



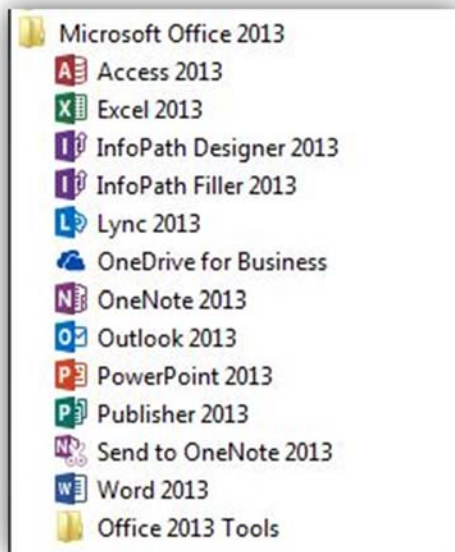
SETUP MS OUTLOOK 2013

Follow these steps to setup Microsoft Outlook 2013.

1. Click on the MS Outlook icon to launch Microsoft Outlook. Normally the MS Outlook icon  is located at the bottom of the taskbar like the following picture.

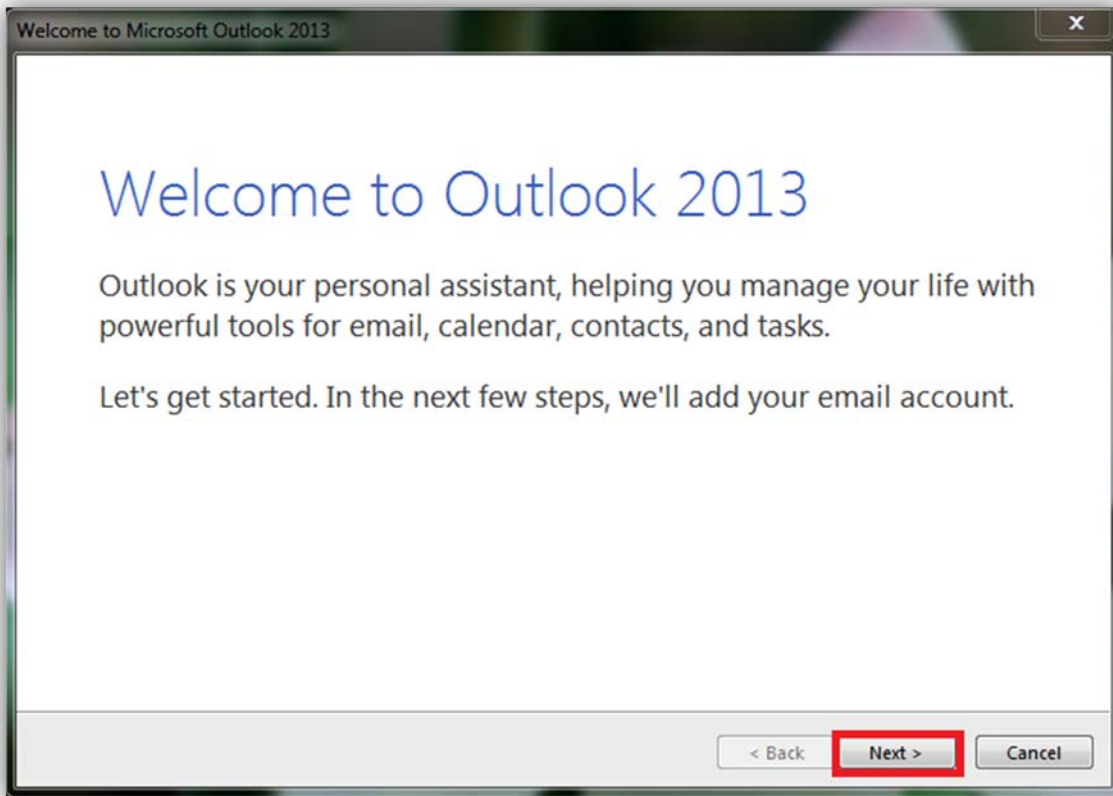


2. If it is not there then you can do the following:
 - a. Click on the Start  button and select All Programs.
 - b. Scroll down to a fold called Microsoft Office 2013 and click on it.
 - c. You should see something like this:

