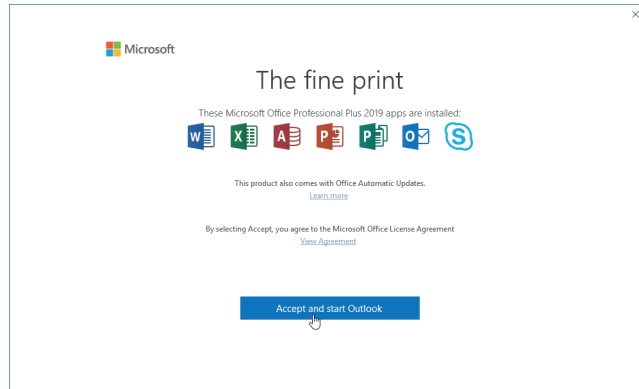
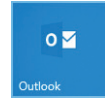




Starting Outlook

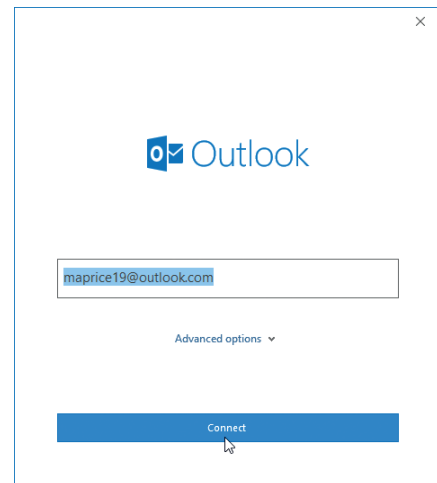
The Microsoft Outlook program provides the email and time management functions in Office. To start the application:

- 1 Select the Outlook tile from the Start menu (or locate the application on the All Apps list or via the Search box)



The first time you start Outlook, you may be asked to accept the Microsoft Office license agreement. Then, it helps you to define the email accounts you want to manage using this application.

- 2 Click **Accept and start Outlook** to initiate setup of Outlook with your email account



- 3 Type the email address you wish to use, and click **Next** to have your account set up automatically

Outlook will normally detect the requirements for setting up the email account and choose the most effective settings. However, you can select **Advanced options** to allow you to set up the account manually if you find the defaults are unsuitable.



Outlook is found in all editions of Microsoft 365 except for the Home & Student edition.