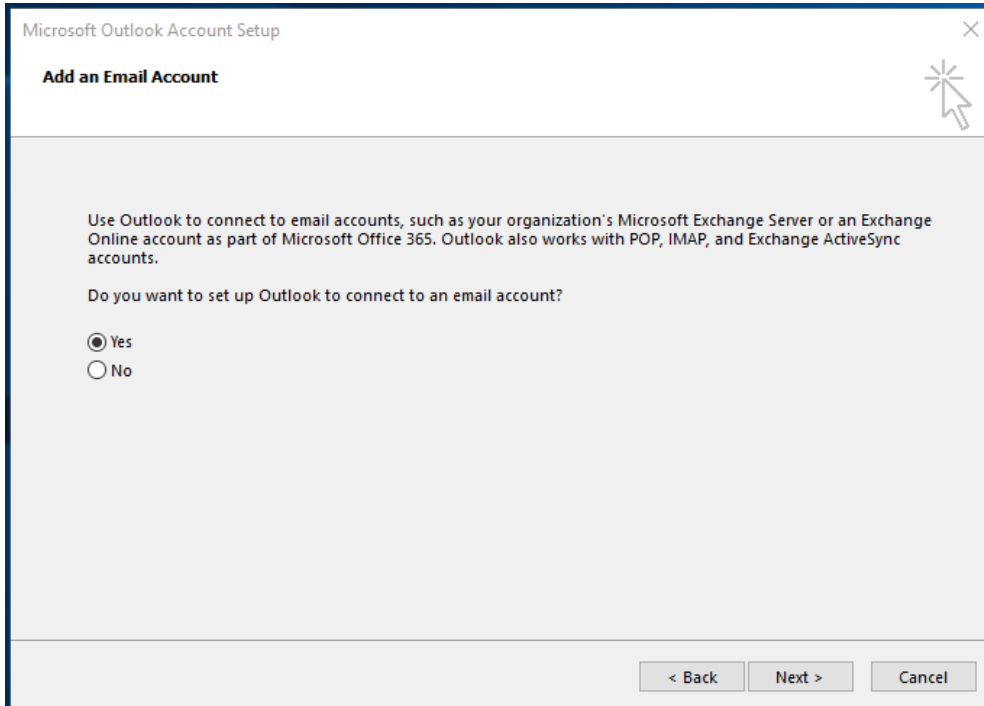


# Outlook first-time setup

1. Open Outlook by clicking the icon on the taskbar or searching for it using the magnifying glass in the bottom left corner.
2. Click Next > and leave Yes selected, then click Next > again.



Microsoft Outlook Account Setup

**Add an Email Account**

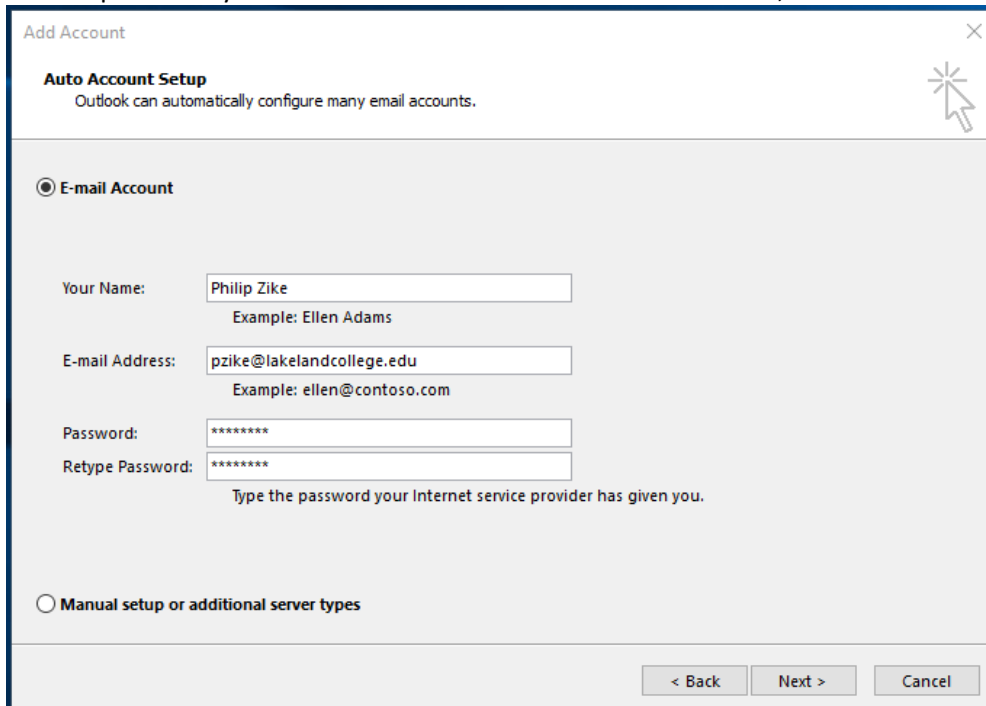
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

