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.

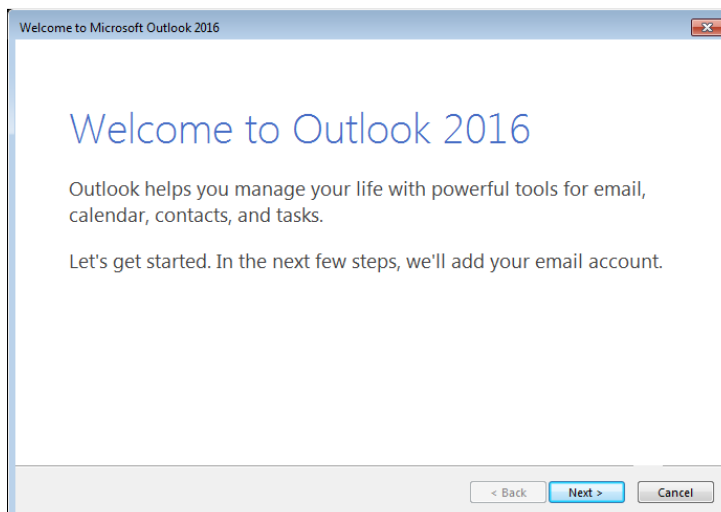1) Click on the Window's **Start** button (located on the taskbar usually in the bottom left corner)
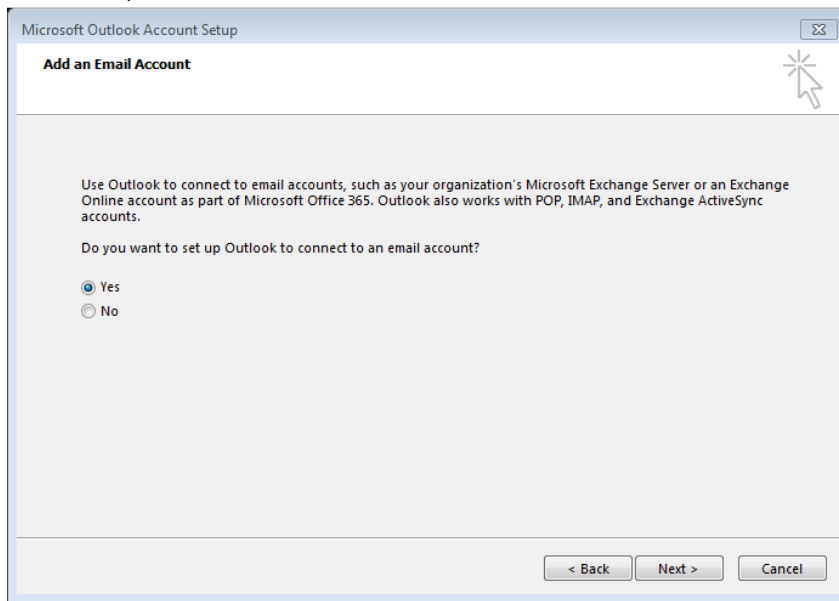

Example highlighted above

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".
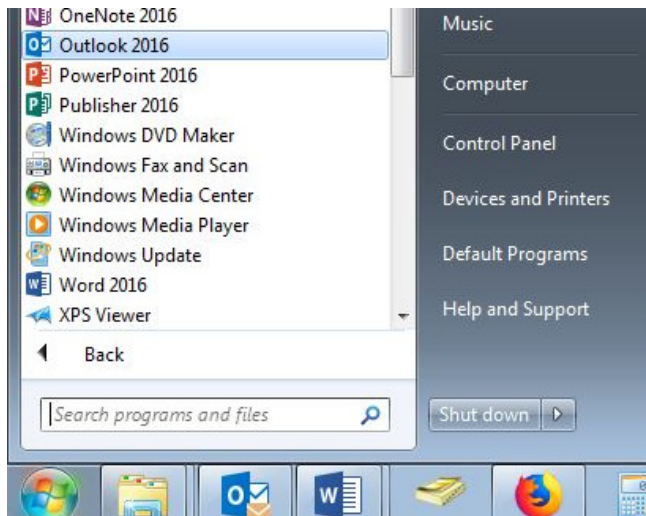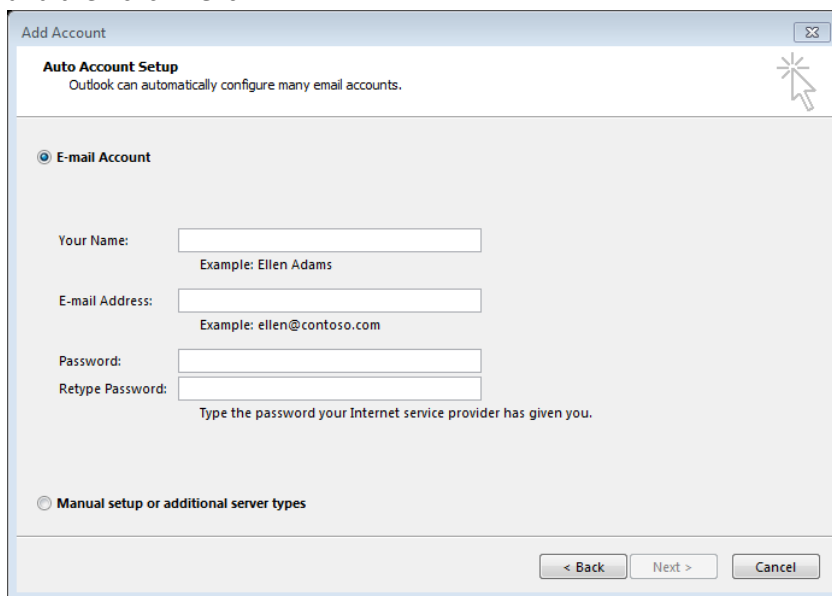

