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.

Auto Account Setup Outlook can autom	atically configure many email accounts.	الر
• 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.	
C Manual setup or ad	Iditional server types	