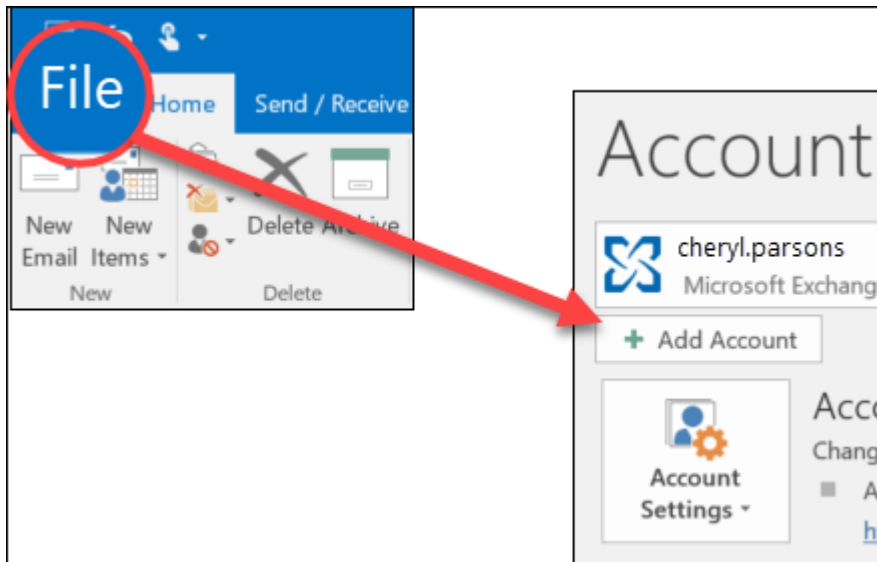


## Set up email in Outlook 2010/2013/365 – Office 365

1. Open Outlook 2010, Outlook 2013 or Outlook 365.
  - a) If the Microsoft Outlook Start-up wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts page**, click **Next** to set up an email account.
  - b) If the Microsoft Outlook Start-up wizard doesn't appear, on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.



2. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name and E-mail Address** settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your account. Go to step 3.

If the settings on the Auto Account Setup page doesn't contain your [name@turtlebay.co.uk](mailto:name@turtlebay.co.uk) email address, do one of the following:

  - a) If the settings on the Auto Account Setup page aren't filled in, type the correct settings which are your email address ([name@company.co.uk](mailto:name@company.co.uk)) and your email password.
  - b) If the name in the Your Name box isn't correct, you may need to reset the options on the Auto Account Setup page before you can edit your name. To reset the options, click the option button next to Manually configure server settings or additional server types, and then click the option button next to E-Mail Account.
3. After you click **Next** on the **Auto Account Setup** page, Outlook will search online to find your email server settings. You'll be prompted to enter your user name and password during this search. Make sure that you enter your full email address ([name@company.co.uk](mailto:name@company.co.uk)) as your username.
4. If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.
5. Your email will now start to download to your computer. Depending on the amount of emails you have this can take from a few minutes to a few hours to complete, but you can still use Outlook during this period.