IT Self-Help: Outlook 2013 using Windows from Home

Faculty and staff may use the Outlook 2013 client from home or portable computer to access their CCSU e-mail account. You must have a reliable internet connection. To configure the Outlook 2013 client on your Windows device:

1. Client on START – All Programs – Microsoft Office – then Outlook 2013

2. On the Welcome screen click on [Next].

3. On the screen below, leave prompt as “Yes” and click on [Next].
4.  Add Account screen – Enter your information as shown in example below – [Next].

5.  The program will start to configure your Outlook 2013 e-mail account.

6.  Windows Security – click on Use Another Account – type in your login information, making sure to precede your username with `ccsu_comp_srv\` - [Ok]

8. *Please be patient, this step may take several minutes to complete*; when the Add Account reappears with “Congratulations! …” – click on [Finish].

10. If the “First things first” screen appears, select **Use recommended settings** – [Accept].

11. Outlook 2013 main screen will load and start loading your folders, calendar and e-mails. **Please be patient, this may take several minutes.** At the bottom of screen, as shown below, the updating progress will be shown.
12. Outlook 2013 is now configured and ready to use!