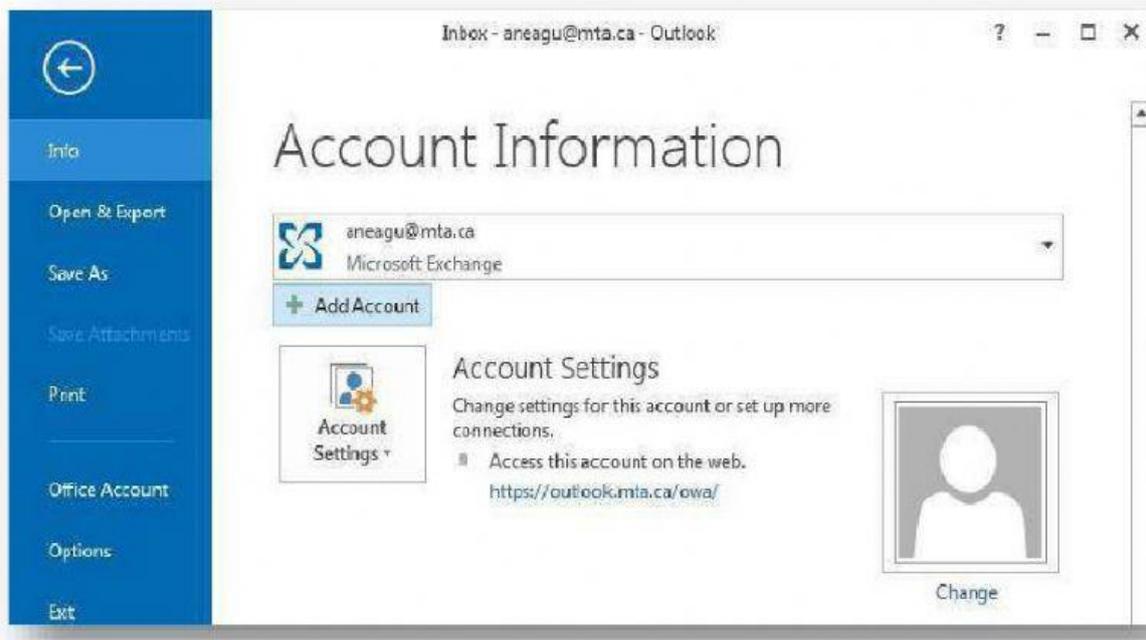# Lesson 3   Setting up Outlook

In this lesson you will be learning how to set up your Outlook. If in a workplace your supervisor has probably already set up the Outlook for you, but it is important to know how it is done for future.

Follow the steps below:

1. Open Outlook
2. From the top Menu select File tab.

3. Above the Account   Settings button click Add Account.
4. On the Auto Account Setup, ensure that Email Account is selected and then enter the following:

a. In the *name field*, enter your *name* as you would like it to apppear on your e**mails.**
b. In the *E-mail address Field*, enter your **email address** e.g. makebelieve@outlook.com
c. In the **Password field** enter your *password*. *Re-enter* the *password* in the *Retype password field.*
d. *Click* **Next**.
5. *Wait* for **Outlook** to find your *server*.
6. *Click* **Finish** once **Outlook** has completed *configuring* your account.

Questions

1. Describe how you set up an email address?

2. Why do you think you have to type your password twice?