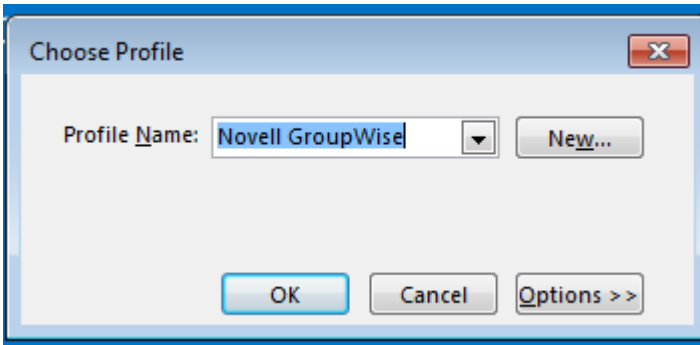


## Setting up Outlook on your PC

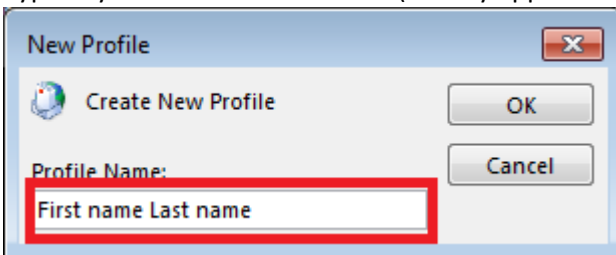
1. Open the Start Menu and type in Outlook



