## **Configure Outlook 2019 or 2021 on Windows**

## Set up email with Outlook 2019 or 2021 on Windows

After installing Office 2019/2021 you can use Outlook to check your email. To get started, open the Outlook app found under the Windows menu.

Once you open Outlook, this window will appear:

	×
Welcome to Outlook	
Enter an email address to add your account.	
Email address Advanced options ~	
Connect	
connect	

Enter your full email address and click Connect.

You should then encounter a Windows Security Window:

Windows Security	×
Microsoft Outlook	
Connecting to mrhalp@mit.ed mrhalp@mit.edu	u
Password	
Remember my credentials	
More choices	
ОК	Cancel

Enter your Kerberos password and click OK.

As long as your password was entered correctly, you should be greeted by this message:

Adding mrhalp@mit.edu Account setup is complete	×
OK Set up Outlook Mobile on my phone, too	

Be sure to uncheck the box for "Set up Outlook Mobile on my phone, too" and then click OK.

Outlook will then fully launch and begin synching your email and folders. Depending on the amount of email you have, this can take some time to complete.

**NOTE:** Another window may appear requesting that you accept the Microsoft terms and conditions to continue using the software. You will want to click "Accept and start Outlook."