

# How to configure Outlook on your home computer to access your work email

This assumes you already downloaded and installed Outlook 2013. It is available free for staff on Office 365.

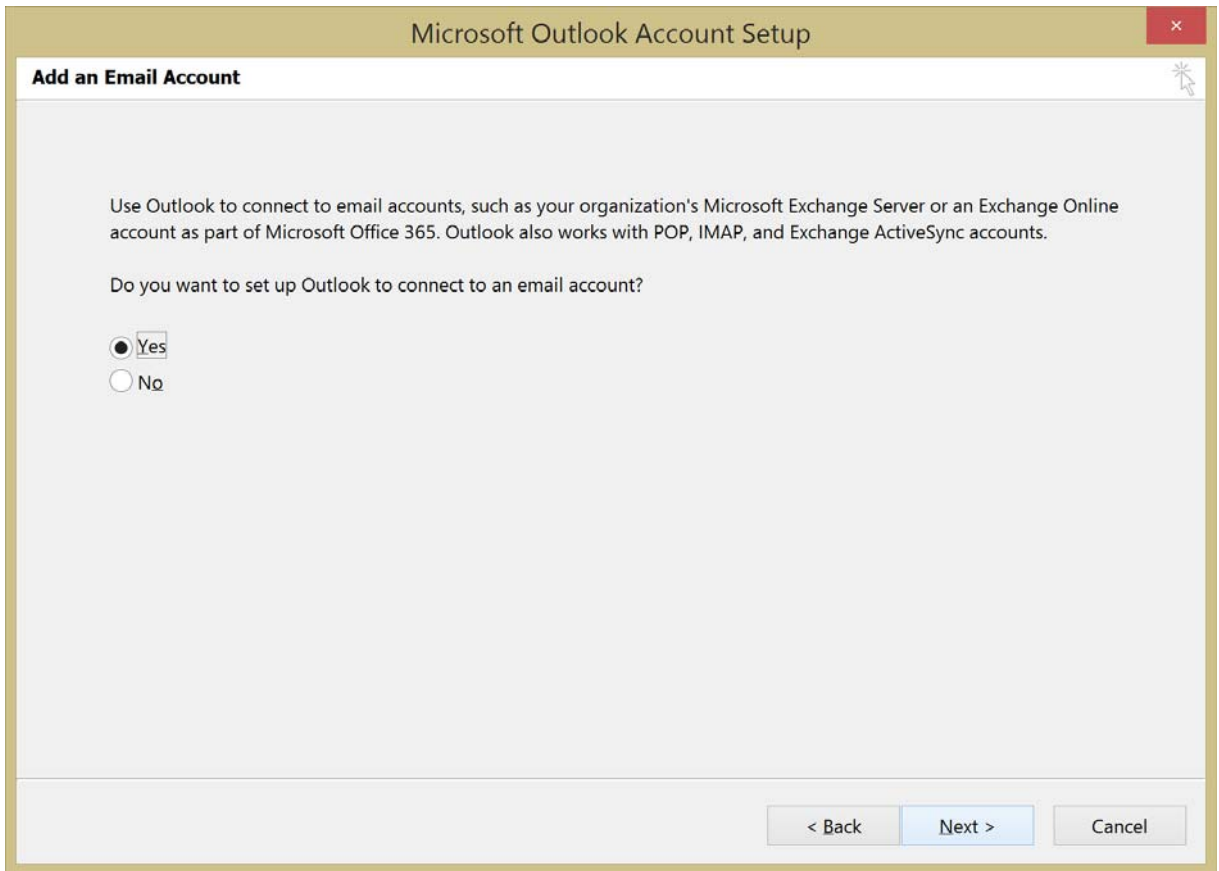
## 1) Launch Outlook



## 2) Click Next



3) Make sure YES is selected and click Next



4) Fill out your account information accordingly. Click Next

Add Account

**Auto Account Setup**

Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

Add Account

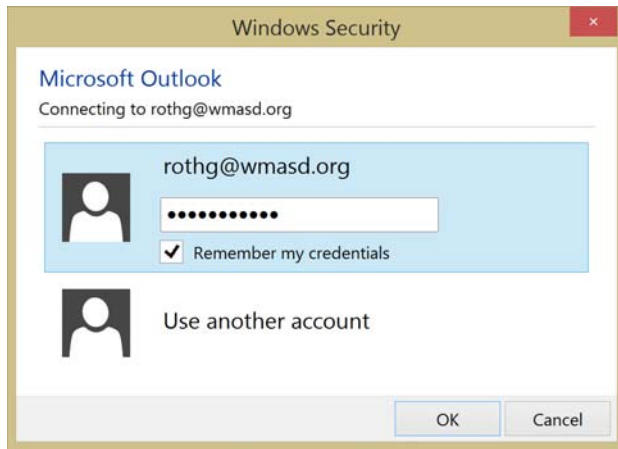
**Searching for your mail server settings...**

