

# Connect to Outlook 2013/2016 to UT Email Account

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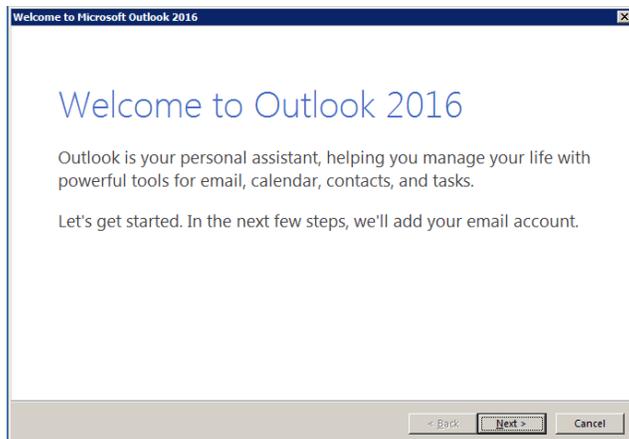
**NOTE: Screen images and/or details seen here may appear different to what is displayed on your screen.**

1. Open your Outlook
2. If this is **NOT** the **First** email account that you configuring Outlook on this system, go to File – Info and select the **+ Add Account** button and go to Step 5.

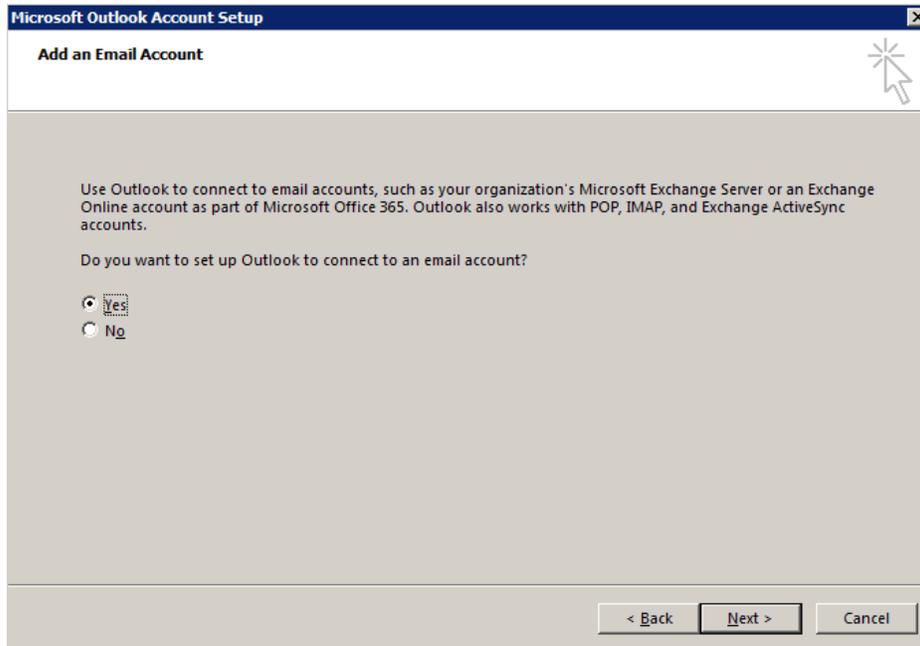


Otherwise proceed to Step 3.