3) Click **Next >**

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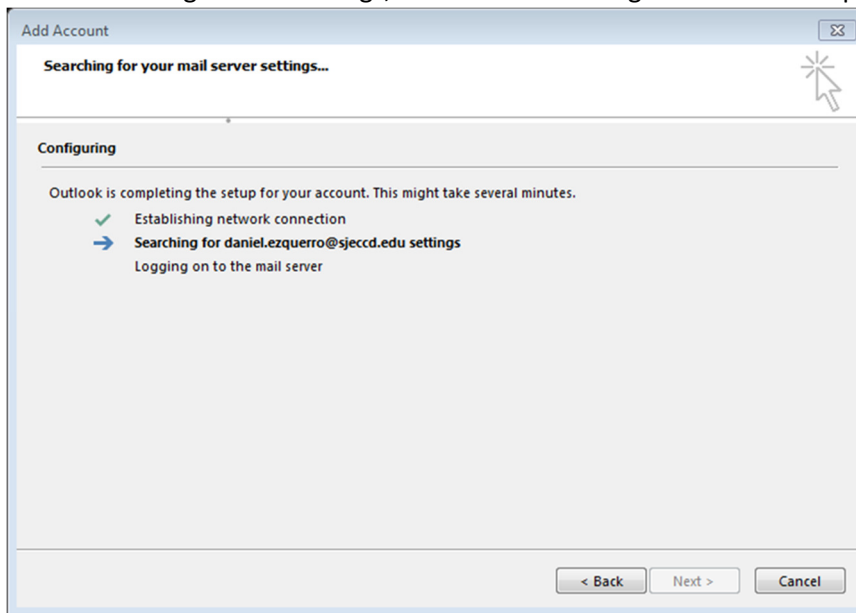
Enter your email address and email/network password and select **Login.**

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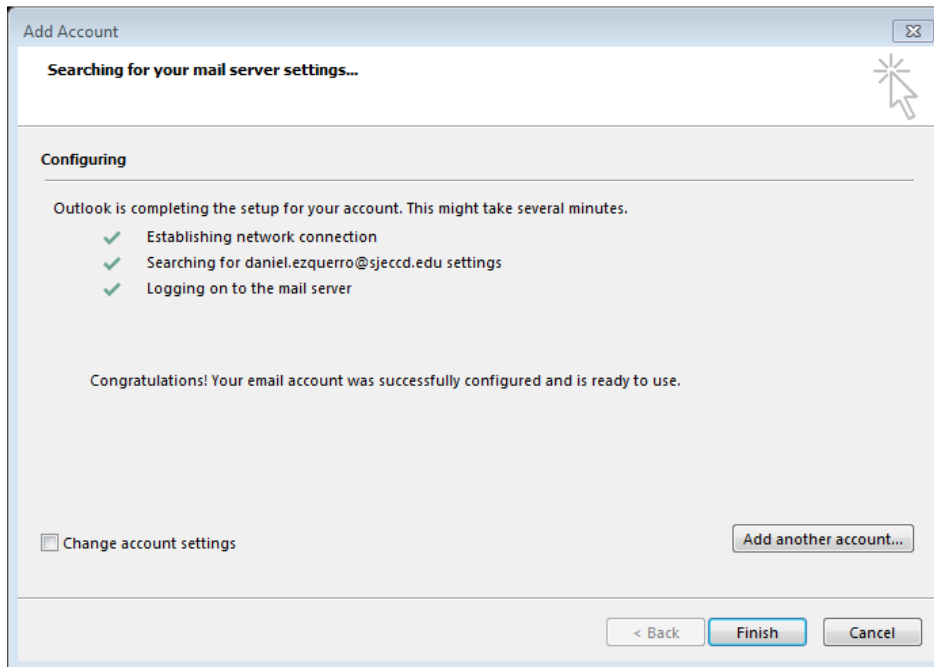
8) Outlook will open and your emails will start to sync/download. At the end of that process you
   should see status messages on the bottom stating: "All folders are up to date" and "Connected".