This guide steps you through the automatic configuration of Outlook on a personal Windows PC or laptop, so that you can access your University email and calendar when offsite.

The screenshots are taken from Outlook 2016, however the instructions also apply to Outlook 2013.

1. **Launch Outlook 2016:**
   Click the Windows start button, then scroll down the apps list until you find Outlook 2016.

2. **The Outlook 2016 startup wizard opens. Click Next.**

3. **Under Add an Email Account, make sure the Yes radio button is selected. Then click Next.**

4. **Under Auto Account Setup, complete your University email account details as follows:**
   - **Your Name:** e.g. Joe Bloggs
   - **Email Address:** e.g. j.bloggs@abdn.ac.uk
   - **Password:** your University password
   - **Retype Password:** retype your University password

5. **Click Next.**
6. Outlook will start to search for your account settings.
   – You may be presented with an Outlook security alert. If so, click Allow.
7. At the Windows Security login box, enter your details in the format:
   – userid@abdn.ac.uk e.g. s02jb1@abdn.ac.uk
   – your University password
8. Click OK.
9. If configuration is successful, you will see the screen below. Click Finish.

10. Outlook will open and import your folders and settings for first use.

Further information and help

Trouble configuring Outlook on your personal Windows laptop/PC?
Contact the Service Desk via myit.abdn.ac.uk
You can also access your University email via a web browser using Outlook Web App (OWA). Login at outlook.com/owa/abdn.ac.uk