

HELP DESK

eMail Setup - Outlook for PC

*Applies To: Outlook for Office 365 Outlook for Office 365 for Mac Outlook 2016 Outlook 2013
Office for business Office 365 Admin Office 365 Small Business Office 365 Small Business Admin
Outlook Web App for Office 365 Outlook Web App for Office 365 Small Business Outlook 2010
Outlook 2007 Outlook 2016 for Mac Outlook Web App.*

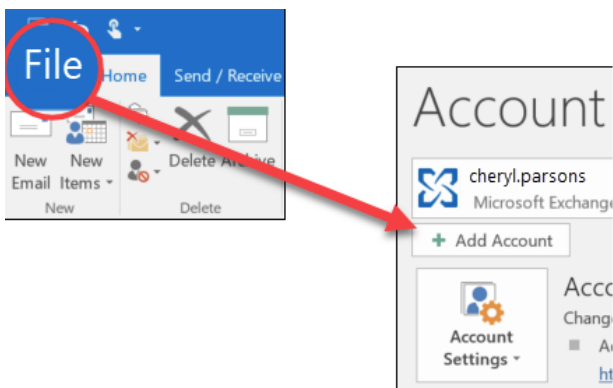
SET UP OUTLOOK EMAIL ACCOUNT

There are many different types of email accounts you can add to Outlook, including Office 365, Gmail, Yahoo, iCloud, and Exchange accounts.

Some third-party email providers, like Gmail, Yahoo, and iCloud, require you to change some settings on their websites before you can add these accounts to Outlook.

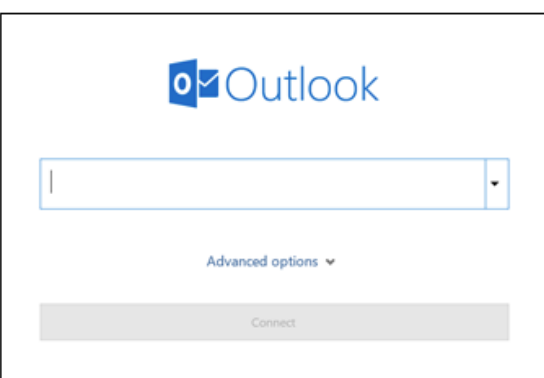
These steps are the same whether you're adding your first email account or additional email accounts to Outlook.

1. Select File > Add Account



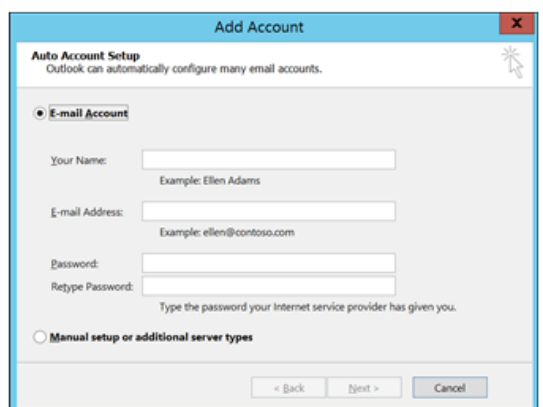
2. What you see next depends on your version of Outlook

For Outlook for Office 365 and Outlook 2016



Enter your email address and click Connect.

For Outlook 2013 and Outlook 2010



Enter your name, email address, and password, and click Next.

3. If prompted, enter your password again, then select OK > Finish to start using your email account in Outlook.

OUTLOOK WON'T ACCEPT MY PASSWORD

If Outlook won't accept your password and you know you're using the password for your email account, you might have an email account that requires additional security.

Gmail, Yahoo, iCloud, and AOL accounts all use two-factor authentication to help verify that you're the person trying to access your email account.

To add your email account to Outlook, you'll need an app password. (This is a different password than your regular email account password.)

That is all!

As always, if you have any questions, please feel free contact us at support@cogdigital.com.au

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