Connect to Outlook 2011/2016 to UT Email Account

NOTE: Screen images and/or details seen here may appear different to what is displayed on your screen.

- 1. Open Outlook
- 2. If this is the first time you have set up an account with Microsoft Outlook, proceed to next step. If you are setting up an additional account, go to **Tools Accounts** and proceed to step 6.



3. Select Get Started



- 4. If this box pops up you may select Not Now or Turn On
 - a. If you need more information, select the About Intelligent Services

| Outlook |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use Intelligent Services? |
| Turn on intelligent services to let Office help you be more productive, powered by Microsoft services. |
| Intelligent services work across all Office apps to help you be more productive. |
| These features also help you improve your writing in Word, deliver dynamic presentations in PowerPoint and prioritize the emails that matter most to you in Outlook. Office will use your searches and document content to support and improve the Intelligent Services for you. |
| About intelligent services |
| Privacy statement |
| Not Now Turn on |
| |
| |
| |

5. Select Start Using Outlook



6. Type in your email with your UTAD User ID and @rockets.utoledo.edu (<u>rrocket@rockets.utoledo.edu</u>) and select continue

| Set Up Your Email |
|-------------------------------------------------------------------------|
| 0 |
| Please enter your email address Email rrocket@rockets.utoledo.edu |
| Continue |
| |

7. Enter your password

| The University of Toledo |
|------------------------------------------|
| Sign in with your organizational account |
| rrocket@rockets.utoledo.edu |
| |
| Sign in |
| |
| |
| |
| |
| |
| © 2013 Microsoft Need Help? |
| |

8. Select Done

| Set Up Your Email |
|------------------------------------------------------------------------|
| |
| |
| |
| |
| rrocket@rockets.utoledo.edu |
| has been added |
| |
| Did you know? Outlook supports Google, Yahoo!, and iCloud accounts. |
| |
| Add Another Account |
| |
| Done |
| |
| Get Outlook for iOS & Android |
| Get Outlook for iOS & Android |