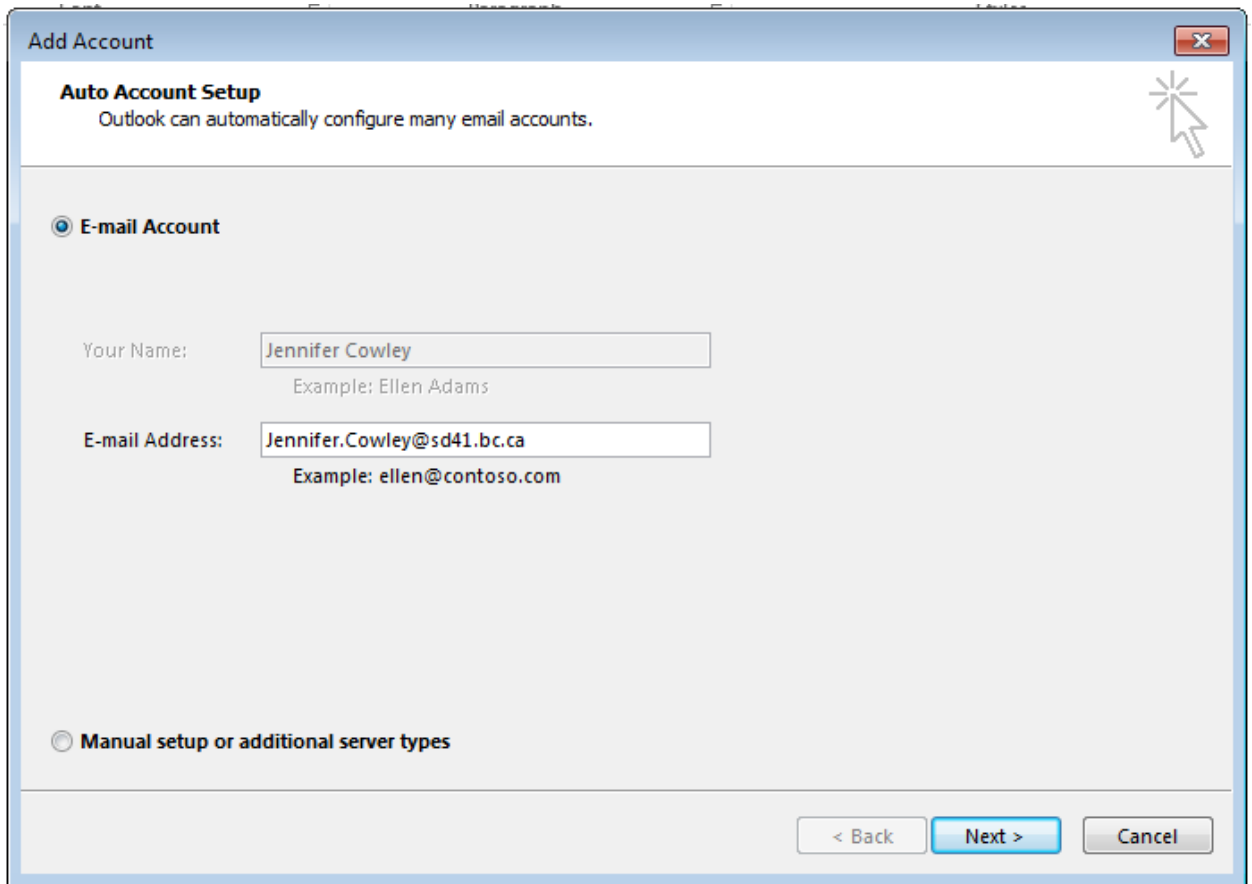
2. In the pop-up window, click NEW



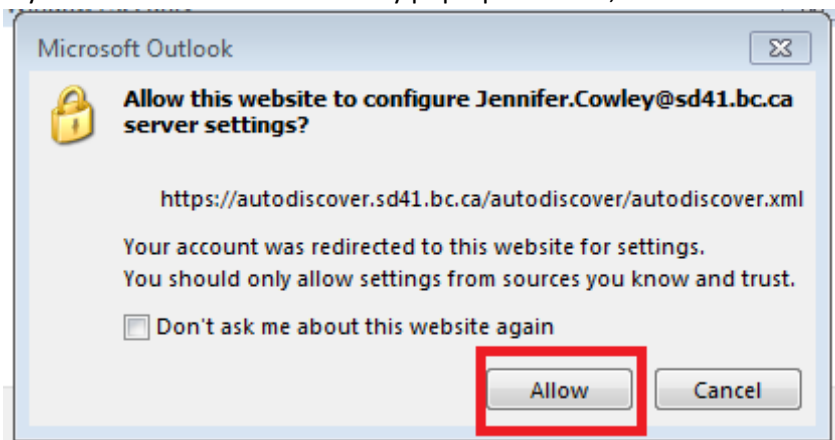
3. Type in your first and last names (as they appear in your email address) and click OK.



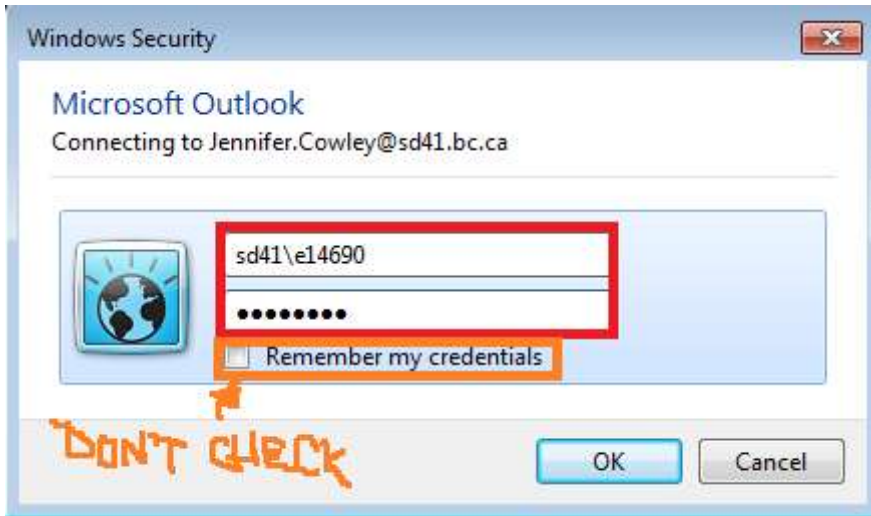
4. The email address on the next window should be correct. Click NEXT if it is. Cancel and start again if it is not.