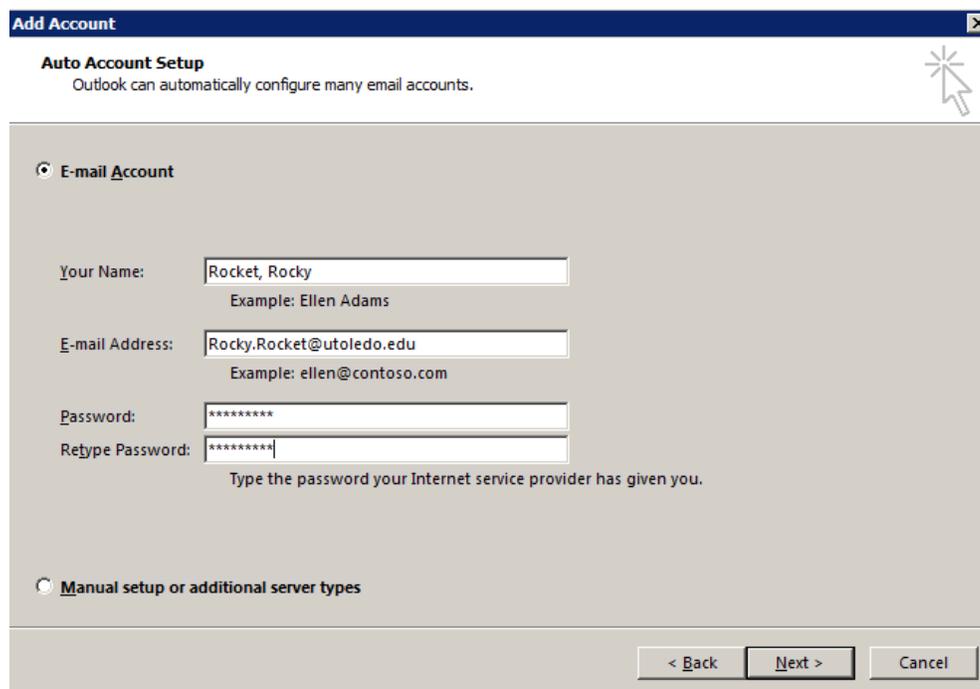
3. At the Welcome Screen, click Next



4. At the Add Email Account, answer Yes to “Do you want to set up Outlook to connect to an email account? And click Next.

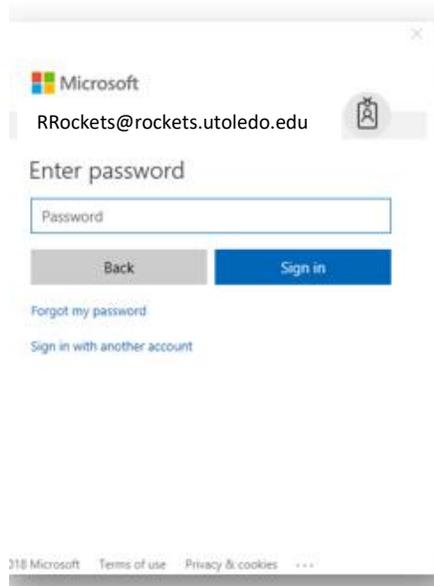


5. In the Auto Account Setup enter the following: (some of this may auto populate for you)
- Your Name:** Enter your name here
  - Email Address:** Enter in your @utoledo.edu (Staff) or @rockets.utoledo.edu (Student) email address here.
  - Password:** Enter in your UTAD password
  - Retype Password:** Enter in your UTAD password to confirm.
  - Click Next

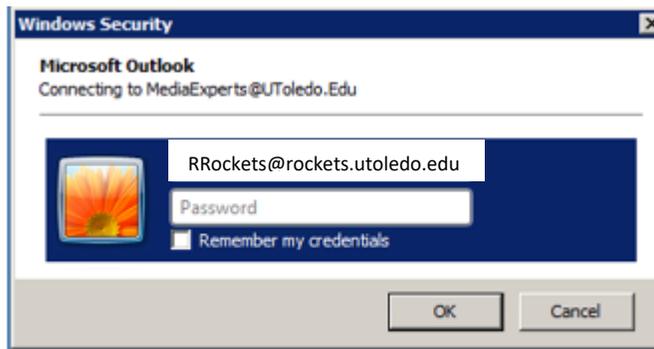


6. If a window appears requesting your credentials enter your **UTAD UserId** with *@rockets.utoledo.edu* at the end. (Ex: RRocket@rockets.utoledo.edu) into the Username and re-enter your UTAD password.

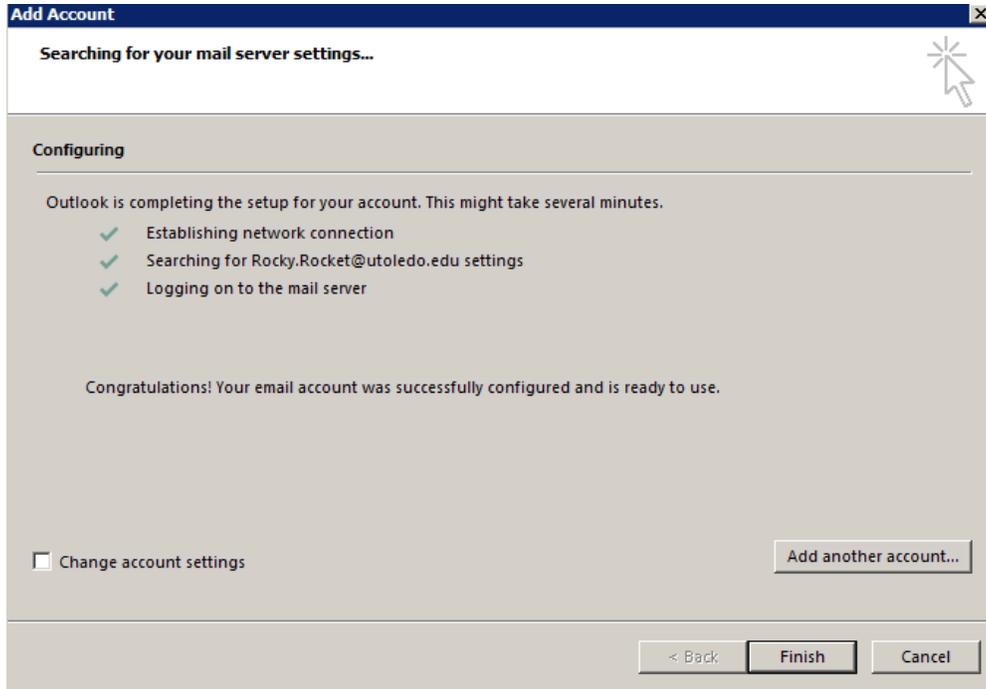
You may see one of these two boxes show up. Please change your [First.Last@utoledo.edu](mailto:First.Last@utoledo.edu) to your [UTADUserID@rockets.utoledo.edu](mailto:UTADUserID@rockets.utoledo.edu)



