1. Upon starting outlook you will see a window like the one shown below. Click **Next**.

2. Then Outlook will ask if you would like to configure an e-mail account, select **Yes**, then **Next**.
3. Outlook will then ask you for your information. Make sure the E-mail Account bubble is **Selected** before proceeding; then Type your name in the box that says **Your name**. Type Your **Trinity** Email Address in the box that says **E-mail Address**, and finally type your **Trinity** E-mail address’s password in the boxes marked **password** and **retype password**.

![Add Account](image)

4. **Click Next** when finished. Outlook will spend some time configuring settings, and then a window will appear looking like the one shown below and on the next page.

![Add Account](image)
5. Check **Manually Configure Server Settings** and then click **Next**

6. Uncheck **Use Cached Exchange Mode** and then click **Finish**.

Outlook may or may not prompt you for your credentials after opening. Your outlook should now open and automatically begin downloading emails.