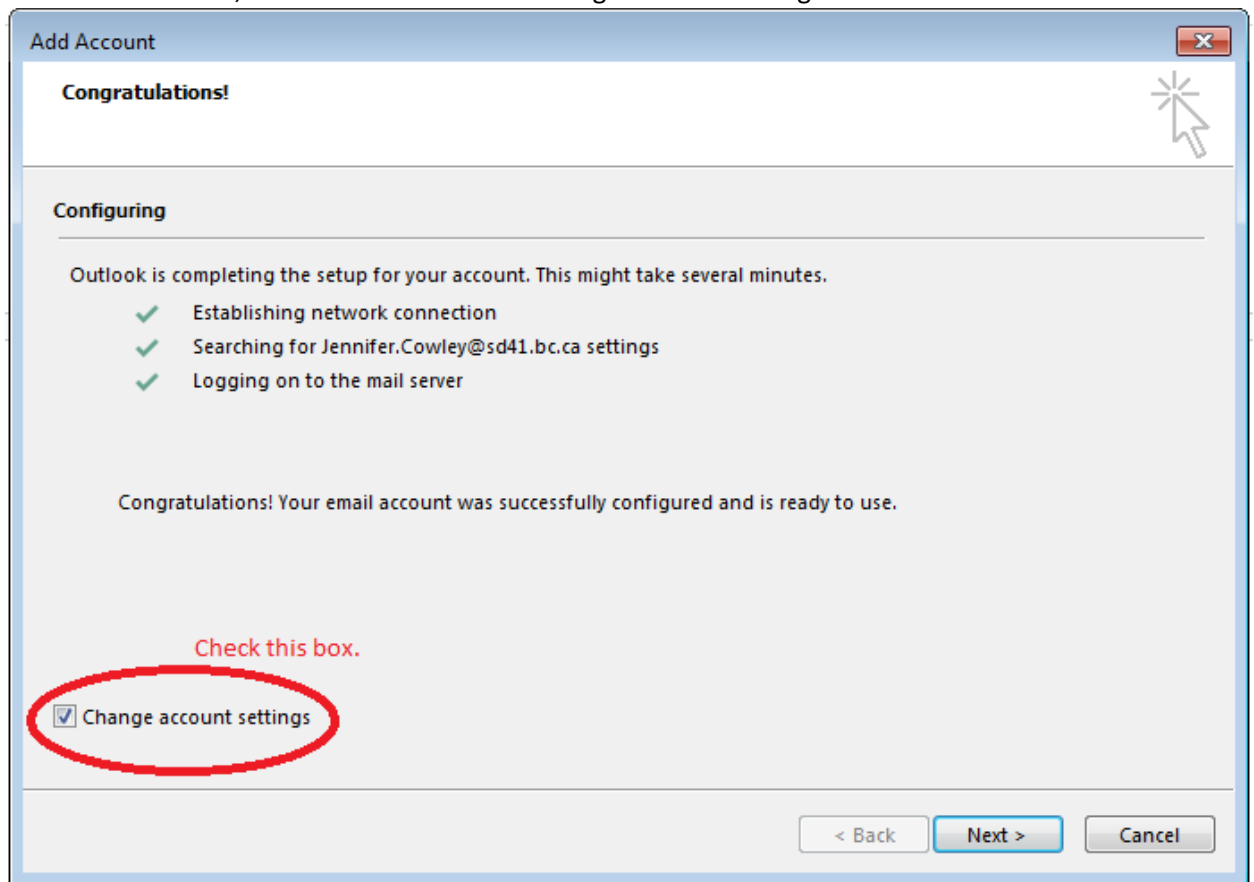
5. If you receive a Windows Security pop-up as below, click ALLOW.



