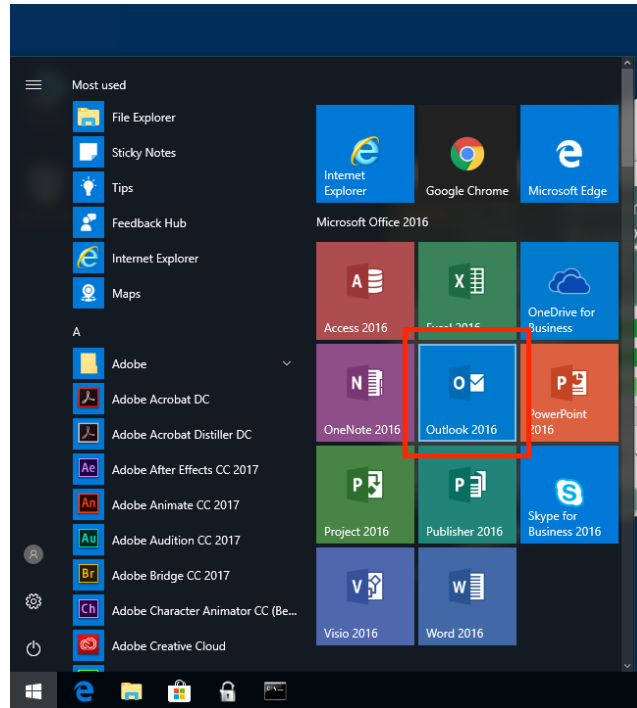
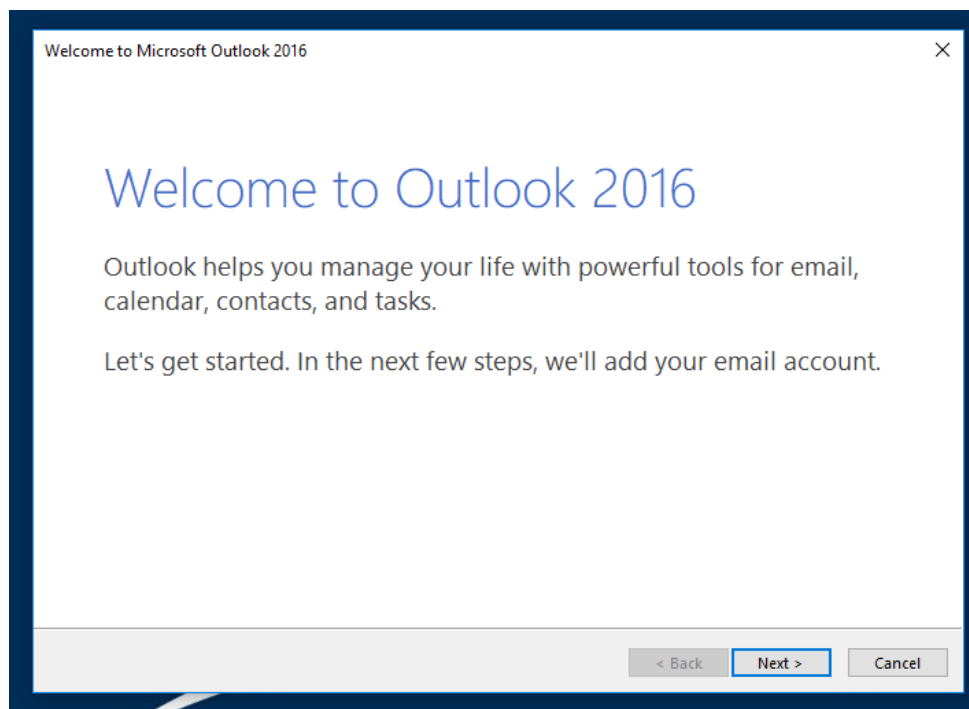


