This document is for faculty and staff who wish to set up an Outlook mailbox on their own using the full desktop client (for example, if you have a non-imaged Windows machine on campus or if you have Outlook on a Windows laptop or desktop at home and wish to use it to access your Loyola email account). The images included here are from Outlook 2013, but the process is similar if you’re using Outlook 2011 or 2007.

Before You Begin

If you have the GroupWise client on the machine, please uninstall it before you begin. (If you don’t, Exchange will attempt to pull information from your GroupWise setup and you’ll receive an error message during the installation.) To do this, right click the GroupWise icon and select Uninstall.

Setting Up Your Outlook Mailbox Manually

1. Start Outlook 2013. If it’s installed on your computer, the program can typically be found by navigating to Start > All Programs > Microsoft Office 2013.

2. When the Welcome to Microsoft Outlook 2013 window appears, click Next.

3. When the Microsoft Outlook Account Setup window appears, keep the top radio button (labeled Yes) selected and click Next.
4. On the Add Account screen, enter your name, your full Loyola email address, and your Loyola password (twice).

5. The Exchange server will automatically configure your account. This could take several minutes.

6. When done, click **Finish**.

7. Outlook 2013 will do some additional configuration and you will be brought to your email inbox. Please note that it may take several minutes (depending on your mailbox size) to synchronize all your email, calendar, and contact data.

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**Additional Notes**

- If you’re prompted during the setup to choose the default mail client, select **Yes**.
- If you’re prompted during the setup, choose **Recommended Settings**.
- If you do not own a copy of the desktop client, you can purchase Outlook 2013 for home use at a significant discount ($19.95) as part of Loyola’s Varsity Buys program. Please visit [www.luc.edu/its/exchange/purchase.shtml](http://www.luc.edu/its/exchange/purchase.shtml) for more information.