

# Outlook Client

Access Email with **Outlook Client** - To set up the client, open Outlook program/app on your computer.

1. If it is the first time you have opened it, you will be prompted to enter your email address and password then the setup will automatically begin.
2. If the setup does not automatically start follow these instructions.

The image contains three numbered steps for setting up Outlook 2013:

- 1** Open **Outlook 2013**. Below the text is the Outlook 2013 application icon.
- 2** Select **File > Add Account**. Below the text is a screenshot of the Outlook 'Account Info' window. It shows an existing account for 'deryl.personal@yaho.com' and an 'Add Account' button. To the right, there is a section for 'Account and Settings' with options to 'Change settings for this account' and 'Connect to social'.
- 3** Enter your name, your email address, and your password. Then select **Next > Finish** to start using Outlook. Below the text is a screenshot of the 'Add Email Account' dialog box. It has input fields for 'Your Name' (with a placeholder 'John Smith'), 'Email Address' (with a placeholder 'john.smith@outlook.com'), 'Password', and 'Verify Password'. A note at the bottom says 'Type the password your Internet service provider has given you.'