once. Your Client is a shell that is loading all of your emails from the server. This can take up to 20 minutes to load everything

including folders and shared mailboxes. You can look at the bottom of your screen and see if your mailbox is still updating.

Updating



- 16) Remember that the client has a separate default email signature from the web and mobile versions. Be sure to setup your signature on the client.