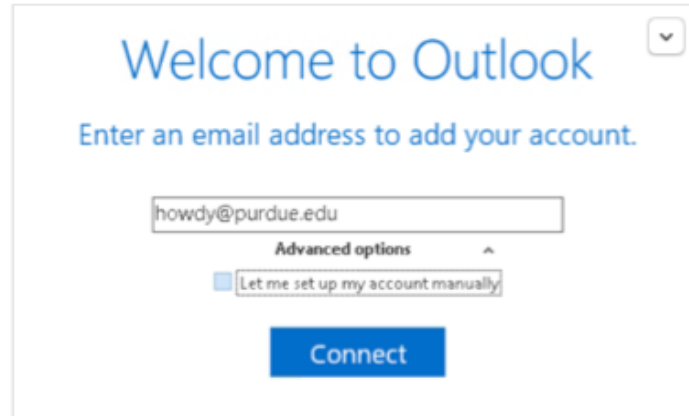
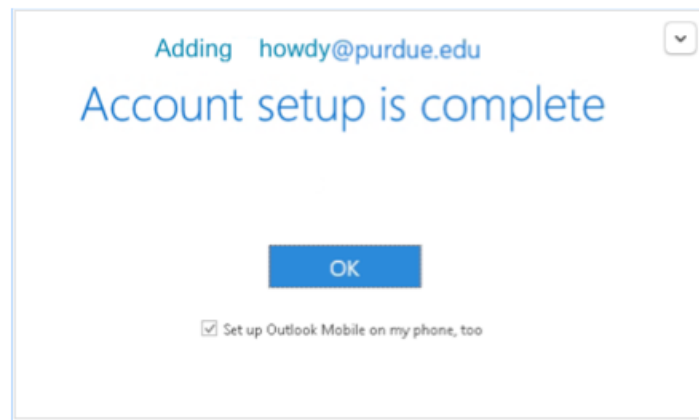


Configure Microsoft Outlook for Windows

1. Open Microsoft Outlook from the Start Menu or CLA Apps tile.



2. Enter your email address, <alias>@purdue.edu and click "Connect"
 - a. Customers must use their Purdue alias and not a vanity email address
3. You may be prompted for your Purdue password if you are on a personal computer.
4. Once complete, you will be notified by the below screen.



5. Click OK and your email will begin downloading.
 - a. This may take some time pending the size of your mailbox.
6. If you want Outlook setup on your phone, select the checkmark box as shown above.
 - If you already have Outlook on your phone, uncheck it as it is already configured.

Other helpful links:

- This link will allow you to see your email on your favorite web browser:
outlook.office.com
- This link is for personal machines using Windows 10 'Mail' app for office 365:
 - purdue.edu/goldanswers/622283