How to configure Outlook for Windows

Microsoft Outlook is the preferred email client at Yale School of Management.

Please use these instructions to configure Outlook on your workstation.

Step-by-step guide:

Open Outlook.

At the Welcome screen, click Next.

When asked if you want to set up Outlook to connect to an email account, select Yes and then click Next.

The Auto Account Setup wizard opens. Enter your name, your email address using firstname.lastname@yale.edu, and your NetID password. Then, click Next.

Outlook will complete the setup for your account, which might take several minutes. When you are notified that your account was successfully configured, click Finish.

You may need to restart Outlook for the changes to take effect.
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