☒ Yes  
☐ No

< Back   Next >   Cancel

3. Enter your first and last name in the first field, your Lake Land College email in the second field, and the password you use to access the Hub in the last two fields, then click Next >.



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**  
☐ **Manual setup or additional server types**

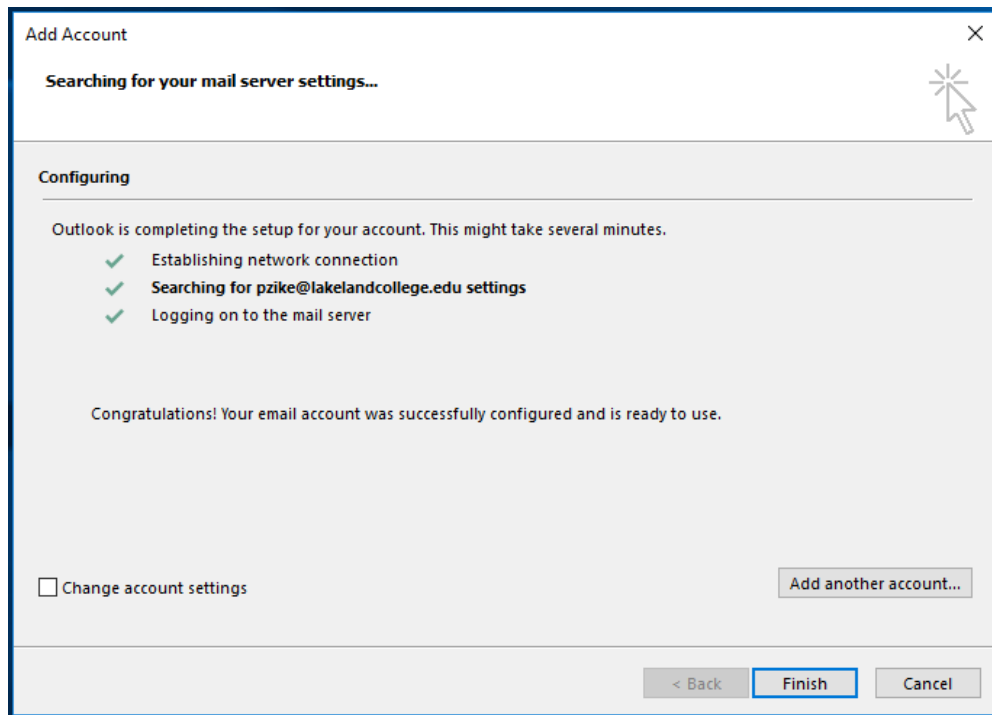
Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

