To begin, go to the Windows Start icon in the bottom left of your screen and select Outlook® 2013 from the Microsoft® Office 2013 folder.

2. In the Welcome Window, click Next.

3. In the Add an Email Account window, select Yes, and click Next.
1. In the **Auto Account Setup** window, enter your `netid@student.exchange.msstate.edu` email address and your **NetPassword**. Click **Next**.

When you get to the Configuring window, an authentication box will pop up. Make sure you select “Use another account” so that it wants a username and a password. In the User box you can enter either `ad\netid` - the recommended way OR `netid@msstate.edu` - Please note that `netid@student.exchange.msstate.edu` will NOT work. In the Password box use **NetPassword**. Hit next. Sometimes this box will pop up twice. Use the same options in the previous step. Select the ‘**Remember my credentials**’ option.
When the Congratulations! message appears, you have successfully completed the Outlook® 2013 account set up. Click Finish.
Outlook® 2013 opens and is fully functional. Any new email will be delivered to your Outlook® inbox.

If the following window appears the second time you log into Outlook®, select **Use another account**. Enter your [netid@msstate.edu](mailto:netid@msstate.edu) email address and your **NetPassword**. Click the box next to **Remember my credentials**. Click **OK**.

For more information about using **Outlook® 2013**, refer to the **Quick Start Guide for Outlook® 2013**.