

How do I setup Outlook 2013 for Windows to connect to MIT Exchange for the first time?

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This article refers to Exchange Email and Calendaring. If you're looking for Office 365 Email and Calendaring, see: [istcontrib:Office 365 - Email and Calendaring Landing Page].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Office 365?]

Answer



This article assumes that you have correctly installed [Microsoft Office 2013 Profession Plus](#) for Windows **and** that you do not have an Outlook profile currently setup.

1. Open Outlook 2013. Typically, the program can be found by navigating to **Start > All Programs > Microsoft Office 2013**.
2. When presented with the *Welcome to Microsoft Outlook 2013* window, select **Next**.

3. On the following screen, titled "Microsoft Outlook Setup", leave the top radio button (labeled **Yes**) marked and select **Next**.

4. On the next screen, enter your name, email address and password.
IMPORTANT: You must enter your email address as you@exchange.mit.edu. The Exchange server will send email as you@mit.edu, however this step is necessary for the initial setup.

5. The Exchange server will now automatically configure your account (**Note:** This could take several minutes).

6. When done select **Finish**.

7. Outlook 2013 will do some additional configuration and you will be brought to your email inbox.

Note that Outlook 2013 can take several minutes and/or hours (depending on your mailbox size) to synchronize all email, calendar and contact data locally.