

# First-time Outlook Setup – Exchange

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1. Open **Microsoft Outlook 2010** (Start → All Programs → Microsoft Office → Microsoft Outlook 2010).
2. At the Microsoft Outlook 2010 Startup Wizard, click **Next**.
3. Select **Yes** to configure an E-mail account, then click **Next**.
4. In the **E-mail Address** field, enter your UW e-mail address.
5. In the **Password** and **Retype Password** fields, enter your UW NetID password.
6. Click **Next**, then **Finish**.
7. You will be prompted to restart Outlook. Click **OK**, then close and restart Outlook.
8. When Outlook opens, you will be prompted again for your UW NetID password. Enter the password and check the box for **Remember my credentials**, then click **OK**.
9. You should now see your account in the left-side navigation pane. It may take a while for Outlook to sync a local copy of the mail folders from the cloud. Once the status bar at the bottom says **All folders are up to date**, the sync is complete.

