1a) To set up Outlook for the first time, launch the Outlook application. After you complete the Office personalization a window will pop up asking you to either import or add an account. Select “Add Account”.

1b) If it is not your first time setting up Outlook, open the “Outlook” menu and select Preferences... then choose Accounts.
2) In the Accounts window click the + symbol in the lower left corner and choose Exchange...

![Exchange dialog box]

3) Enter your SSU email address, replace SeawolfID (the SOLAR\ is necessary) with your own username and fill in the Password field. Click Add Account to proceed.
4) Your account should now be configured. You can change the name of the account in your client by modifying the text in the **Account description** field.