How to setup eduMail

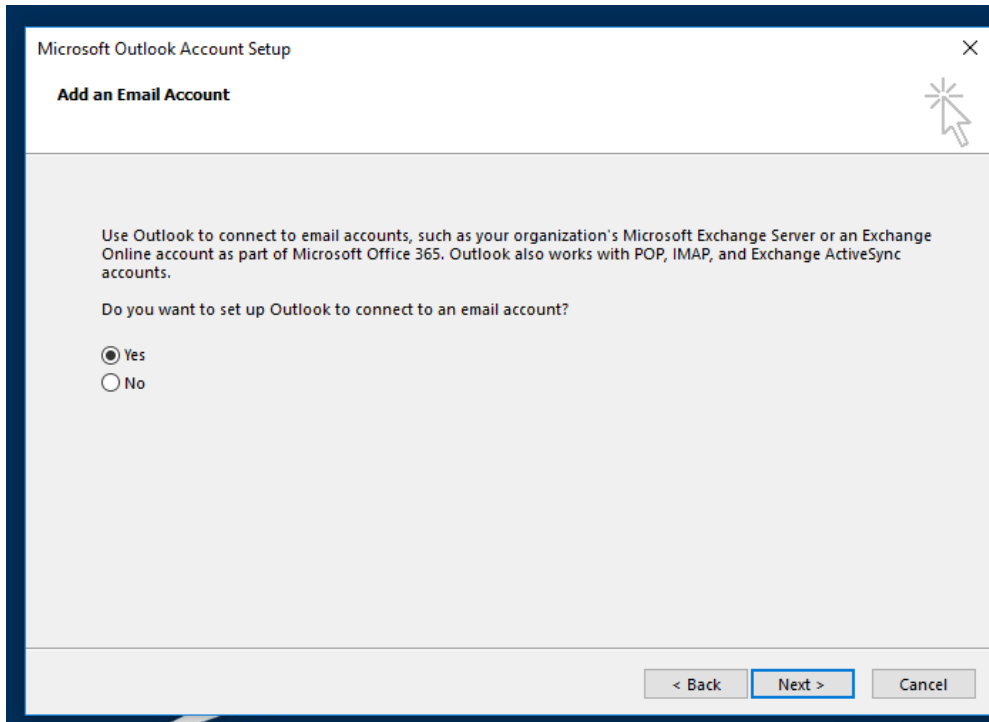
Step 1. Firstly, open up outlook, this can be found in the start menu.



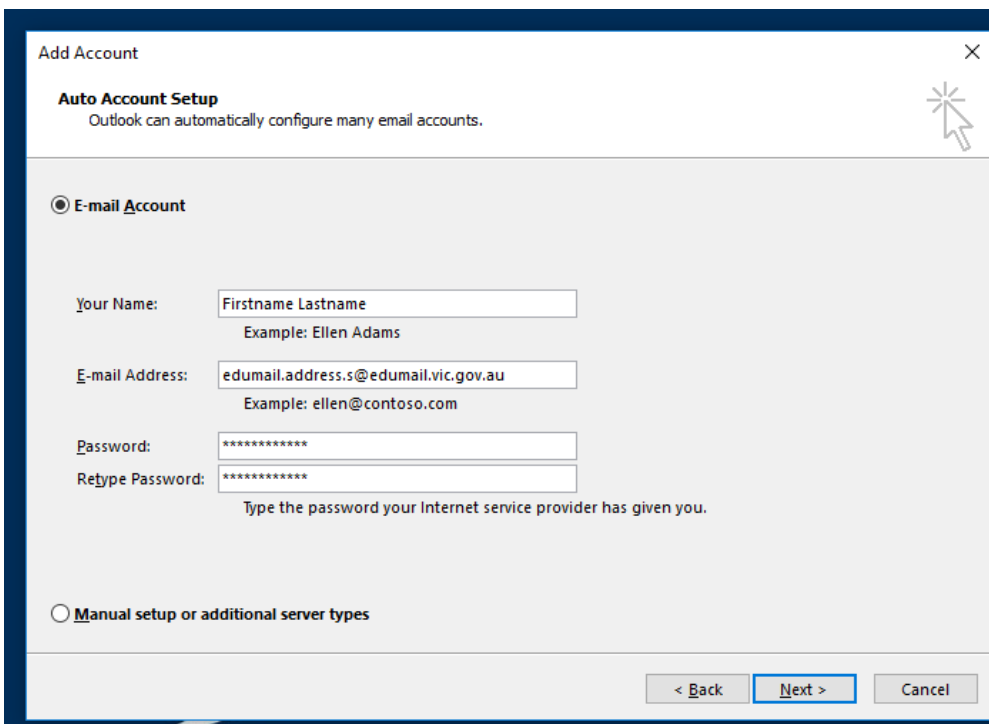
Step 2. You will be greeted by a “Welcome to Outlook 2016” screen, select **next** to continue.