**Configuring**

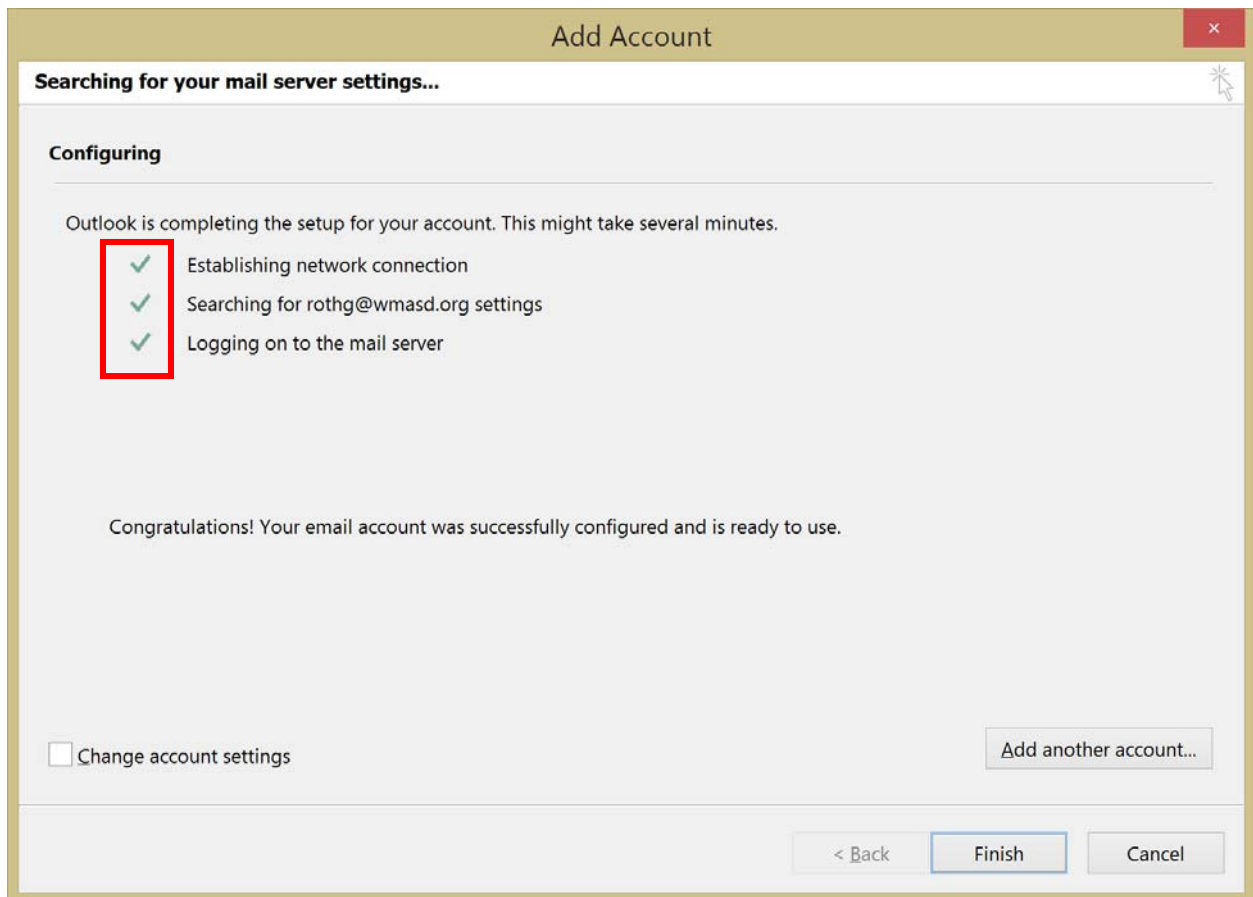
Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➔ **Searching for rothg@wmasd.org settings**  
Logging on to the mail server

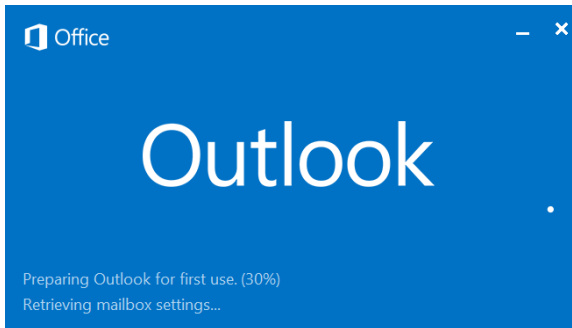
- 5) If prompted with a Windows Security window, provide it with your email address and password. Check “Remember my credentials” if you do not want to be prompted again later. Click OK



