

Create a new email account

1. Open Microsoft Outlook
2. File > Add Account
3. Enter requested information (name, email, password)
4. Tap **Connect** (Outlook 2016) or Tap **Next** (2013 and earlier)
5. Enter password again, if prompted
6. OK > Finish

Name Options

- Enter valid profile name, if prompted
- If invalid profile name error pops up, close profile name set up and re-launch Outlook, that should take you to email home screen

Account Options

- File > Options > Advanced > Send/Receive
- Schedule an automatic send/receive every: **60 minutes**
- Tap **Close**
- File > Options > Mail > Message Arrival
- Play a sound: **Leave checked**
- Show an envelope icon in the taskbar: **Leave checked**
- Display a Desktop Alert: **Leave checked**
- Tap **OK**.
- Tap Inbox