IT Self-Help: Outlook 2013 using Windows 8 from Home

Faculty and staff may use the Outlook 2013 client from home or portable computer to access their CCSU e-mail account. You must have a reliable internet connection. To configure the Outlook 2013 client on your Windows 8 device:

1. Client on START – then Desktop – then Outlook 2013

2. On the Welcome screen click on [Next].

Welcome to Outlook 2013

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let’s get started. In the next few steps, we’ll add your email account.
3. On the screen below, leave prompt as “Yes” and click on [Next].

4. Add Account screen – Enter your information as shown in example below – [Next].
5. The program will start to configure your Outlook 2013 e-mail account.

6. Windows Security – click on Use Another Account – type in your login information, making sure to precede your username with ccsu_comp_srv\ - [Ok]

8. **Please be patient, this step may take several minutes to complete;** when the Add Account reappears with “Congratulations! …” – click on [Finish].

10. If the “First things first” screen appears, select **Use recommended settings** – [Accept].

11. Outlook 2013 main screen will load and start loading your folders, calendar and e-mails. **Please be patient, this may take several minutes.** At the bottom of screen, as shown below, the updating progress will be shown.

12. Outlook 2013 is now configured and ready to use!