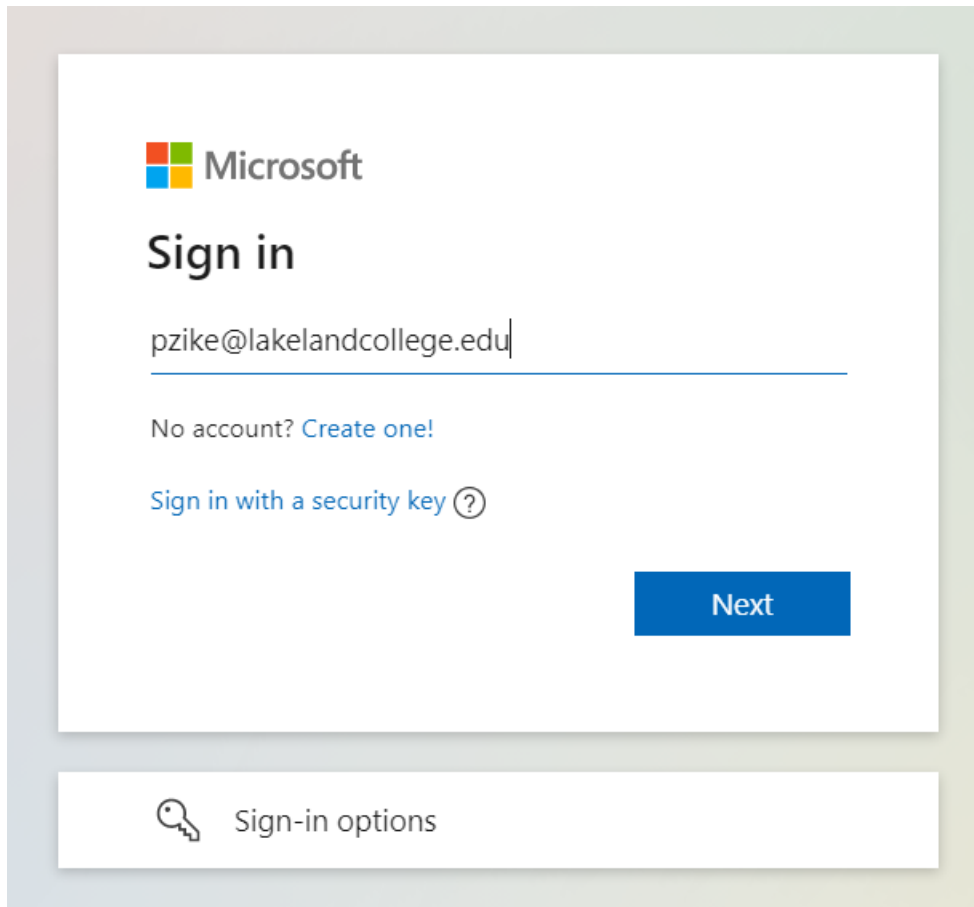
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

< Back   Next >   Cancel

4. Click Finish.



5. In the window that opens next, enter your full email address and your Hub password again, and click OK. Outlook will now open.



The image shows a Microsoft sign-in window. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "pzike@lakelandcollege.edu". Below the input field, there are two links: "No account? Create one!" and "Sign in with a security key" followed by a question mark icon. A blue "Next" button is positioned to the right of the input field. At the bottom of the window, there is a section titled "Sign-in options" with a key icon to its left.

Microsoft


## Sign in

pzike@lakelandcollege.edu

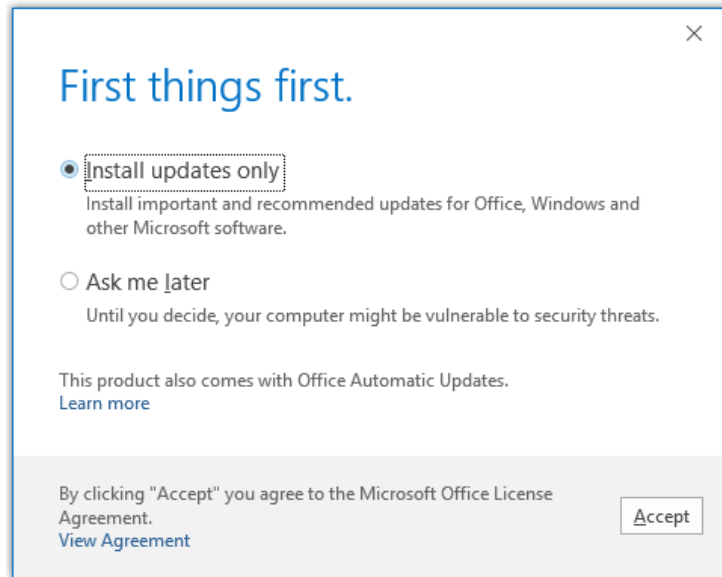
No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

Next

 Sign-in options

6. In the next window that opens, select 'Install updates only' and click Accept.



7. Right-click the Outlook icon on the taskbar and select "Pin to taskbar"