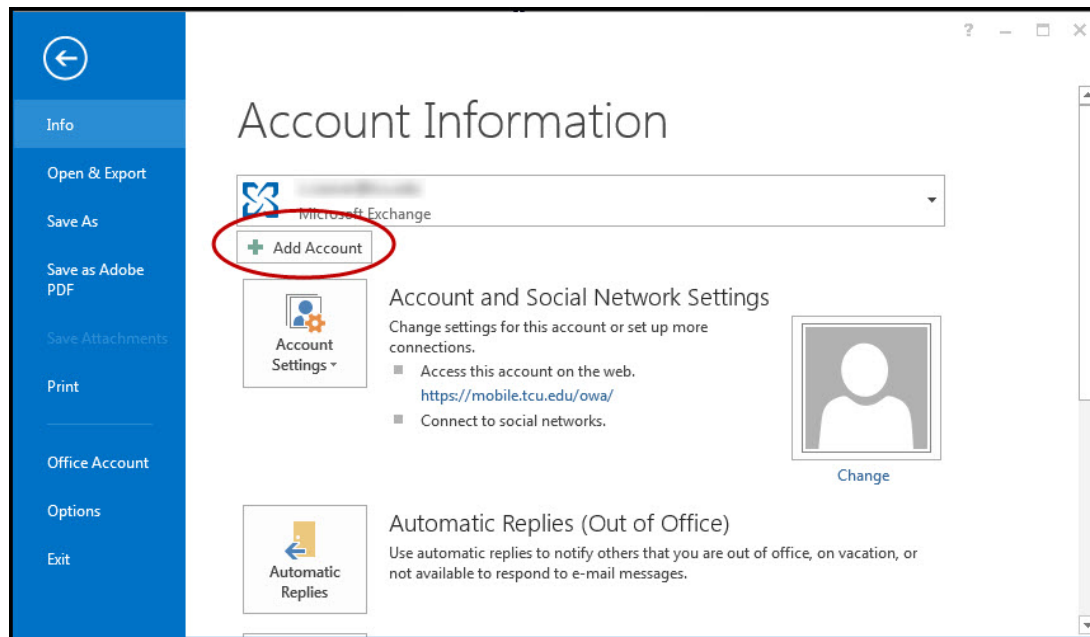
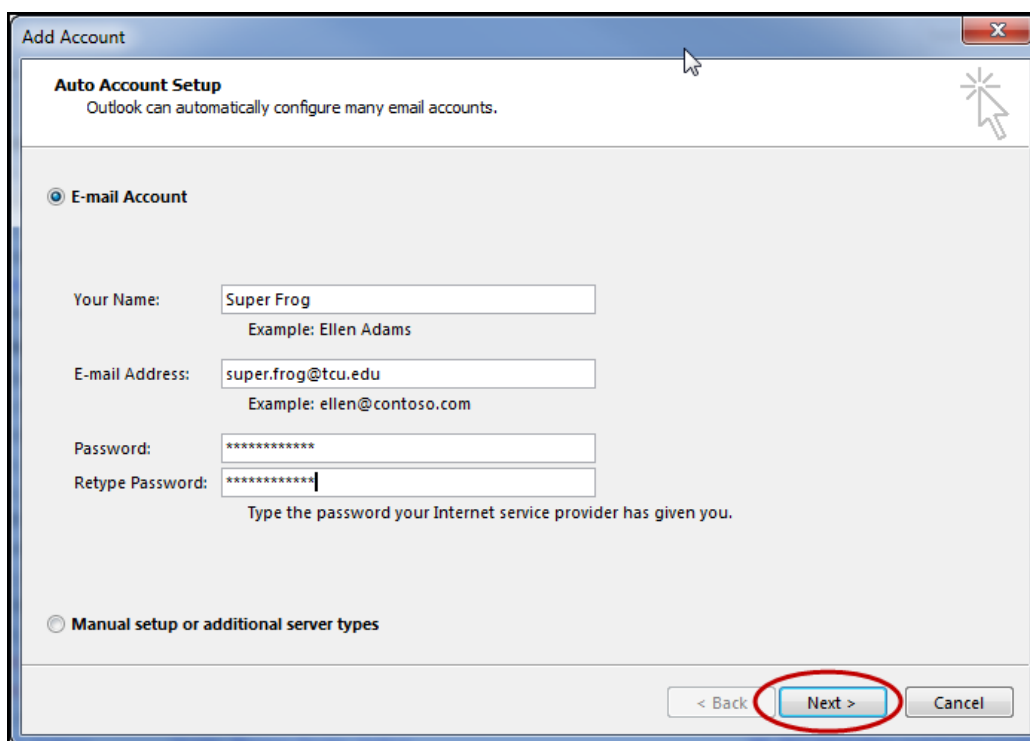


Setup Student Email in Outlook 2013 for Windows

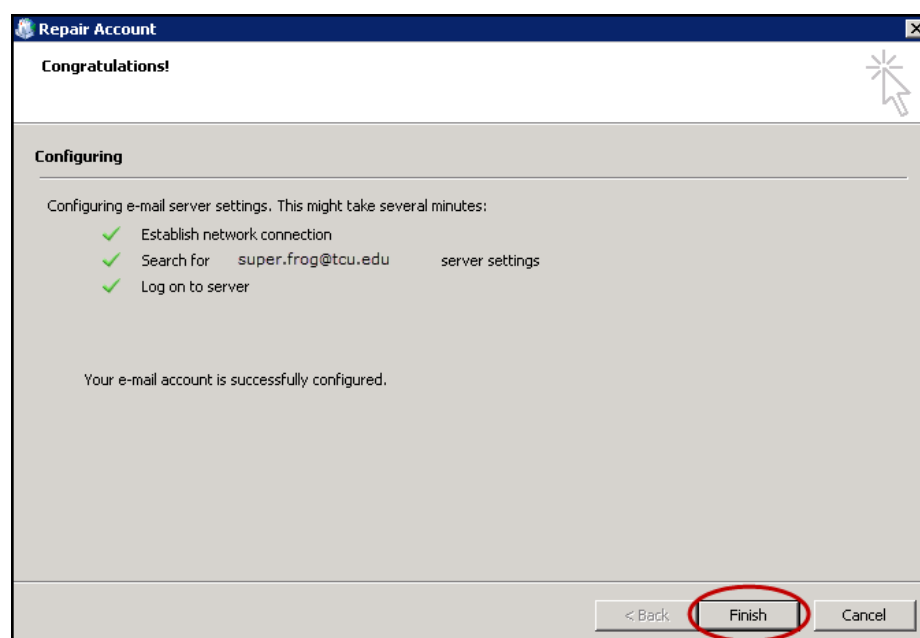
1. If opening Outlook for the first time, you will be prompted to create a new **account**. If you not prompted, you can manually add a new account: open **Outlook**, click **File** from the top menu, and click **Add Account**.



2. A wizard will pop up on the screen. Type your **name**, **full email address**, and **password** as shown in the example below and click **Next**.



3. Outlook will search for your server settings. When configuration is complete, you will see three green check marks. Click **Finish** and your setup is complete! Outlook will now re-index your email messages, which may take some time.



Note: If the device can't find your server settings (via AutoDiscover) then manually configure your device by entering the following information.

- Server: **outlook.office365.com**
- Domain: **TCU**
- Username: **your TCU email address**
- Password: **your TCU password**