

# Microsoft Outlook 2013 Full-client

You must have Microsoft Outlook software on your laptop to use this option

Please note: These instructions are for Microsoft Outlook 2013. If you need help with earlier versions, please see

<http://support.microsoft.com/kb/287532>

## *To setup your Smeal Exchange email in Outlook 2013*

- 1) Launch **Outlook 2013**
  
- 2) On the Welcome to Outlook 2013 screen, click **Next**
  
- 3) Click **Yes** then **Next** when asked “Do you want to setup Outlook to connect to an email account?”
  
- 4) Enter the following information in the next screen:
  - a. Your Name
  - b. Email address: abc123@smeal.psu.edu (you must enter @smeal.psu.edu)
  - c. Your Smeal email password
  
- 5) Click **Next**
- 6) Click **Finish**