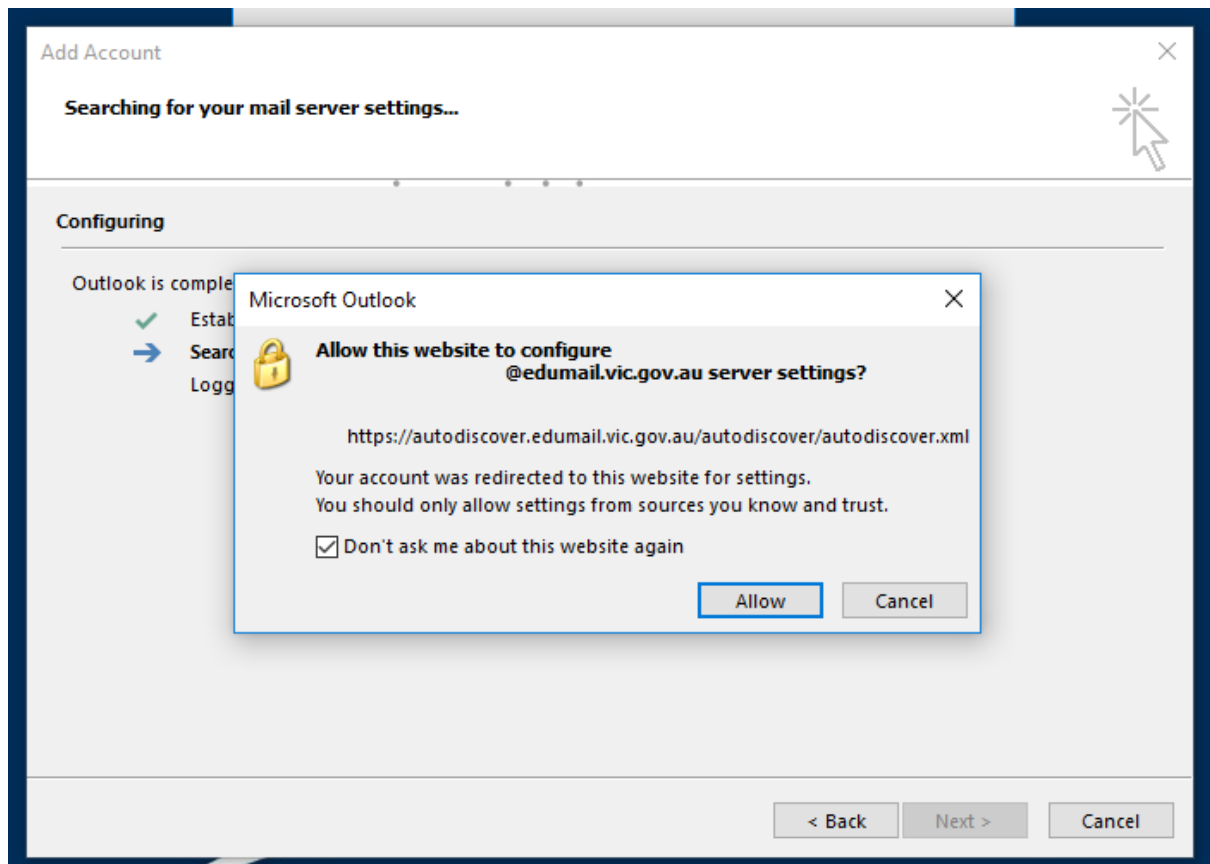
Step 3. You will be prompted if you want to set up Outlook to connect to an email account, ensure the **Yes** option is selected and click **Next**.