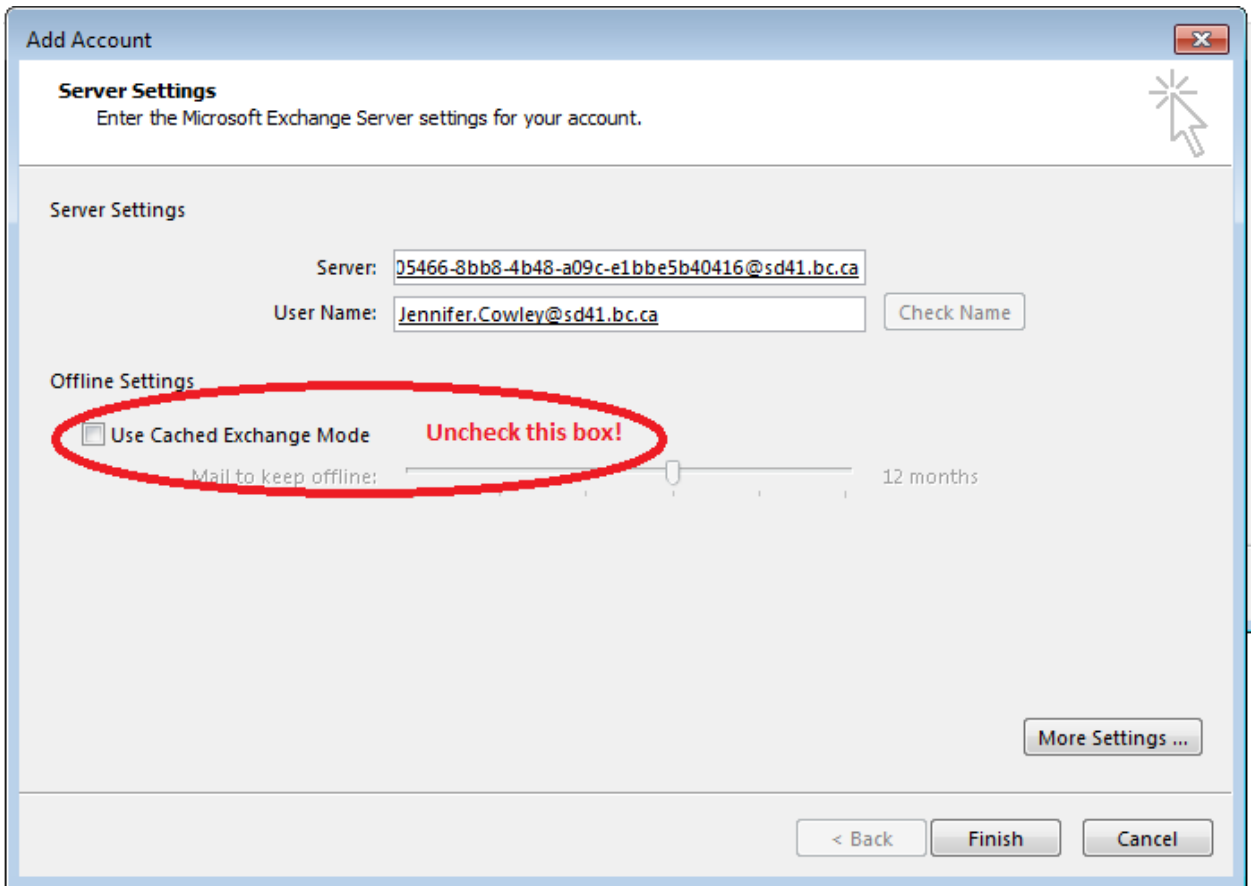
6. In the next window, you must change the user name to `sd41\`[your employee number], then enter your password. **Do NOT check the box next to "Remember my credentials".**



7. In the next window, select the BOX next to “Change account settings”.



8. Click Next.



9. Click Finish.
10. If you are the ONLY person to use Outlook on this PC (you work in an office and would never have to share a classroom), you can make this the default Profile. Click OPTIONS and check the box. Do NOT make this selection on a classroom computer as undoing it is a pain.
11. Click OK.

