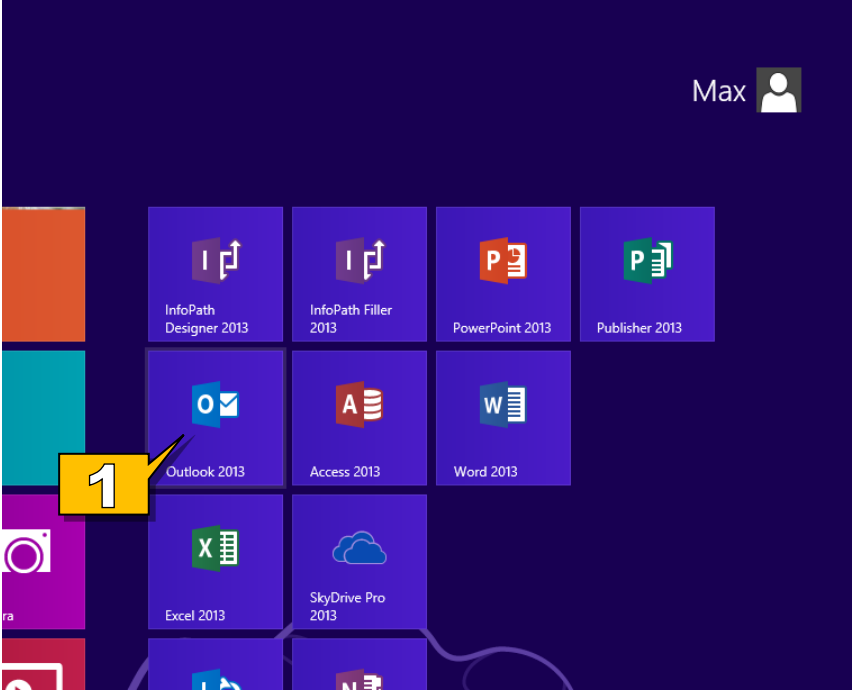
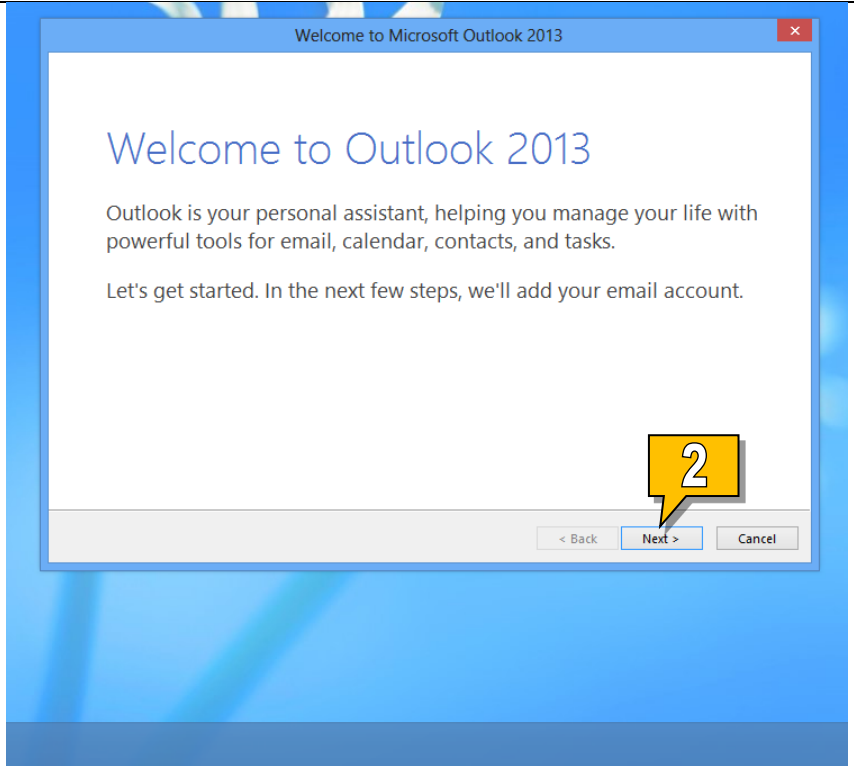
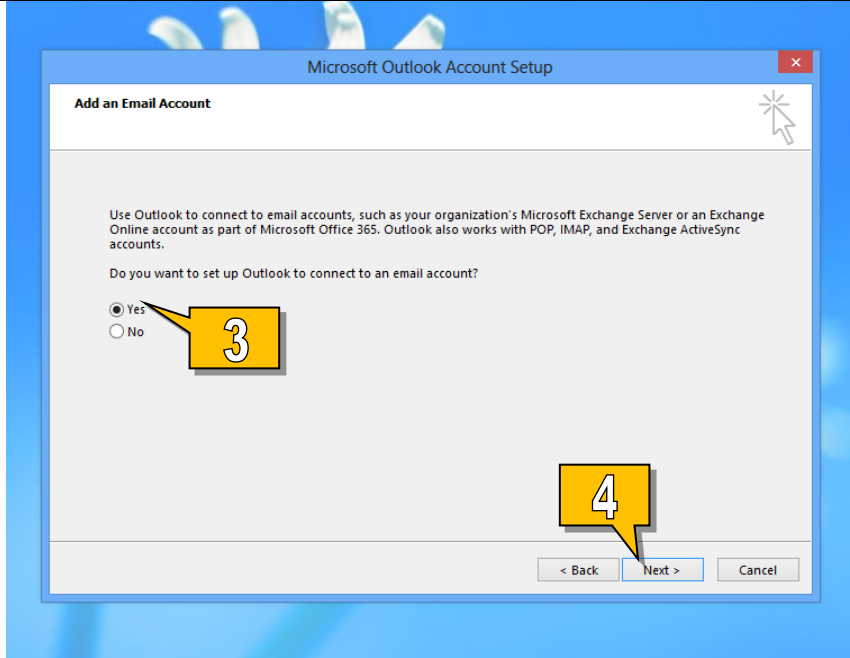