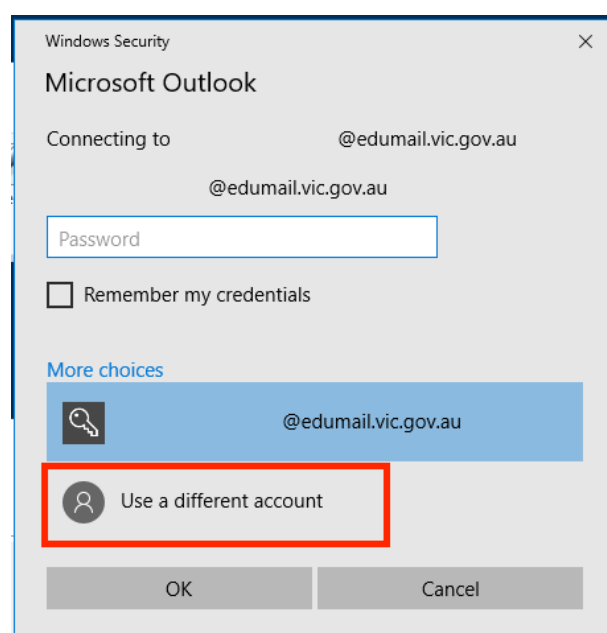
Step 4. Enter your **first** and **last name** into the **Your Name:** field. Enter your **eduMail address** into the **Email Address:** field. Type in your **Password** in the **Password** fields. Once all the fields are completed, click **Next**.



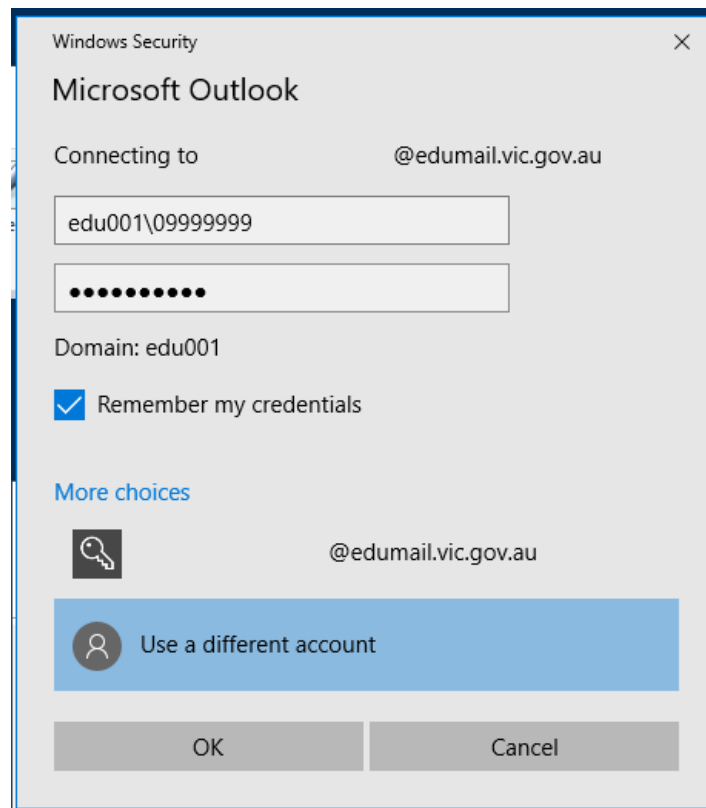
Step 5. When you are prompted about **Allow This website to configure your eduMail's server settings?** select the tick box for **Don't ask me about this website again** and then select **Allow**.



Step 6. Outlook will prompt you to put a password in for your account, do not put in your password, instead select **Use a different account**



Step 7. For the **username** put in **edu001\TO-Number** and for **password** field, enter your **eduMail password**. If you don't want to be asked for your username and password every time you open up Outlook, tick the **Remember my credentials** box. Select **OK**



Step 8. Once you receive the confirmation message that you are ready to use your account, select **Finish** to complete the setup. Alternatively, if you are setting up your grange mail select **Add another account...** and then follow the instructions on how to set up grange mail.

