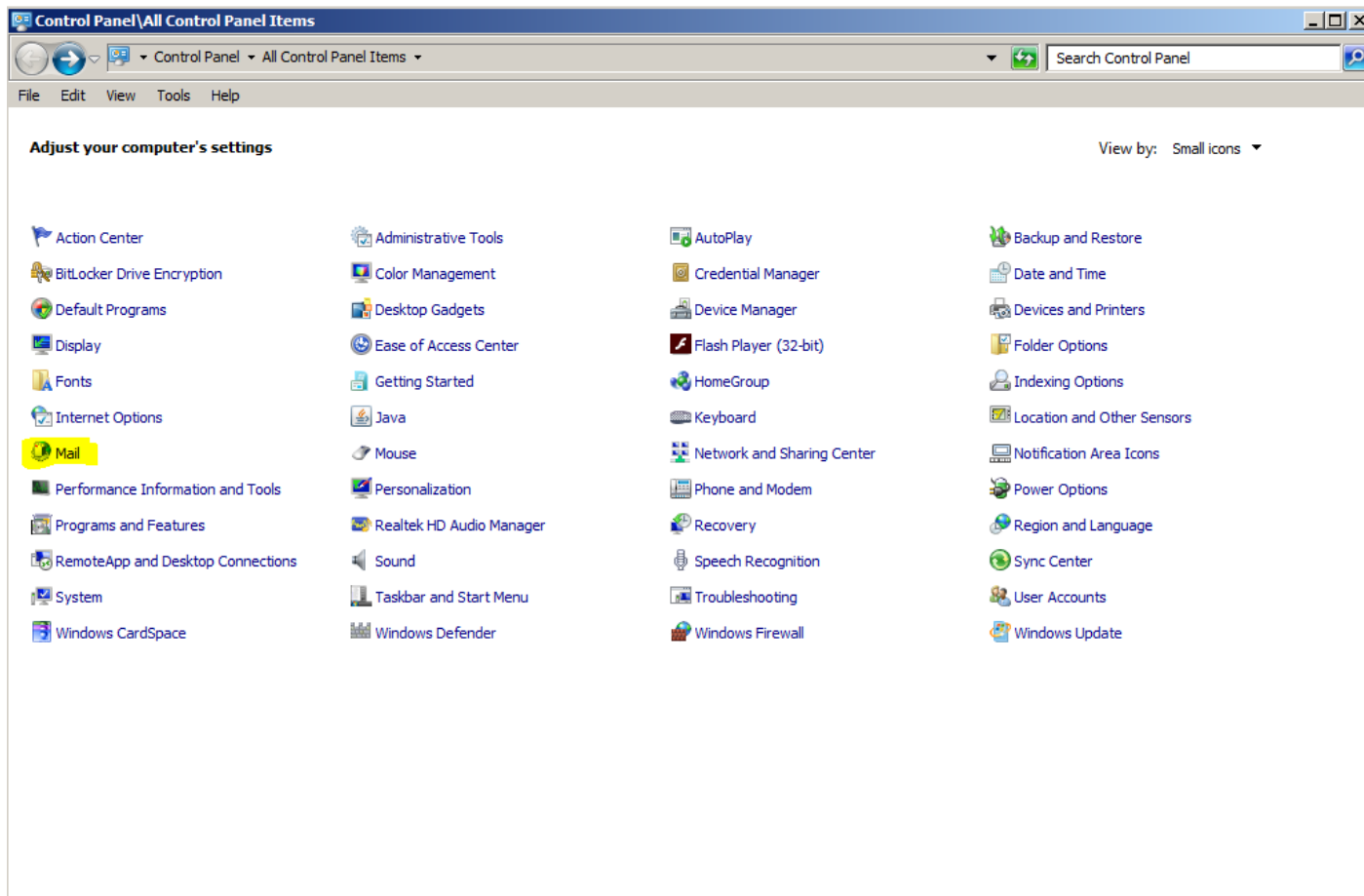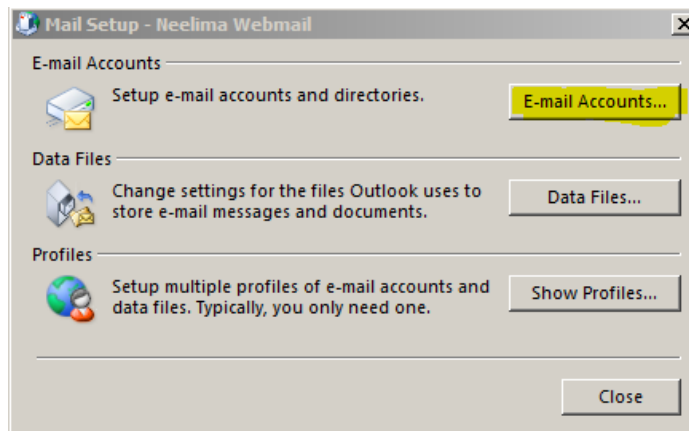# Outlook Configuration - PC
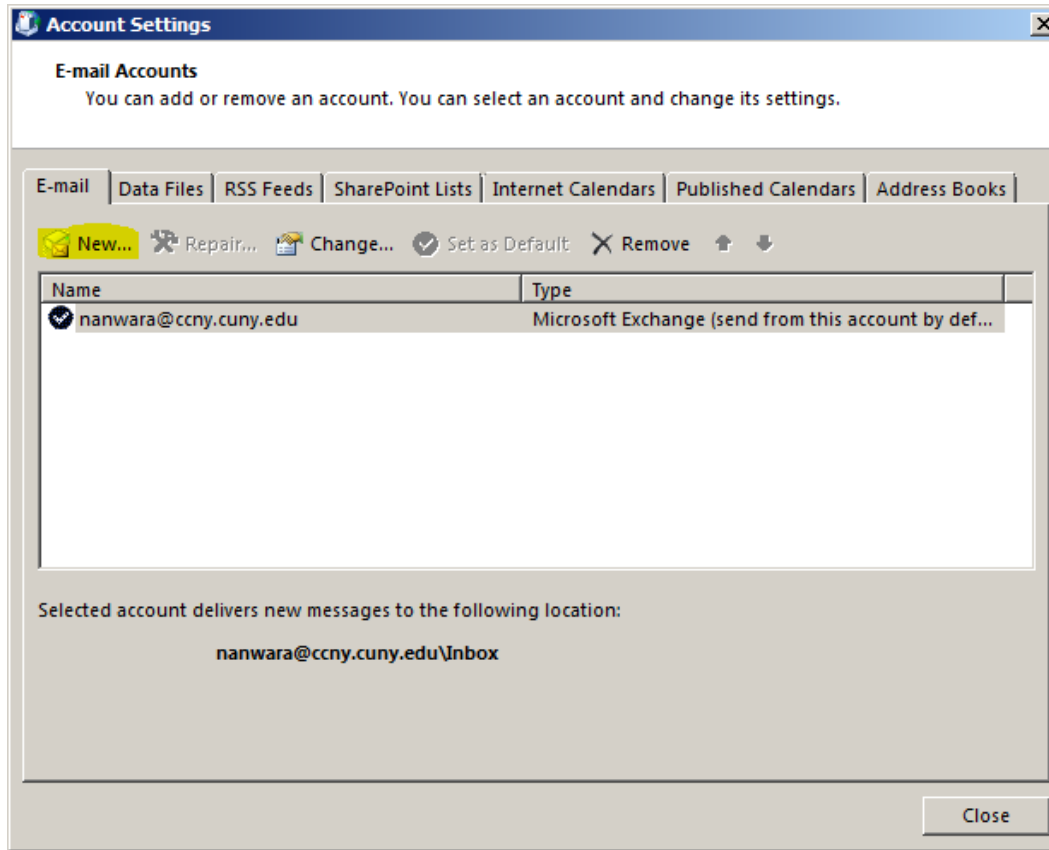
1. Go to the Control Panel. <u>Click</u> on **Mail**.

2. <u>Click</u> on **Email Accounts**.

3. On the **Account Settings** window, <u>click</u> **New**.

4. <u>Type</u> in your **name, email address and password** as shown, <u>click</u> **Next**.