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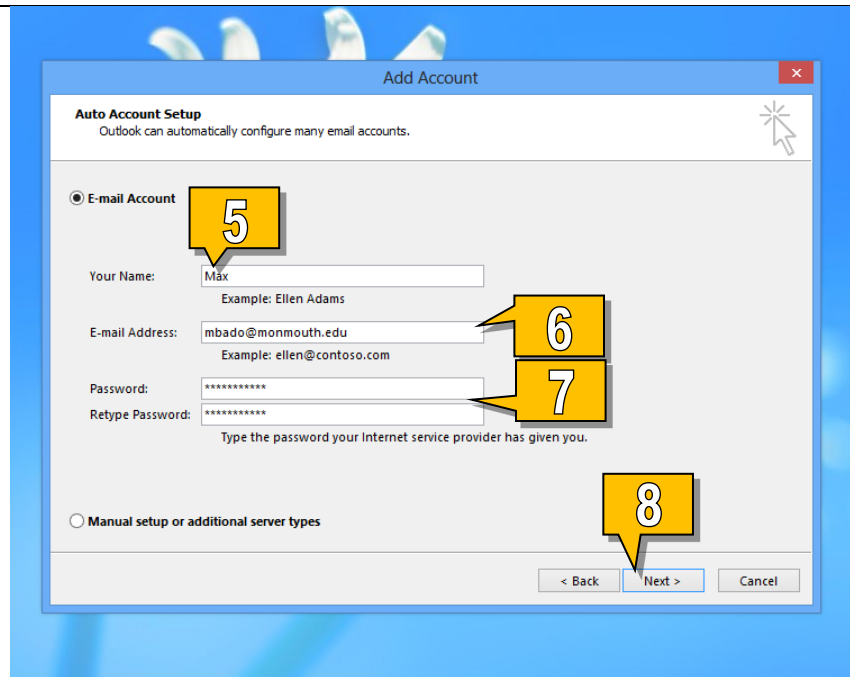
Setting up Employee Email in Microsoft Outlook 2013 for Windows

	<p>1. Open Outlook 2013.</p> <p>If you do not have any accounts set up in Outlook, proceed to steps 2 - 9.</p> <p>If you already have other accounts set up in Outlook, skip to steps 10 - 17.</p>
	<p>If you do not have any other email accounts set up, and this is your first time opening Outlook 2013...</p> <p>2. Click Next on the Welcome screen.</p>

