Office Setup on a Windows PC Instructions

UPHS How-To: Office Setup on a Windows PC Instructions

Document Type: End User, Service Desk, EUS
Document Date: 08/23/2017
Version: 1.1
Author: Sean Ebeling

PREREQUISITES

- A Windows PC running Outlook 2010 SP2, Outlook 2013 or Outlook 2016.

INSTRUCTIONS

Requirements –
1. Open Outlook 2013 SP2, Outlook 2013 or Outlook 2016.
2. If this is the first time you’ve launched Outlook, you should be prompted to configure your outlook client.
3. On the account configuration page, choose Yes and Click next.
4. On the Auto Account Setup Page, enter your Name, Email Address, password and confirm your password. Then click next.
5. Be patient. Outlook will now configure your profile. This can take up to 5 minutes depending on your PC and Network.
Office Setup on a Windows PC Instructions

6. When prompted, enter your Name and Initials.

   ![Image showing a window for entering full name and initials]
   
   **Name:** Test2-M2  
   **Initials:** T

7. In another few minutes Outlook will be done configuring and ready to complete.

****If there are any issues with installation please contact the Service Desk at 215.662.7474 to create a ticket.****