

Setting Up the Outlook Desktop App on Your Work or Home Computer

Applies to: Windows 7 and Windows 10; Outlook 2016 – and other versions.

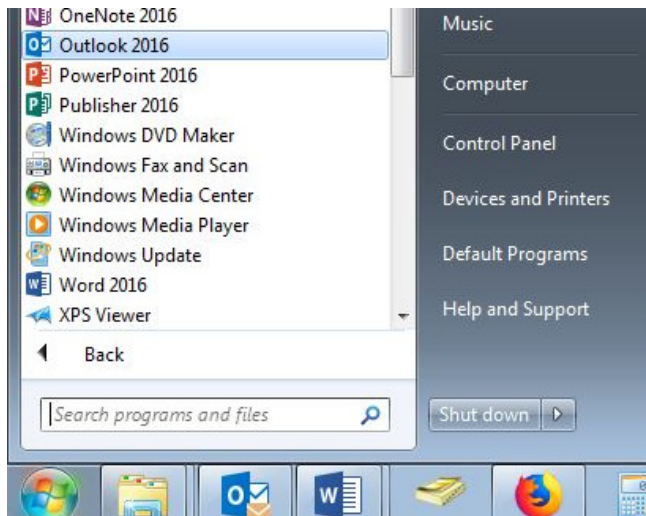
Adds your work email account to the Outlook Desktop email client application.

- 1) Click on the Window's **Start** button (located on the taskbar usually in the bottom left corner)

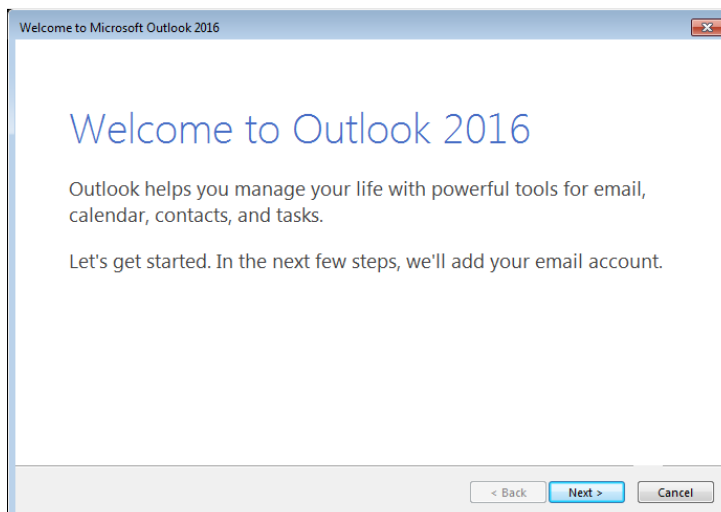


Example highlighted above

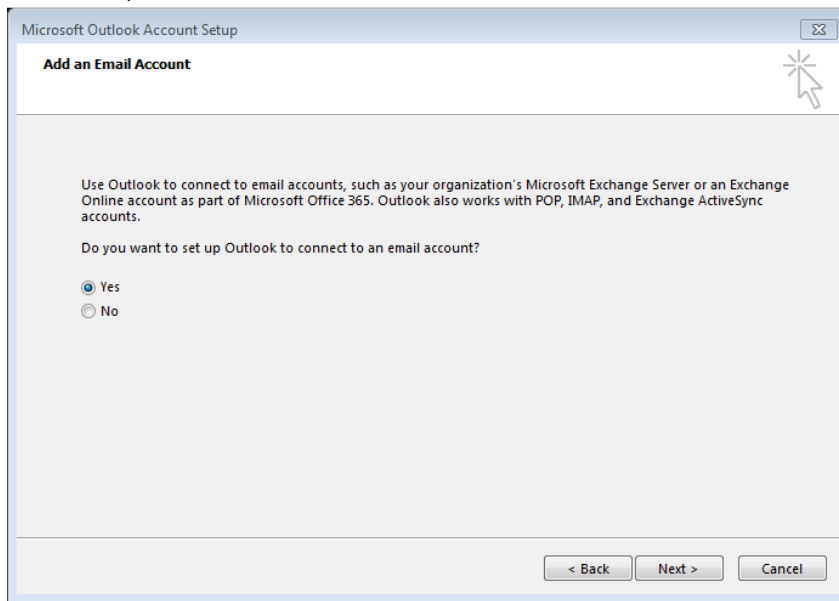
- 2) From the start menu, launch the Outlook Desktop Client - **All Programs** -> **Outlook**.
Hint: You can pin the Outlook program to your taskbar by right-clicking on the icon and selecting "Pin to Taskbar".