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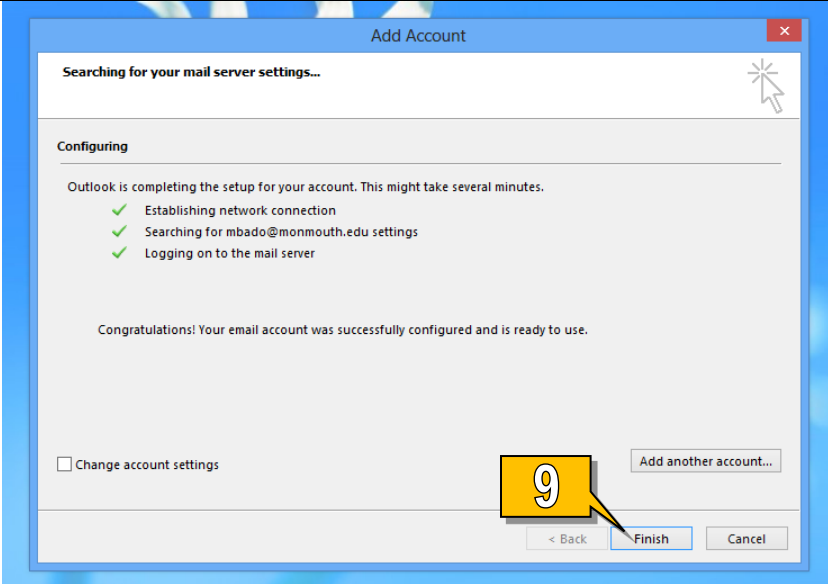
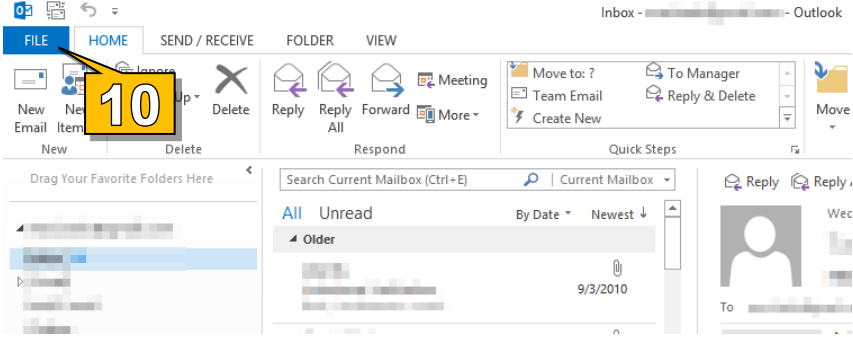
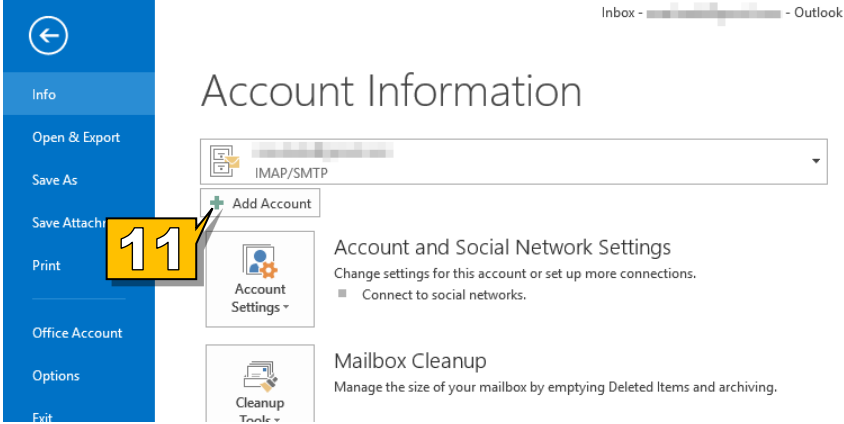


