This tutorial guides a user through the first time set up of a JMU Exchange e-mail account in Outlook 2013.

1. Open Outlook 2013 from the Start menu under All Programs, Microsoft Office 2013.

2. The Outlook 2013 Startup window will appear. Click the Next button in the bottom right of the window.

3. In the next window, make sure Yes is checked to configure an e-mail account then click Next.

4. The auto discovery feature fills in Your Name and your E-mail Address. Click the Next button in the lower right of the window.
5. The system automatically configures the connections to the Outlook Exchange e-mail server. When the screen indicates that the account is successfully configured, click the **Finish** button.

6. Outlook will open with the email account listed in the left hand column.