This guide describes how to start Outlook for the first time. It is assumed that the user has logged on to the PC with their assigned network username and password. If they are logging on with a generic username, use the “Outlook – Multiple users on a Computer” guide. If more than one person logs on to a computer it does not matter unless they use the same network account (generic user account).

**Starting Outlook**

1. Open Outlook and click **Next >** (Figure 1)
2. When asked to configure an account (Figure 2), click **Next >**
3. On the “Add New Account” page (Figure 3), verify username. If the username is not the same as the account that logged on to the PC, enter the network password for the e-mail account.
4. Do NOT click on either of the buttons on the bottom of the page.
5. Click **Next >**
6. The account will be set up and a progress indicator will show progress.
7. When the screen in Figure 4 shows up, click **Finish**.
8. Outlook is now ready to use.

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**Figure 2**

![Microsoft Outlook 2010 Startup](image1)

**Figure 3**

![Add New Account](image2)

**Figure 4**

![Account Configuration](image3)