3. Select **Yes** from the prompt.
4. Click **Next**.

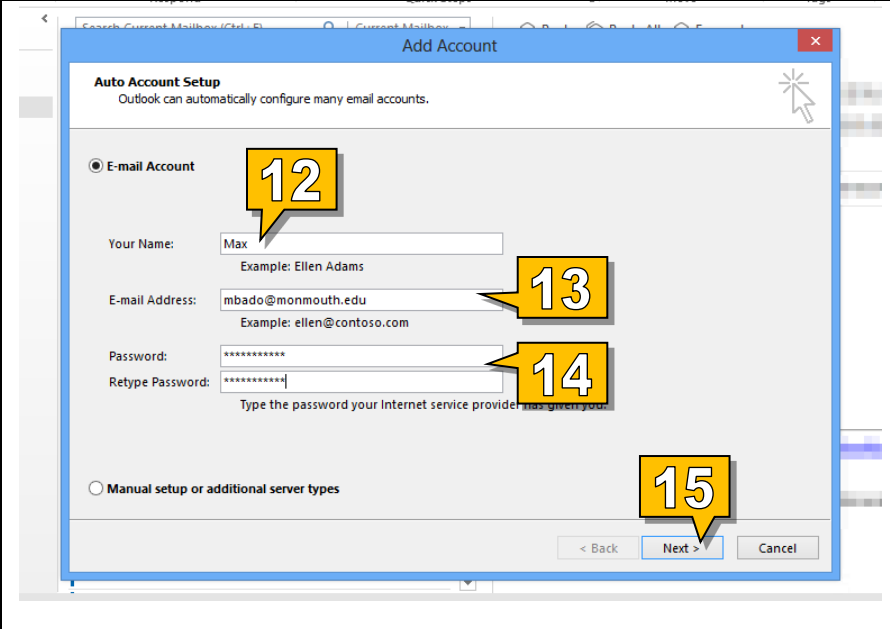
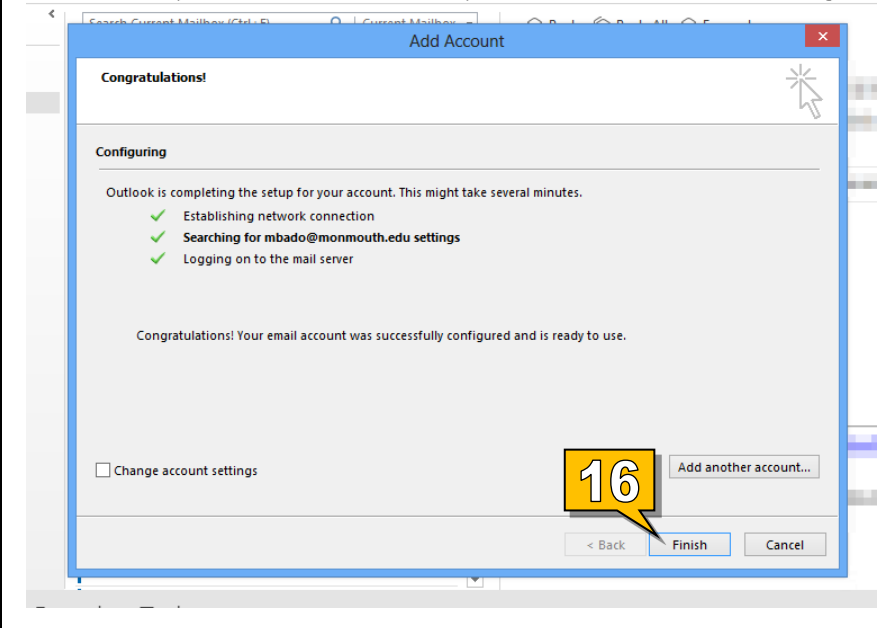
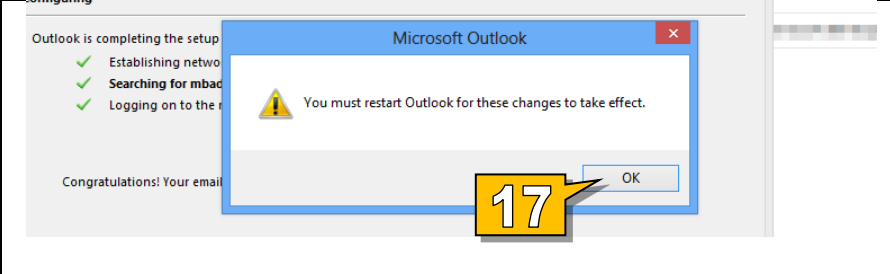


5. Type your name.
6. Type your **Monmouth University email address**.
7. Type your **Monmouth University password**.
8. Click **Next**.

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	<p>9. Click Finish once Outlook finishes the automatic configuration.</p> <p>Your Employee Email is now set up. Please allow several minutes for the email to be downloaded to your device.</p>
	<p>If you already have email accounts set up in Outlook and would like to add your Employee Email account...</p> <p>10. Click File.</p>
	<p>11. Click on Add Account.</p>

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	<ol style="list-style-type: none">12. Type your name.13. Type your Monmouth University email address.14. Type your Monmouth University password.15. Click Next.
	<ol style="list-style-type: none">16. Click Finish once Outlook finishes the automatic configuration.
	<ol style="list-style-type: none">17. Click OK to the "You must restart Outlook" prompt. <p>Once you restart Outlook, your Employee Email account will be set up.</p>