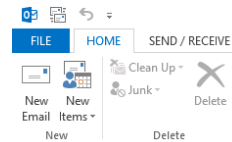# Email Account Setup – Office 365/2013
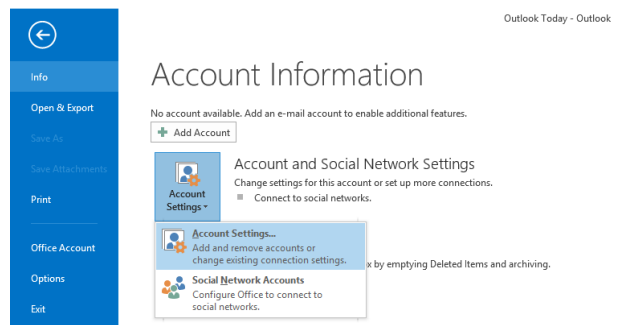
Information required

Your email address
Your email password
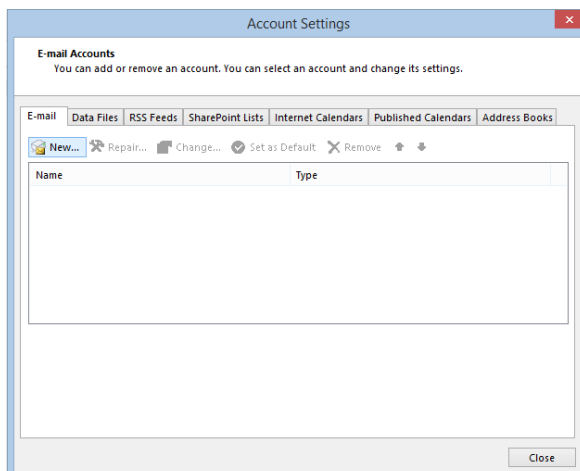
Step 1: Open Outlook 365/2013 and click on the 'File' menu.

Step 2: Click on 'Account Settings' and then select 'Account Settings'
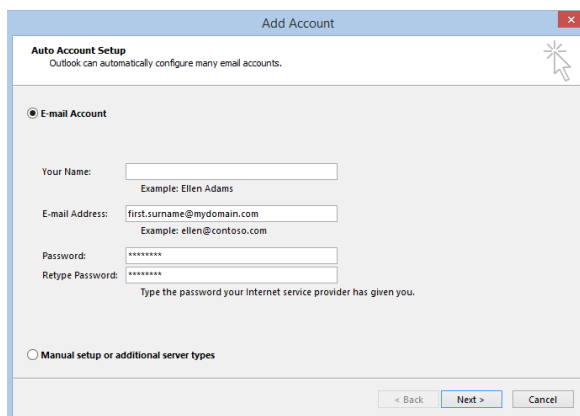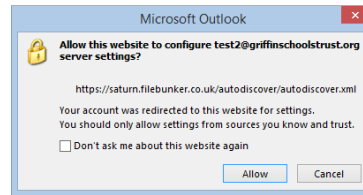
Step 3: Click on 'New' to begin adding your account.

Step 4:
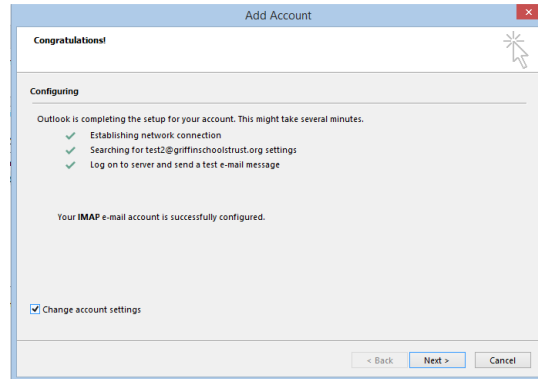
I. Leave the 'Your Name' field Blank
II. Type your email address into the 'E-mail Address'
III. Type your password into both Password fields.
IV. Click 'Next'

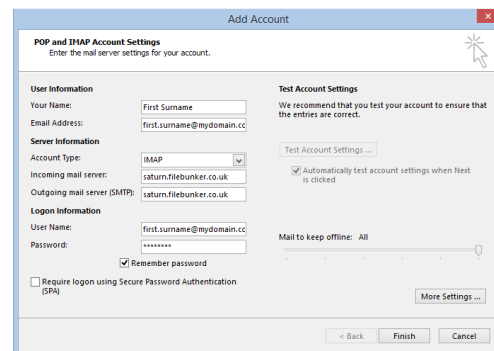**Step 5:** Click 'Allow' on the warning pop-up message.

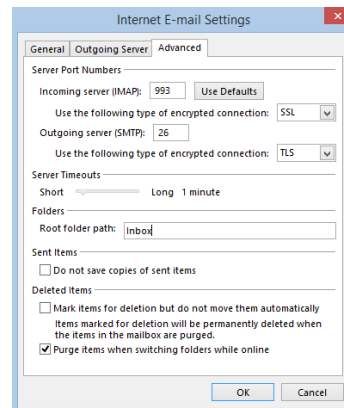**Step 6:** Check the 'Change account settings' tick box then click 'Next'

Step 7:

Check the 'Your Name' field and make any adjustments necessary.
Click 'More Settings…'

Step 8:

On the 'Advanced' tab, type 'Inbox' into the 'Root folder path' field.
Click 'OK'

Step 9:

Click on 'Finish' (see image for Step 7)
Once the test email has completed with two ticks, click 'Close' to complete the setup.