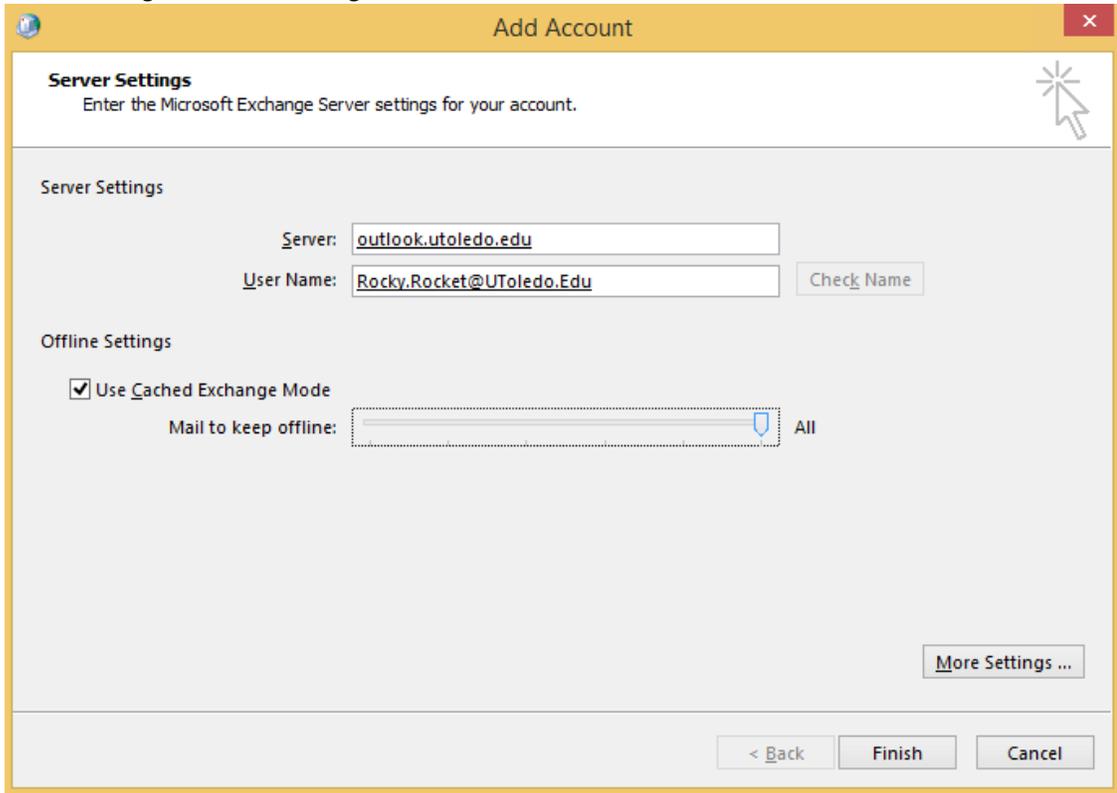
Or



7. If all information is correct the following screen should appear:



8. Select *Change Account Settings*.



The screenshot shows a window titled "Add Account" with a yellow header bar. Inside, the "Server Settings" section is active, with the instruction "Enter the Microsoft Exchange Server settings for your account." Below this, there are two text input fields: "Server:" containing "outlook.utoledo.edu" and "User Name:" containing "Rocky.Rocket@UToledo.Edu". A "Check Name" button is to the right of the User Name field. The "Offline Settings" section below has a checked checkbox for "Use Cached Exchange Mode" and a "Mail to keep offline:" slider set to "All". A "More Settings ..." button is at the bottom right. At the very bottom of the window are three buttons: "< Back", "Finish", and "Cancel".

**Note:** The information listed for *Server* in the figure above may not reflect what you may see on your *Add Account* screen.

9. Set how much email you wish to keep offline if you want to remain in cached mode. Or uncheck *Cached Exchange Mode*.
10. Click *Finish*, and then click *OK*.