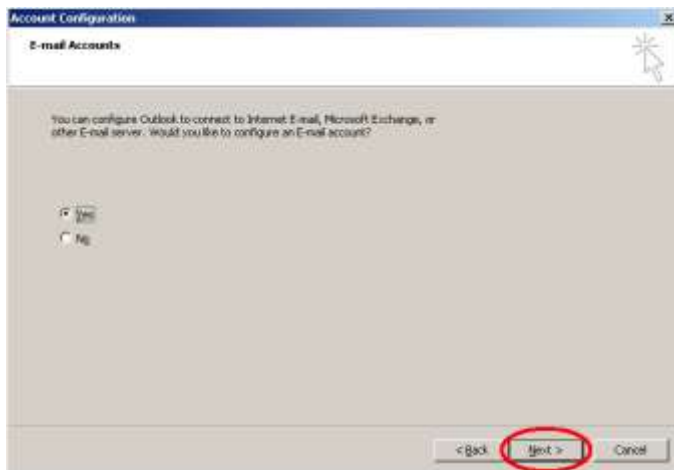# Outlook 2010 – Initial Setup

When you log onto a Kwantlen computer that is connected to the network, Outlook needs to complete its initial setup.

To start the setup, open Outlook from the icon on your desktop, taskbar, or programs, and wait for the window in step 1 to appear.

1. Click **Next**



2. Click **Next**

3. Outlook will automatically fill in the "Your Name" and "E-mail Address" fields. After this, click **Next**



4. Outlook will place green checkmarks next to each task as it is completing it. After this is complete, click **Finish**



**\*\*Note\*\***

Please give Outlook time to load your emails from the server into the inbox. This could take several minutes when configuring for the first time.