

Setup Trinity Email in Outlook on Windows for Faculty/Staff

1. When adding a new account to outlook, you will see a screen similar to the one shown below, enter your information, then hit next.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you

Manual setup or additional server types

< Back Next > Cancel

2. You will then see a screen informing you that it is setting up your account, this could take a few minutes, so just wait.

Add Account

Searching for your mail server settings...

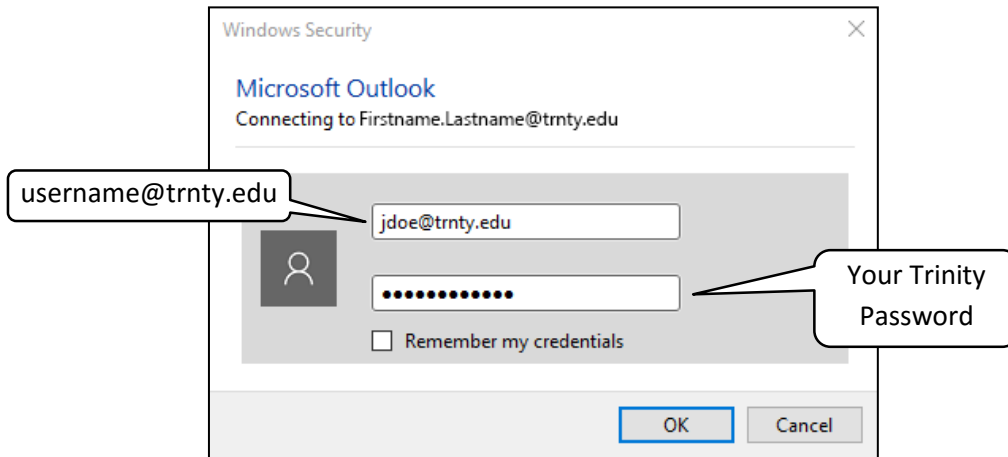
Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- Searching for Firstname.Lastname@trnty.edu settings
Logging on to the mail server

< Back Next > Cancel

3. Outlook will then prompt you for credentials, enter your information and tick the remember my credentials checkbox if you would like Outlook to not ask you to login again, then click OK.



4. You will then see a confirmation window stating that your email has been setup successfully, click finish and Outlook will load your Email.

