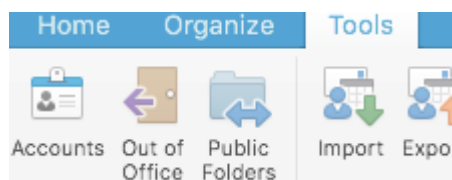


# Connect to Outlook 2011/2016 to UT Email Account

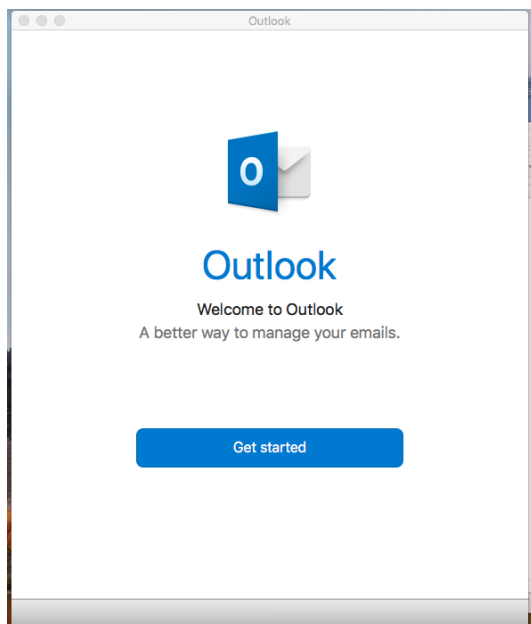
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**NOTE: Screen images and/or details seen here may appear different to what is displayed on your screen.**

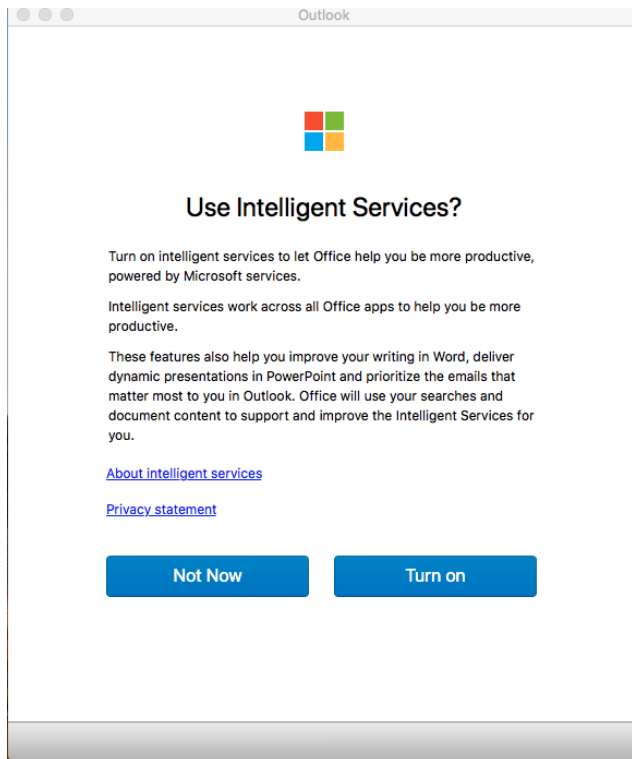
1. Open Outlook
2. If this is the first time you have set up an account with Microsoft Outlook, proceed to next step. If you are setting up an additional account, go to **Tools – Accounts** and proceed to step 6.



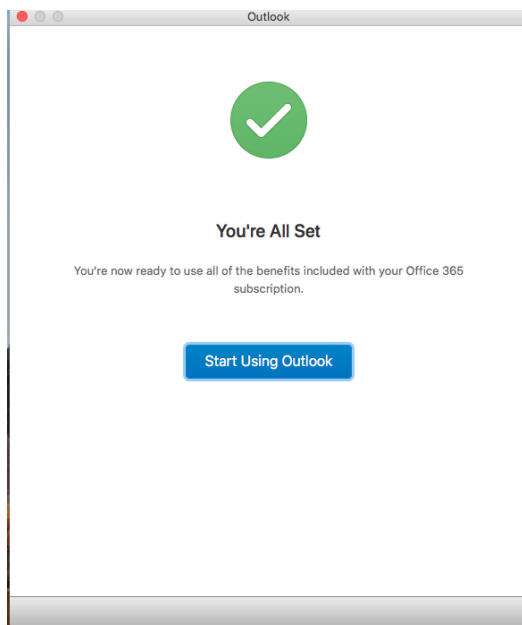
3. Select Get Started



4. If this box pops up you may select Not Now or Turn On
  - a. If you need more information, select the About Intelligent Services



## 5. Select Start Using Outlook



6. Type in your email with your UTAD User ID and @rockets.utoledo.edu ([rocket@rockets.utoledo.edu](mailto:rocket@rockets.utoledo.edu)) and select continue



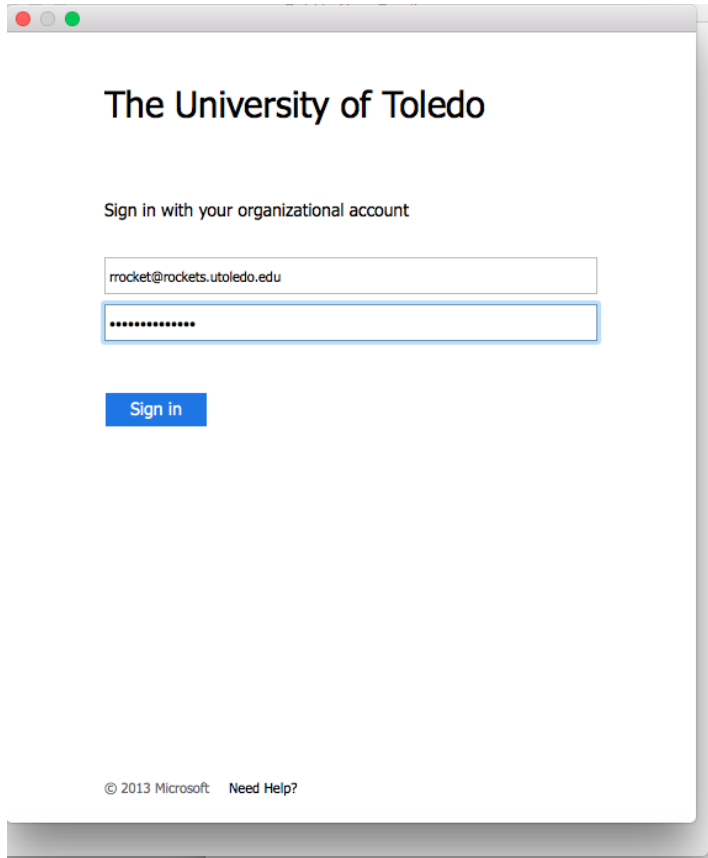
Please enter your email address

Email

rrocket@rockets.utoledo.edu

Continue

7. Enter your password



8. Select Done



**rrocket@rockets.utoledo.edu**  
has been added

**Did you know?**  
Outlook supports Google, Yahoo!, and iCloud accounts.

[Add Another Account](#)

[Done](#)

[Get Outlook for iOS & Android](#)