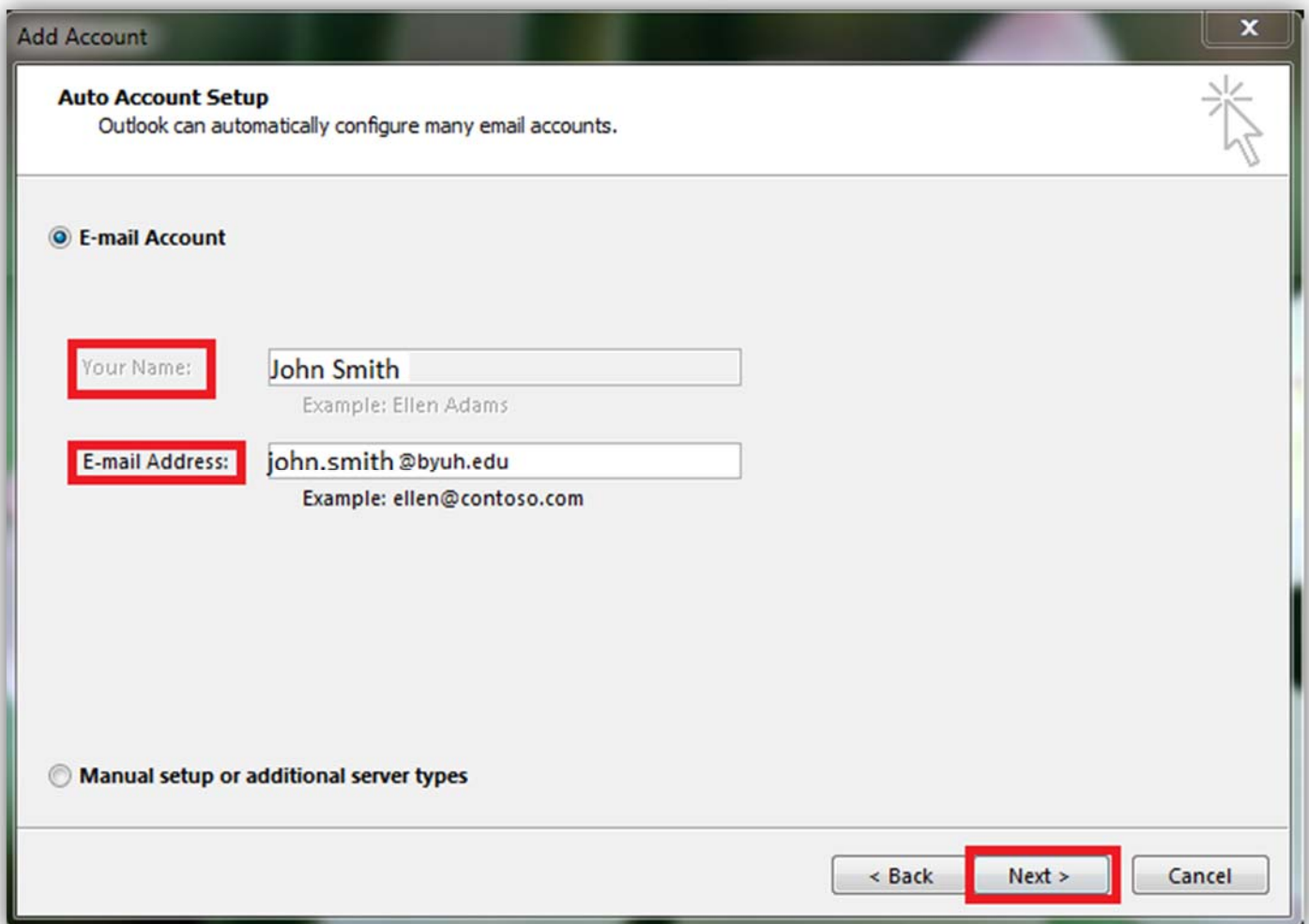


- d. Then you click on Outlook 2013 icon .

