## Outlook PC Configuration for Faculty & Staff Last Modified on 08/29/2021 12:57 pm PDT

1. Launch Outlook. The Microsoft Outlook Account Setup window will open up. Enter your email address, expand Advance option and select "Let me setup my account manually " Then click or tap on " Connect"

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Welcome to Outlook	
Enter an email address to add your account.	
username@callutheran.edu  Advanced options	
Connect	
Let me set up my account manually	

2. In the Choose account type, select "Exchange"

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	Choose account type	
	Office 365 Outlook.com Google	
	Office 365 Outlook.com Google	
	Exchange POP IMAP	

3. If prompted, enter your MyCLU password in the Windows Security window.



4. When complete, you should receive "Account setup is complete"

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