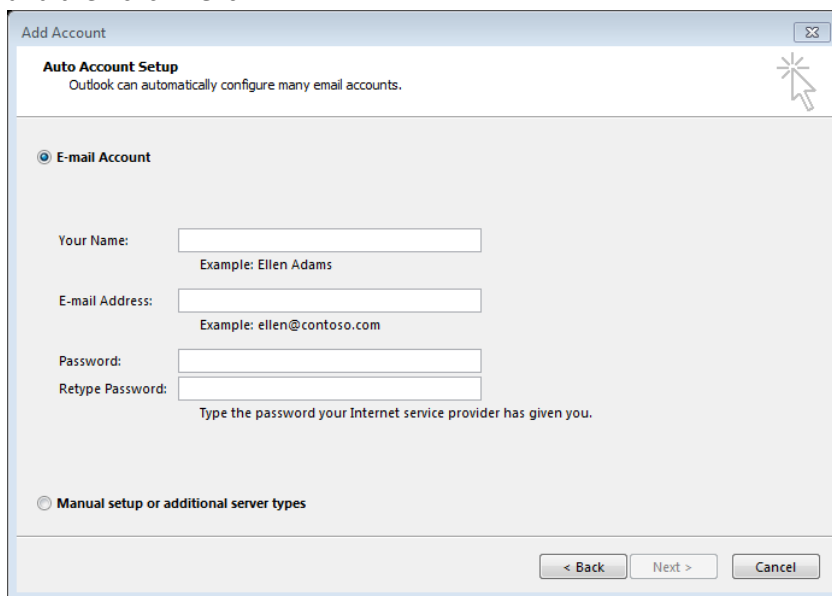
- 3) Click **Next >**



- 4) Select **Yes**; then click **Next >**

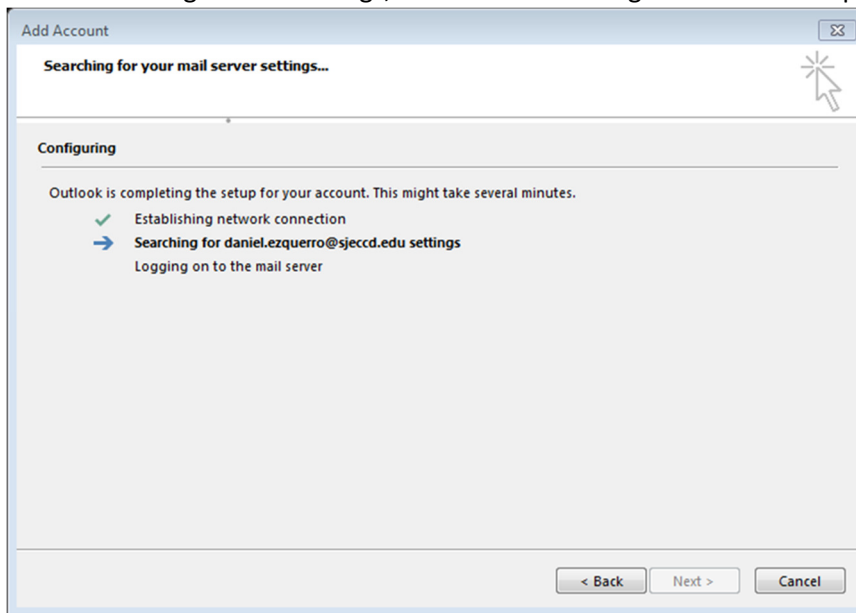


- 5) If your name and email address are not already listed, enter your email address and password and then click **Next >**



Hint: The password is your email/network password that you use to login to the computer. Email format examples: Firstname.Lastname@sjeccd.edu, Firstname.Lastname@evc.edu, Firstname.Lastname@sjcc.edu

- 6) While searching for the settings, a SJECCD Secure Login screen should pop-up.

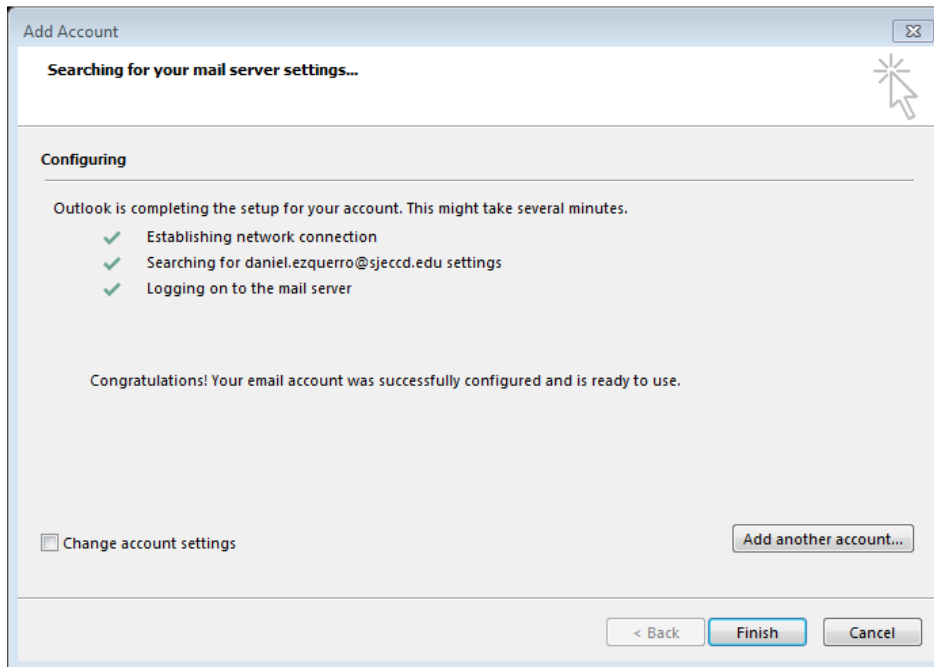


Enter your email address and email/network password and select **Login**.

A screenshot of the 'SJECCD SECURE LOGIN' form. The form has a dark blue header with the text 'SJECCD SECURE LOGIN'. Below the header, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the text 'firstname.lastname@example.edu'. Below the input fields, there are three buttons: 'Login', 'Change Password', and 'Unlock/Reset Password'.

Hint: Email format examples: Firstname.Lastname@sjeccd.edu, Firstname.Lastname@evc.edu, Firstname.Lastname@sjcc.edu. The password is your email/network password that you use to login to the computer.

- 7) Congratulations, your email account should now be configured and ready to use.
Select **Finish**.



- 8) Outlook will open and your emails will start to sync/download. At the end of that process you should see status messages on the bottom stating: "All folders are up to date" and "Connected".