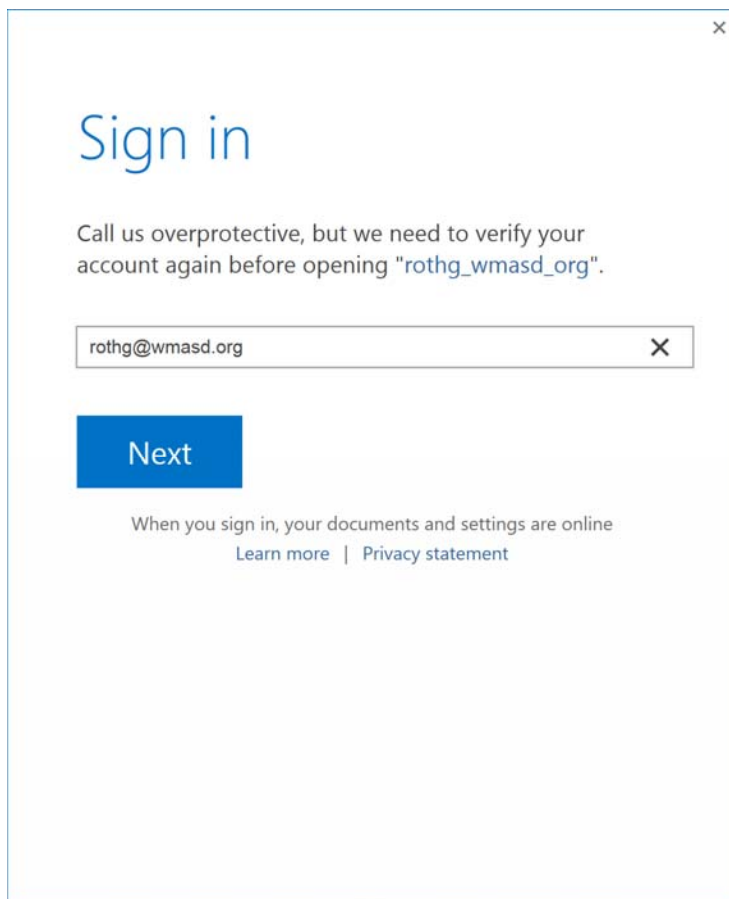
- 6) Click Finish when you see three green check marks.



- 7) Once authenticated, Outlook will begin preparing itself for initial use. This may take a few minutes and should only do this once.



- 8) If prompted with another sign in window, fill it out with your full email address. This should only occur once.




## 9) Select Work account

×


# We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



**Microsoft account**

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



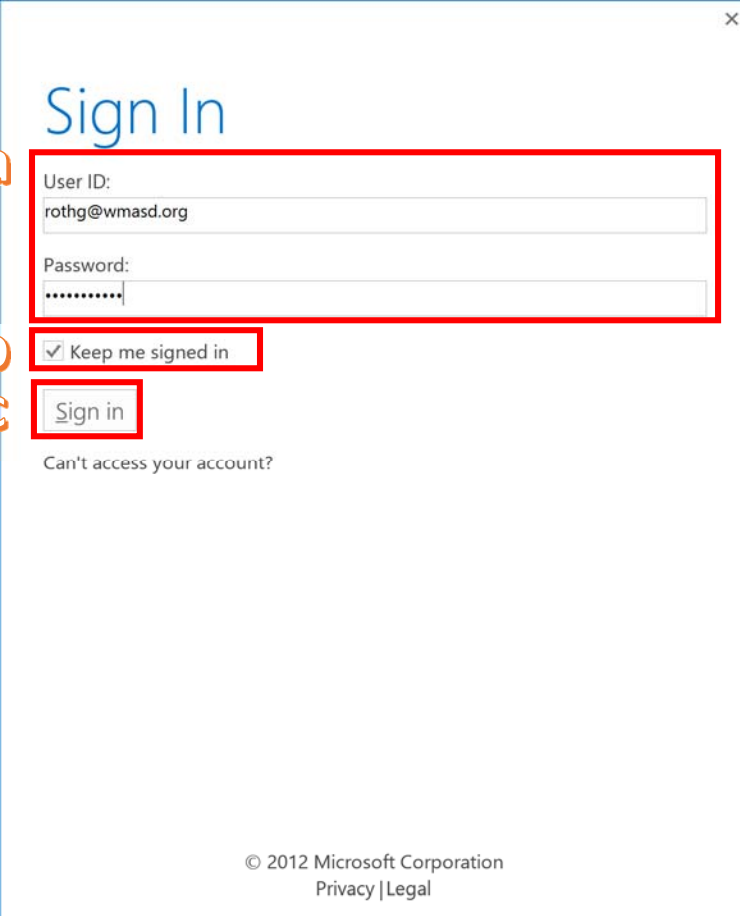
**Work account**

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

- 10) Yet another Sign In
- Fill out your user id (full email address) and password one last time. Because we need the typing practice.
  - Check mark “Keep me signed in”
  - Click “Sign in”.



The screenshot shows a "Sign In" dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

- a**: A red box highlights the "User ID" and "Password" input fields. The "User ID" field contains the email address "rothg@wmasd.org". The "Password" field contains a series of dots.
- b**: A red box highlights the "Keep me signed in" checkbox, which is checked.
- c**: A red box highlights the "Sign in" button.

Below the "Sign in" button, there is a link that says "Can't access your account?". At the bottom of the dialog, the copyright information reads: "© 2012 Microsoft Corporation Privacy | Legal".

THAT'S IT! The next time you launch Outlook, it should go straight to your inbox without any prompts.