

Using Your Email Account on Your Windows 7 or Windows 8 Computer Desktop (Outlook)

Webmail will function without these steps.

- 1) Open the **Technology Support folder** and click on **Office365DesktopSetup** and **Run**. This will configure Outlook 2013 to use Office 365 email.
- 2) Click on the **Start** icon and open the **Control Panel**. Click on the **Mail** icon. Click on **Show Profiles** and click on whatever shows up in that box and then click on **Remove**. Click **Yes, Apply** and then **OK**. *If you have never used the Outlook icon before, you will not have anything in the profile box.*
- 3) Click on the **Start** icon and open **Microsoft Outlook**. Type in the first part of your email address (ex: tpalmer) and click **OK**. Make sure the dot is beside "Email Account" and click **Next**. *(If the information that appears is not correct when you type in your user name, type your email address into the box and then click **Next**.)* Click **OK** and then click **Finish**.

If you have a Windows 7 or 8 computer and do not have Microsoft Office 2013, click on the **Start** icon and open the **Control Panel**. Click on **Programs and Features** and uninstall the wrong version of Office. Then open the **Technology Support folder** and click on Office 2013 (for Windows 7 or 8 computers). After you have updated Office, then follow Steps 1-3 above.