

Know Your Glow

Add or Remove Accounts in Outlook 2013

Now you are ready to start using Office 365.

Outlook 2013 has all of the functionality of Groupwise, plus a lot more, including:

- ✓ Outlook Email
- ✓ Outlook Calendar
- ✓ Outlook Contacts/People

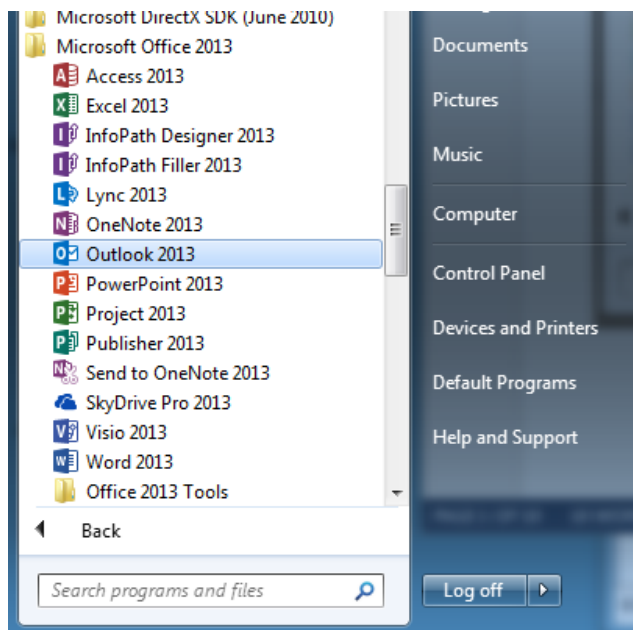
Opening up Outlook 2013

1. Look for the shortcut on your desktop



- Or
2. Find the Outlook 2013 program in your start menu.

Go to Start – Microsoft Office 2013 – Outlook 2013



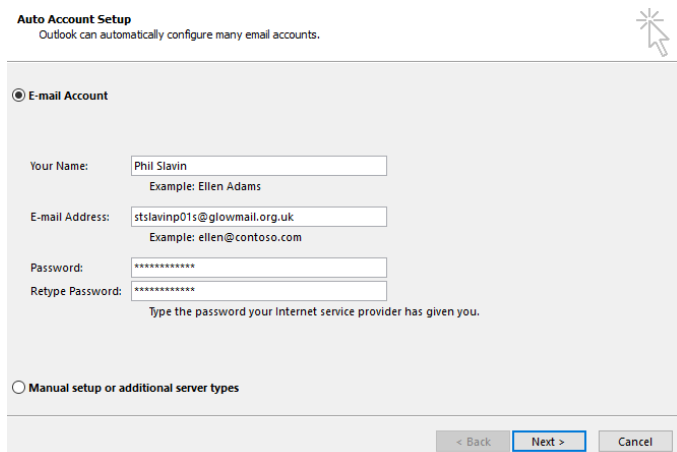
Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

Setting up your first email account

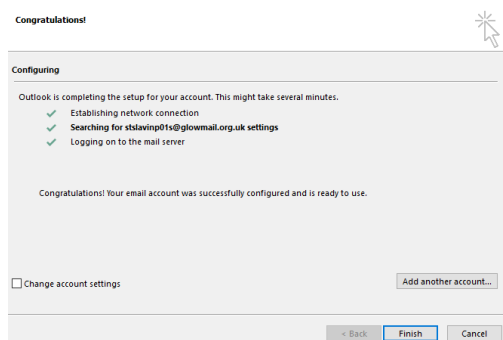
To add an email account to Outlook 2013 for the first time, the Auto Account Setup starts automatically when you first run the app.

1. Start Outlook for the first time.
2. From the Welcome screen, click **Next**.
3. To add an email account, click **Yes**, and then click **Next**.



4. Enter your full name, your full email address, and password, and then click **Next**.

Note You will be presented with some information, which shows the progress of the account setup. Once complete you should see green ticks.



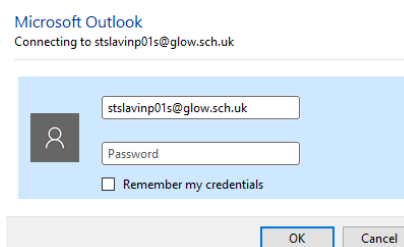
5. Click **Finish**.

