Setting Up Outlook 2013 or 2016 for First-Time Use

To setup your Microsoft Outlook 2013 or 2016 client to receive your Furman e-mail, launch Outlook on your computer. You will be presented with the first run dialog screen.

1. Click on the “Next” button to begin the process of setting up your account, then click “Yes” when asked whether you want to configure an email account. Click “Next.”

2. On the “Auto Account Setup” screen, your name and e-mail address should automatically fill-in with the correct information. If not, please input your name in the “Your Name” field and your full e-mail address in the “E-mail address” field. Once finished click the “Next” button.

3. The setup wizard will try to automatically determine the best settings for your account, and may take a few moments to complete. Please be patient while the process is occurring. If prompted with a Windows Security window like the one below, enter your username in the following format: “username@furman.edu” and type in your network password. Once you have entered the information click the “OK” button.

   NOTE: Please be sure NOT to check the “Remember my credentials” option on this window as it will help with troubleshooting any account issues that you might encounter while setting up your account initially. (Picture on next page)
4. Once the wizard has completed you will be presented with a window that confirms your account status that “Your e-mail account is successfully configured.” Click the “Finish” button to complete the setup process.