

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

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



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.