Logging in to Outlook the First time

Go to the Windows Start button, select All Programs > Microsoft Office 2013 folder > Outlook 2013. The window below will display, select Next.

When the screen below appears, select Next...
You may or may not see the screen below as the Auto-Discover feature of Outlook attempts to find your account. Do not attempt fill in these fields, wait for them to auto-fill.

When Auto-Discover has completed, you’ll see a screen similar to the one below, with your name and email address in the text fields. Select Next.
When Outlook has finished configuring you will see the screen below. Select Finish to open Outlook.

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You should be presented with the window below. De-select the check box, then click the Yes button.
Please Note:

When you first open Outlook or another Microsoft Office Professional Plus 2013 product, you may be presented with the Activation Wizard window seen below. At this time, please select the CANCEL button. Your software will be activated automatically at a later date.

![Microsoft Office Activation Wizard](image)