# Setting up an email account on your desktop for Microsoft Outlook

1. Click on the Outlook icon on your desktop or go to Programs and select Microsoft Office, then Microsoft Outlook.

2. The Add New Account window will appear.

3. Type your Full Name and Email Address (if it's not typed in already). Type your Password in and retype it. Then click **Next**.

4. The screen should say Congratulations showing that you have successfully configured your email account. Click the **Manually configure server settings**. Click **Next.**
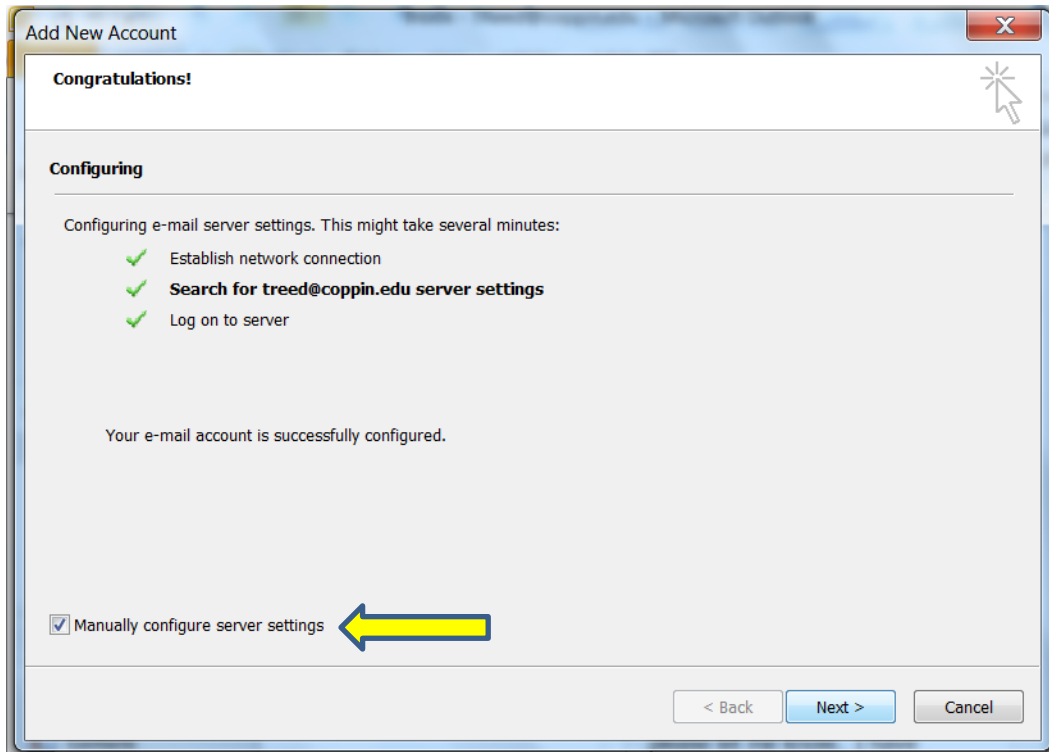
5. On the Server Settings screen, uncheck the **Use Cached Exchange Mode.** Then click **Finish** and your Outlook email will appear shortly thereafter.