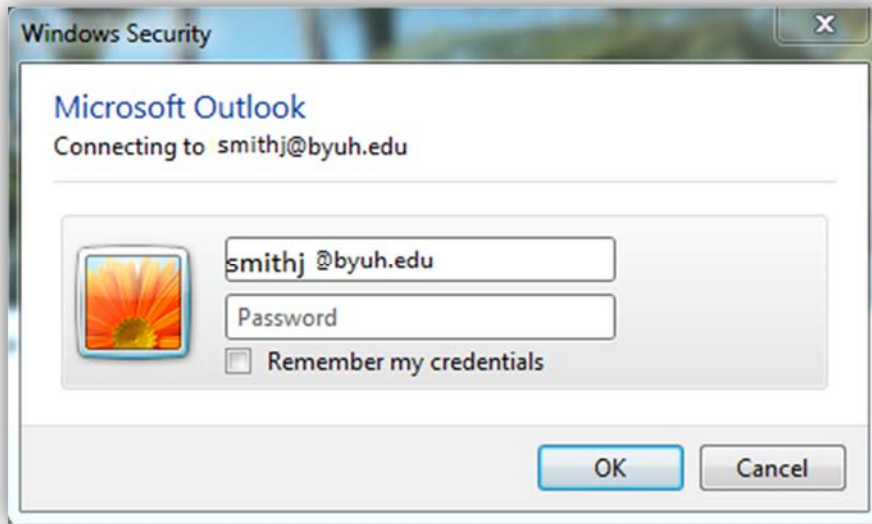
3. Once you click on the MS Outlook icon you should see the images below and just follow instructions:



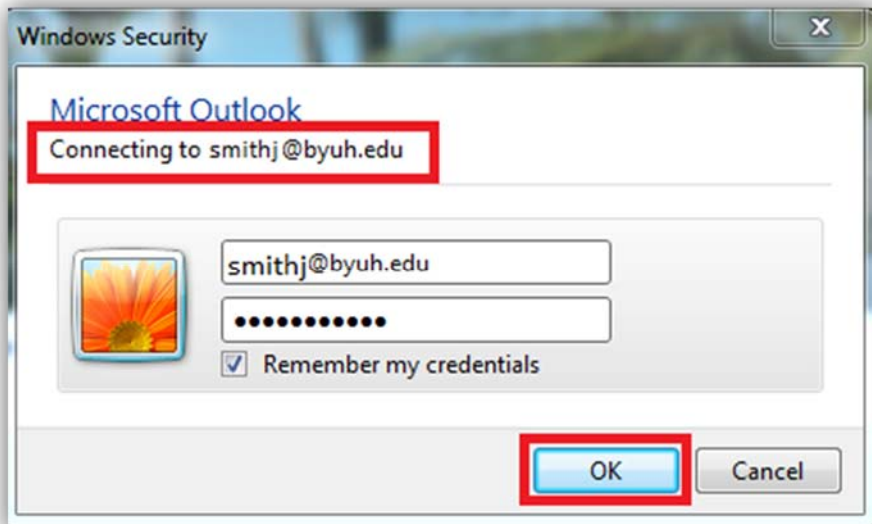
4. By default, it will auto fill the information for you if you are logged into the computer using your BYUHNetId, like the picture below:



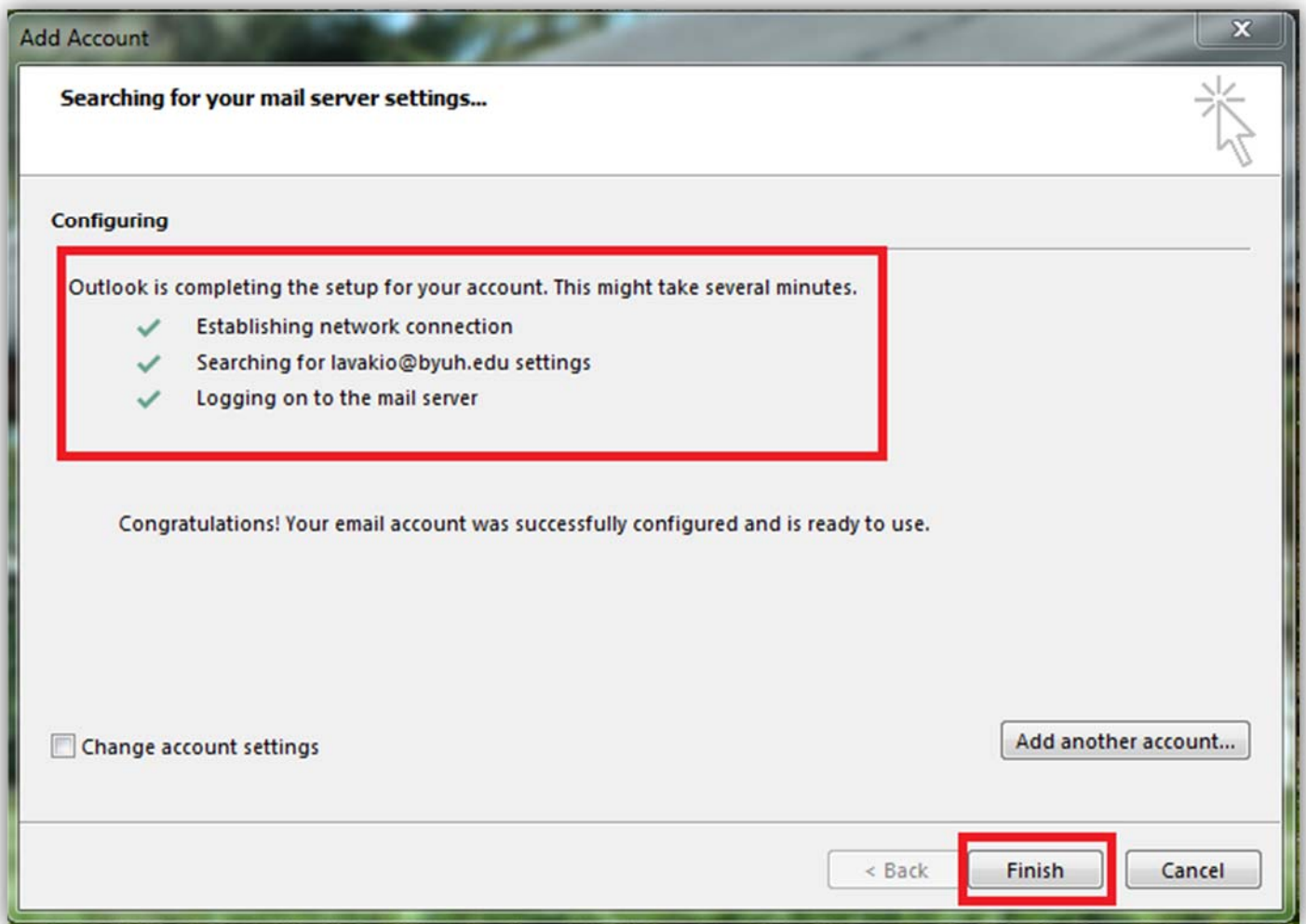
5. Normally after you click Next there will be another screen popping up like the one below:



6. Make sure you see your BYUHNNetID@byuh.edu as your username and your BYUHNNetID password and check the box to remember your credential.



7. Once you press OK then you should see the following screen.



8. Click Finish to complete.