Configuring Outlook for Off Campus
For Office 2013 and Windows 8.1

Configuring Outlook 2013 for home use or off campus.

1. Open outlook from the **Start** Screen or open outlook from the **Taskbar**. The **Icon** will look like an **envelope with a white letter O**.

   **Start** screen view

   ![Start screen view](image)

   **Taskbar** view in Desktop Mode in Windows 8

   ![Taskbar view](image)

For additional support, call Computer Services at 232-1230 or submit an online help request
2. The Outlook Startup screen will open. Click Next.
3. Select yes to set up an email account and then click next.
4. The new account wizard will open. In this window you will enter your name, your primary email address (your Law School email address) and your EID password TWICE. When finished, click next to finish the configuration process.

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5. You will see this window while Outlook connects for the correct mail server settings. It may take several minutes during this process before it completes the task.

6. You will see **three green check marks** when the mail server setting process has completed. Click the **Finish** button and Outlook will open.

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7. The main Outlook screen will open with a “Starting...” message in the lower left hand corner. In addition, you will see a dialog box notifying you that Outlook is retrieving your mail from the server. Please allow this process to finish before closing out Outlook.

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