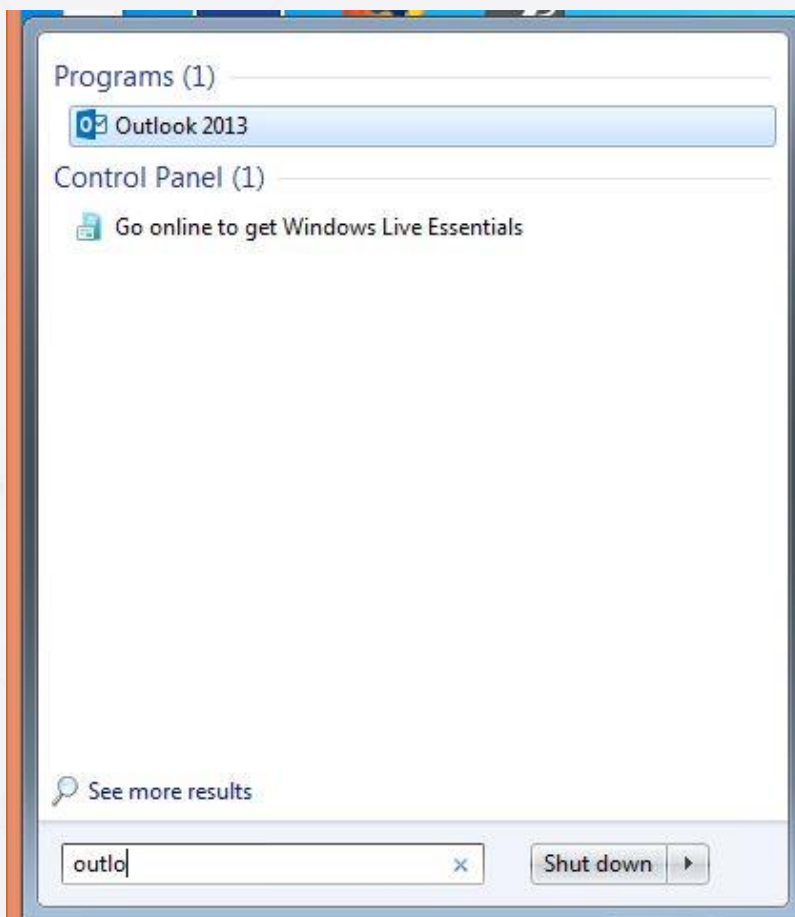


# How to setup your school email to work with outlook 2013

Using the outlook desktop client, while not as flexible as the web mail system is an ideal option for offices or commonly used pcs. Sometimes through reasons unknown the web link may not work while email within the desktop client continues to function as normal.

If you wish you can use the schools outlook 2013 desktop client view your personal email or other work related accounts under one easy to use application.

1. Find outlook 2013 from the start menu. You can use the search box in the start menu and start typing outlook to find it. This application is installed on all computers in the school and our terminal server.



2. The first time you start outlook 2013 it will ask for your credentials. Enter your school email and password and 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**

< Back    Next >    Cancel

3. The account credentials will be found automatically and it will ask you to verify your user name and password. Use the same credentials as before and tick remember my credentials to stop this security box opening again.

**Windows Security**

**Microsoft Outlook**  
Connecting to jkingston@chewvalleyschool.co.uk



Remember my credentials

OK    Cancel

4. That's it! Your email will come up and you can continue working. If you wish to add another account simply go to File > add account from within outlook 2013