Note There will be a slight delay as Outlook finds and presents your emails etc. If you have seen green ticks, you can confidently make a cup of tea as you wait.

- You may also be asked to close and restart Outlook 2013.

Watch out for: If you see this box appear, check your full email address and password has been correctly entered for the **account specified** and then tick the box “Remember my credentials”.

- If you still have difficulties after checking your details are correct, get in touch with the servicedesk.



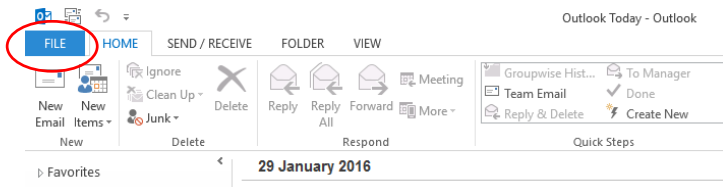
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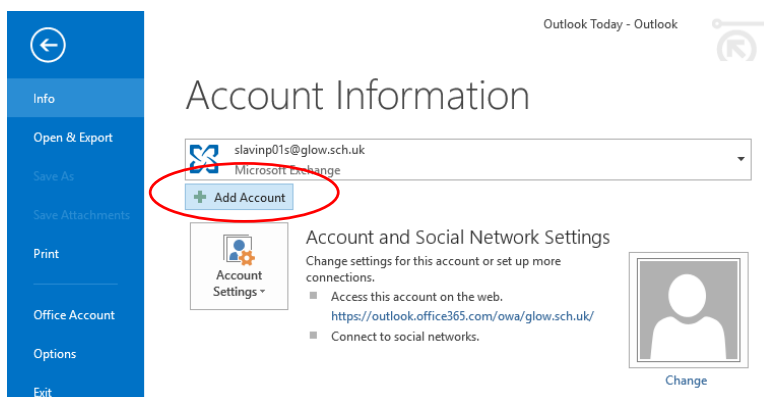
Set up an additional email account

To add a second or subsequent email account to Outlook 2013, eg the school address or a glow account, it is an almost identical process as shown above

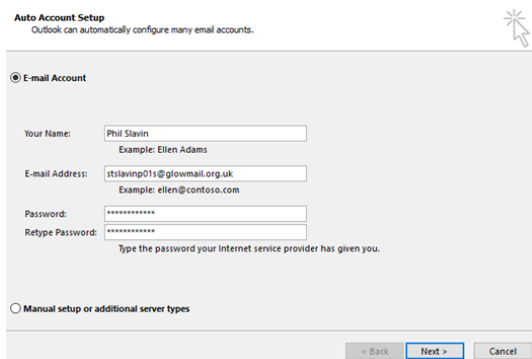
1. Click the **File** tab,



2. In the right pane, click **Add Account**.

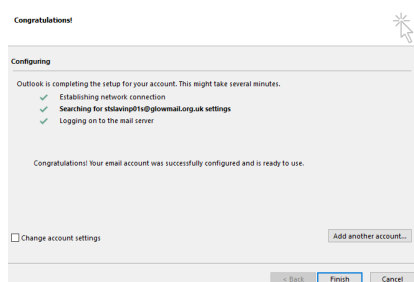


3. In the **Add Account** box, with **Email Account** selected, enter your name, email address, password, retype your password, and click **Next**.



4. Enter your full name, your full email address, and password, and then click **Next**.

Note You will be presented with some information, which shows the progress of the account setup. Once complete you should see green ticks.



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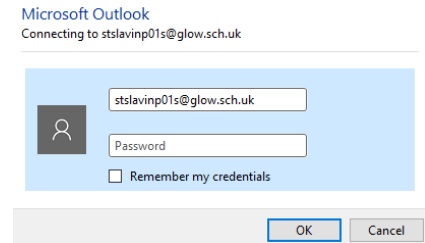
5. Click **Finish**.

Note There will be a slight delay as Outlook finds and presents your emails etc. If you have seen green ticks, you can confidently make a cup of tea as you wait.

- *You may also be asked to close and restart Outlook 2013.*

Watch out for: If you see this box appear, check your full email address and password has been correctly entered for the **account specified** and then tick the box **“Remember my credentials”**.

- If you still have difficulties after checking your details are correct, get in touch with the servicedesk.



Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

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