CONFIGURE MICROSOFT OUTLOOK 2013

This part will show you how to configure the Outlook 2013 and read your emails in the future.

1. Go to Start -> control panel
2. Double click Mail

3. Select the options of “Show Profiles”.

4. Click Add to create a new user profile.
5. Name the Profile “Exchange”, click OK to continue.

6. Enter the **Your Name, Email Address and Password** (refer to below details). Click **Next** to continue.

7. Enter your email address and password. Click **OK**.
8. Under the screen below, click **Finish** to continue.

![Add Account](image)

**How to launch Outlook 2013**

1. Launch the Outlook 2013 from **Start -> Program -> Microsoft Office 2013 -> Outlook 2013**
2. Enter username and password

3. Screen below shown the interface of Outlook 2013.