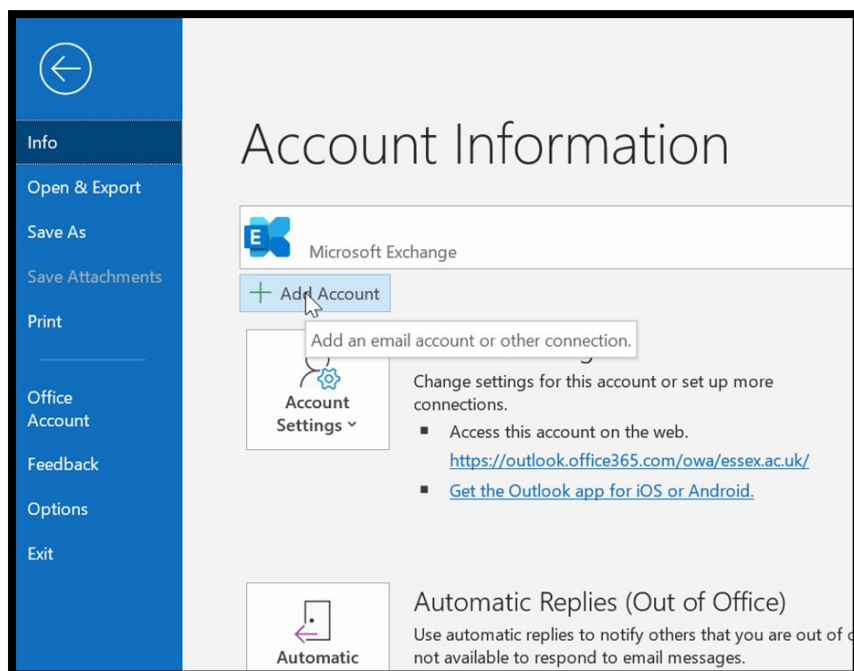


Outlook for PC/Windows

This guide will show you how to set up Outlook 2016 (and above) on PC/Windows.

Instructions

1. Open **Outlook**.
2. If this is the first account you are setting up in Outlook, go to step 5. If you are already using Outlook for other accounts, go to step 3.
3. Select the **File** tab at the top-left hand side of the window and then make sure you have **Info** selected.
4. Under **Account Information**, click **Add Account**.



5. Insert your University of Essex email address.
6. Click **Connect**.
7. If prompted, enter your University of Essex password then click **OK**.
8. Click **Finish**.
9. A message will pop up asking you to restart Outlook for the new changes to take effect. Click **OK**, close Outlook and then open Outlook again.