

Setting Up Microsoft Outlook 2013

The following article will guide you through the steps to configure your VCOM email address in Outlook 2013. You will need to know your VCOM email address and password in order to proceed.

- 1. Launch Outlook by clicking the Start Button, then All Programs, then Microsoft Office, then Microsoft Outlook 2013.
- 2. On the Outlook 2013 Startup box click Next.

Welcome to Microsoft Outlook 2013		
Welcome to Outlook 2013		
Outlook is your personal excistant beloing you manage your life with		
powerful tools for email, calendar, contacts, and tasks.		
Let's get started. In the next few steps, we'll add your email account.		
< Back Next > Cancel		

3. On the Account Configuration box click next.





4. Next, make sure the "E-mail Account" button is selected and hit Next:

Image: Semail Account Your name Your Name: Example: Ellen Adams Example: Ellen Adams E-mail Address: Username@vcom.edu Example: ellen@contoso.com Password: ************************************	
Your Name: Your name Example: Ellen Adams E-mail Address: username@vcom.edu Example: ellen@contoso.com Password: ************************************	
Example: Ellen Adams E-mail Address: username@vcom.edu Example: ellen@contoso.com Password: ************************************	
E-mail Address: username@vcom.edu Example: ellen@contoso.com Password: ************************************	
Example: ellen@contoso.com Password: Retype Password: Transhouse and any Television any Television and any Television and any Television any Television any Television any Television any Television any Te	
Password: ************************************	
Retype Password:	
Time the measured upon Taken at any idea particles and idea has also a	
type the password your internet service provider has given you.	
Manual setup or additional server types	

5. By hitting next, you trigger the auto-discovery function. This may take several minutes, so please be patient and allow it to finish. You may also see a pop-up box requesting your password. If so, enter it now.



6. Hit finish

dd Account		
Searching	or your mail server settings	×
Configuring		
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for brewerg@vcom.edu settings	
~	Logging on to the mail server	
Cong	atulations! Your email account was successfully configured and is ready to use.	
Change a	ccount settings	Add another account
	< Back	Finish Cancel

7. At this point you have successfully set up Microsoft Outlook 2013 and the program will now open and begin building your Outlook profile.