Configuring Outlook

The guide will show you how to configure your Microsoft Outlook profile.

Written By: Wayne Peterson
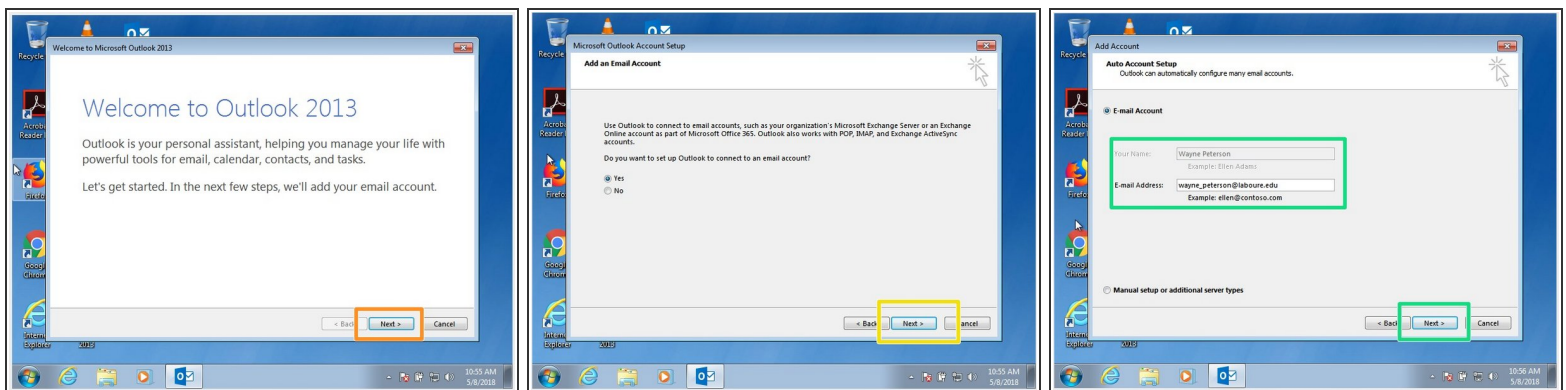

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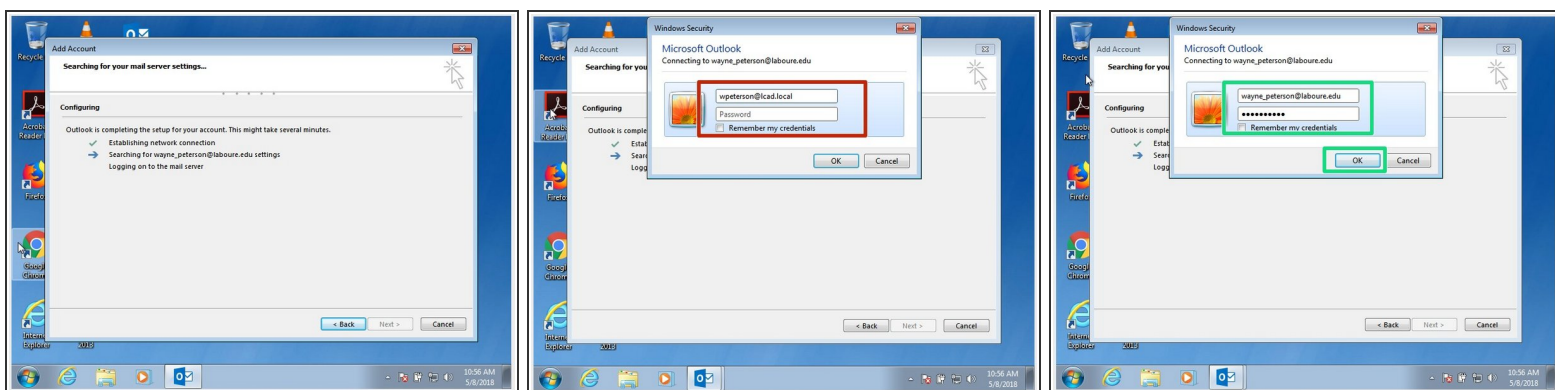
Step 1 — Configuring Outlook

- Locate the Outlook icon on your desktop or Start Menu.

Step 2

- When greeted by the welcome message, click **Next**.

- Click **Next**.

- Confirm that your name and email address are correct, and then click **Next**.

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Step 3

- Outlook will take a moment to contact the server.

- You will be prompted to enter your login credentials. You will need to **change the username to your full email address**.

- Enter your full email address and your email password and click **OK**. You may be asked to do this more than once.

Step 4

- If all goes well, you will be greeted by a message confirm the set up. Click **Finish** to complete the set up.

- Outlook will then load and open- bringing you to your inbox.

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